

# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



## BOARD OF DIRECTORS MEETING

### AGENDA

JANUARY 15, 1976

- I. CALL TO ORDER  
LOIS, HEDRICK, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING NOVEMBER 20, 1975
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. INTRODUCTION OF GUESTS
  - A. DISCUSSION
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

#### MEMBERS EXPECTED TO BE PRESENT:

MRS. BATTERHAM  
MR. BUTLER  
MRS. HEDRICK  
MR. HOLCOMB  
MR. JOHNSON  
MR. LINDSAY  
MRS. PERRY  
MR. PRINCE



1875



1975



A CENTURY OF SERVICE

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - January 15, 1976

The regular meeting of the Board of Directors of the Decatur Public Library was held January 15, 1976 in the board room of the main Library.

Members Present:

Mrs. Batterham  
Mrs. Hedrick  
Mr. Holcomb  
Mr. Johnson  
Mr. Lindsay  
Mr. Prince

Members Absent:

Mr. Butler  
Mrs. Perry  
Mr. Robinson

Others Present:

Ray Ewick, RPL  
Don Wood, City Data  
Processing  
Mr. Dumas  
Miss Schwegman

The meeting was called to order at 4:30 P.M. by Mrs. Hedrick.

The minutes of the regular board meeting of November 20, 1975 were approved, there being no board meeting for the month of December because of lack of a quorum.

In his statistical report to the Board, Mr. Dumas stated that circulation is up again this month and last month - 6% in November and 7 $\frac{1}{2}$ % in December. The year-to-date increase is 9.8%. It is surprising that we did so well in December as the bookmobiles have had problems and the holidays fell on days of heavy bookmobile stops. Mr. Dumas further reported that we had some film programs in the library - 4 showings with 122 people present. Staff assistance to patrons was up in all departments by 107% in December overall, nearly twice what it was in December of last year. Directional type of help to patrons was up 3 $\frac{1}{2}$ %.

Continuing, Mr. Dumas stated that last May he reported on a survey we had done with the help of Rolling Prairie Libraries and the Friends of the Library under the general sponsorship of the State Library, the results of which were being collated and interpreted by the University of Illinois Research Center for Library Science. Mr. Dumas stated he had now received the comparative results from the U of I Research Center, a copy of which is at each board member's place. By and large it makes us come up "smelling roses." You all have a copy to look over and I will comment upon it at greater length next month, Mr. Dumas remarked. For the record, the meeting schedule of the Board of Directors meetings for the current year has been posted and circulated as required by law.

As a member of the Properties and Finance Committee, Mr. Prince gave an informational report on the summary of income and expenditures through November 30 and December 31, 1975 and bills approved for these two periods. The motion for approval of the reports by Mr. Prince was seconded by Mr. Johnson and was unanimously approved by a roll-call vote.



Mr. Prince further moved that the new service agreement with Otis Elevator Company for the Haughton freight elevator, a copy provided herewith, be approved, and that the City Librarian be authorized to sign the contract. Mr. Holcomb seconded the motion and it was approved.

A third motion was made by Mr. Prince, to wit: That \$3,400 be transferred from Code 402, Contingencies, to be distributed as follows:

- \$ 200 to Code 212, Service to Maintain Improvements
- 400 to Code 214, Service to Maintain Office Equipment
- 145 to Code 312, Janitorial Supplies
- 2,125 to Code 324, Materials to Maintain Automotive Equipment
- 530 to Code 423, Insurance

Mrs. Batterham seconded the motion and it was approved. The transfer of funds for Materials to Maintain Automotive Equipment was discussed. Mr. Dumas stated he had called Mobile International about the problems we are having with the bookmobiles. They cannot send anyone from the company to Decatur, but they are sending drawings. Mobile International suggested the addition of a third axle behind the present two. K & G Trailer Company has also recommended the installation of a third axle and the increase of the tires from 10 to 16 ply, which also means larger wheels. Previous to the purchase of the bookmobile trailers, Mr. Dumas stated he had called San Antonio and Tucson libraries and they had reported they were delighted with their Mobile International trailers. Mrs. Hedrick interposed that also a member of the library board, Mr. Carl Dick, had gone to the plant to inspect the trailers before they were purchased.

As Chairman of the Policies, Public Relations and Personnel Committee, Mr. Holcomb noted that Parts I and II of the policy manual had been reviewed by the Board and if there were no other suggestions by the Board, these two sections would stand approved. Mr. Holcomb stated that Parts III and IV, copies of which have been distributed to all members, will be discussed at the next board meeting. Mrs. Hedrick urged that all members review these two sections before the next meeting of the Board as suggestions and discussion would be welcome.

Mrs. Hedrick introduced the two guests present, Mr. Ray Ewick, Director of the Rolling Prairie Library System, and Mr. Don Wood, Supervisor of the City of Decatur Data Processing Center. Mrs. Hedrick remarked that the Decatur Library has reached a crisis with regard to room for storage of cards in the Circulation Department. "We simply are running out of space for IBM cards, and stopgap measures are not the answer. Now is the time to seriously consider what we are going to do", Mrs. Hedrick stated.

Mr. Ewick's remarks, in essence, were as follows: He stated that in the last couple of years significant progress has been made in computerizing library functions. A company that has made great headway in this field is the Computer Library Services, Inc. (CLSI), which was founded by two or three librarians and information science specialists. They put together a system using a mini computer and light pen terminals for the specific purpose of handling library problems. From a computerized book acquisitions system, they moved to a circulation control system. That system has in turn generated interest among two or three other companies, some of whom have developed a system using a mini computer alone while others have used a mini as the front end of a "host" computer. In



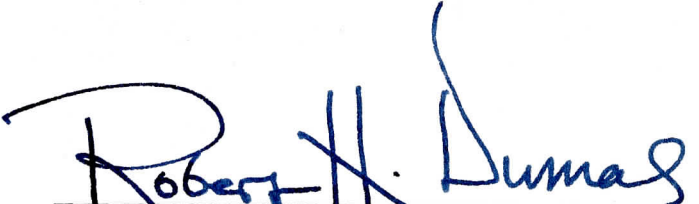
the CLSI system, circulation data is gathered by a light pen from a bar-encoded label. The mini computer which has all the data relating to collections and patrons stored in it gathers the necessary circulation information relayed to it from the light pen, and that is the end of it. CLSI leases its system and sells them outright. The systems have been installed in a number of Illinois libraries and have been examined by Mr. Ewick, Mr. Dumas, as well as Mr. Holcomb and Mrs. Batterham. In answer to Mr. Prince's query, Mr. Ewick stated that librarians are not particularly computer oriented, but after they have gotten over their hurdle of acceptance they have been satisfied with the performance of the CLSI system. Mr. Holcomb interposed that since at least part of the company is now owned by Xerox it has greater credibility. Mr. Ewick brought a booklet illustrating the CSLI equipment showing the three pieces of equipment necessary for the system. The first picture showed the circulation terminal and the light pen which actually reads the label. The second picture showed the cathode ray tube terminal which has a keyboard to address the computer. The third picture was of the mini computer itself - about the size of a desk and with a keyboard set on the top with two printers on it which are used to generate printed reports. These three pieces make up the whole system and essentially this is the equipment being sold. RPL has an interest in computerized circulation control because of the auxiliary uses to which the equipment and data base lend themselves. RPL has an interest in where books are and what the status of them would be for inter-library loan, particularly since Decatur and Springfield libraries are the co-headquarters for the system and a major part of the RPL book budget each year is spent for materials to be housed in these two libraries. If the system and the two headquarters can be tied to one circulation control system, each library would have access to the other's collections. This is part of the idea of looking into this together. A joint solution might be economically the best solution. The State is also interested from the standpoint that if these mini computer systems are purchased and operational in many systems, the State has agreed to inter-connect the systems. The State has offered RPL \$25,000 to help pay the cost if the system did go this direction. RPL has no commitment in going with any particular company. It is Mr. Ewick's hope that we could look at the problems and find a joint solution.

Mr. Ewick also mentioned an automated circulation control system being marketed by the Gaylord Company, which has been a library supplier for a long time. They also use the light pen terminal but otherwise approach the problem a little differently. They use a mini computer connected to a maxi computer located in Syracuse, New York. As opposed to the CLSI where all data must be stored in the mini computer, the Gaylord system stores the detailed data about the books and patrons in the large "host" computer in Syracuse and uses the mini computer to store only the transactional data. There are a number of other differences which make it difficult to compare the two systems. However, both systems seem to be able to do the job. The CLSI system designed for our particular three library situation may be purchased for an estimated \$303,000 plus a monthly maintenance charge of \$1,249. The Gaylord system can only be leased and for the three libraries that is estimated to be \$76,500 per year. This includes \$50,960 for equipment rental and approximately \$25,540 processing cost which is based upon actual circulations.

Mr. Wood's remarks, generally, were as follows: He has gone through the CLSI pamphlets and from what he can see the system is very good. The concept is good, but he didn't know about the equipment and wasn't aware that the company was partially owned by Xerox. Mr. Wood explained that the actual statistics or reports produced by the computerized system are presently being done for the Decatur Public Library except for the reserve books. Mr. Wood has an IBM representative coming to discuss with him what that company has to offer by way of circulation control using present equipment with communication lines between the library and the city. He would also cost-out the inclusion of the Rolling Prairie Libraries, although Springfield might be a little out of the question because of the cost of dedicated phone lines. Mr. Wood stated that a major problem with the present circulation system occurs as a result of the number of cards which must be handled, most of which is done manually. Mr. Wood suggested there are several ways of doing away with an excessive number of cards. It is just a matter, he said, of the cost. A new on-line system for the library would involve local terminals at the library. There are presently four local terminals at the city building and more are contemplated. With the installation of additional external terminals, there would be a necessity for some equipment to be added to the computer center, but since there are another three or four places in the city that could use external terminals, it would be possible for the initial added equipment necessary to be shared by several departments, and thus a sharing of the cost. Mr. Holcomb asked if the system could provide additional services such as those offered by the CLSI equipment and Mr. Wood replied affirmatively. Mr. Ewick asserted that if the city could devise a system competitive with CLSI or other specialized vendors, the Rolling Prairie Library would be interested. Mr. Wood raised the question of how the bookmobiles would be handled under a computerized system and Mr. Dumas stated that circulation on the mobile units would be handled by hand charging until equipment is available to integrate the bookmobiles into the computerized system. In answer to Mr. Holcomb's question, Mr. Wood stated that any change in the circulation system involving the city should be regarded as a long-term commitment by the library because of the costs involved.

Mrs. Hedrick suggested that Mr. Wood set up a meeting between the IBM representative and members of the board at a time convenient to all and that Miss Schwegman could call board members when the meeting is scheduled.

There being no further business to come before the Board, the meeting was adjourned at 5:45 P.M.

  
Robert H. Dumas, City Librarian

For Secretary of the Board