

## BOARD OF DIRECTORS MEETING

### AGENDA

JUNE 15, 1978

- I. CALL TO ORDER  
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR AND ANNUAL BOARD MEETING MAY 18, 1978
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
    1. Approval of Bills
    2. Progress Report on Bookmobile Trailer
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

#### MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham  
Mr. Holcomb  
Mr. Johnson  
Mr. Lindsay  
Mr. Marshall  
Mrs. Moore  
Mr. Prince  
Mr. Robinson  
Mr. Stewart

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - June 15, 1978

The regular meeting of the Board of Library Directors of the Decatur Public Library was held June 15, 1978 in the board room of the main library.

Members Present:

Mrs. Batterham  
Mr. Holcomb  
Mr. Johnson  
Mr. Lindsay  
Mr. Marshall  
Mrs. Moore  
Mr. Prince  
Mr. Robinson  
Mr. Stewart

Members Absent:

None

Others Present:

Mrs. Johnson  
Mr. Dumas  
Miss Schwegman

The meeting was called to order at 4:30 p.m. by Mr. Robinson.

The minutes of the regular and annual board meeting of May 17, 1978, were approved.

In his statistical report to the Board, Mr. Dumas commented that there is a healthy increase in circulation this month over last month - something like a 12% increase - which is simply fantastic, and should, if it continues, give us a good head of steam for the coming year. Mr. Dumas stated that we have now been in this building since 1971 and that he would like to comment briefly on the trends that have appeared since we have moved to the new building. Even though circulation of children's departments has been declining throughout the country for the last 15 years, our children's department showed a 9% gain this year compared to 7 or 8 years ago. Mr. Holcomb remarked that this increase was probably due to the man we now have as head of the Children's Department, and Mr. Dumas agreed with this contention wholeheartedly. Mr. Dumas continued saying that the Young Adult Department continues to lag in circulation, but since the number of books circulated in this department is small, the effect on total circulation is not as great as the 46% decline might suggest. In the Home Reading Department it was astonishing to note the increase in circulation of periodicals. We have greatly amplified our holdings in this area for the last few years and the circulation of periodicals has grown 240%. In the classified book collection we have also been developing the 600's which deal with practical matters, and the circulation in this area is up 50% over 7 years ago. Mr. Dumas further noted that the circulation of non-fiction materials has grown 33.6% and fiction, 2%, and that this switch from fiction to non-fiction is a healthy one for the Library from the point of view of the Library's educational objectives. Mr. Dumas stated that over-all he was very pleased with the comparisons.



Mrs. Moore commented that her daughter had found the children's collection inadequate for her needs and with the consent of her parents had used the adult collection, but had not always felt too welcome there. Mr. Dumas stated that this practice is certainly permissible when the need arises.

It was reported by Mr. Dumas that Mr. Seidl and Mr. Klingaman, engineering consultant from Caterpillar, have been busy preparing plans and specifications for the new bookmobile trailer, which were perused and augmented by the Finance Committee last week. Bids will be taken on the trailer July 20. Mr. Dumas gave a brief explanation and commentary on the plans and specifications as they have been approved, and stated he thought it was going to be a very good machine, and that Mr. Seidl and Mr. Klingaman had done a beautiful job. Mr. Dumas pointed out that the financial statement produced by the City this month does not reflect the new appropriation and does not represent the amended budget request. It was announced by Mr. Dumas that the staff artist position has now been filled and Mrs. Odell Portz will begin the work in the library next week. Finally, Mr. Dumas issued an invitation to the Board on behalf of the Staff to attend a "coffee" to be held for new members and new officers of the Board from 3:00 to 4:30 p.m. on July 20, prior to the regular meeting of the Board. Mr. Robinson thanked the Staff for the kind invitation.

Calling the "Statistical Report" the "Librarian's Report" on the agenda was suggested by Mr. Robinson. Mr. Robinson further commented that the Board has gone on record with the Mayor asking for replacement of board members who will no longer be serving come July. He suggested Mr. Holcomb, as the incoming President, might give Mr. Walton a call.

As Chairman of the Properties and Finance Committee, Mr. Johnson gave an informational report on the summary of income and expenditures through May 31, 1978 and bills approved through that date. The motion for approval of the report by Mr. Johnson was seconded by Mr. Lindsay and was unanimously approved by a roll-call vote.

Mrs. Batterham reported that the Policies, Public Relations and Personnel Committee had not met the previous month.

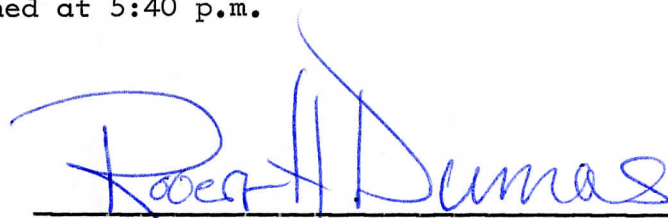
Under Old Business Mr. Lindsay questioned the status of the commemorative plaques that were to be mounted and Mr. Dumas pledged he would see this was done forthwith. Mr. Marshall asked if the three women from the "Right to Life" organization who attended last month's meeting had been answered. Mr. Robinson commented that Mr. Dumas had investigated the situation and a letter had been written to Mrs. Dausman explaining the Library's position. Mr. Marshall further asked if anything had been heard from the City Manager or the Council regarding the Library Board's request for next year's appropriation and working cash fund. Mr. Dumas stated there had been no reply. Mr. Robinson suggested that some kind of follow up might be in order.

Mr. Holcomb queried Mr. Dumas about the status of the computer backlog in the Circulation Department. Mr. Dumas replied that during the summer months we are making inroads and are now current on patron entries; however, we are still working on the backlog of books taken "on-the-fly." Mr. Holcomb also asked about the switchboard handling of telephone calls in the Circulation Department. Mr. Dumas explained that there were probably sufficient calls to justify a switchboard operator position, but that now the secondary console is in the front of the Department and the primary console is in the back where the staff no longer work. Mr. Dumas stated he had talked to the telephone company and this situation would be rectified. Mr. Lindsay suggested it might be helpful to ask the telephone company for a survey of traffic. Mr. Dumas stated that the direct dial method would not be feasible since most patrons who call do not know to whom they wish to speak. Mr. Holcomb commented he would rather have staff working on the backlog than answering the telephone.

It was reported by Mrs. Moore that as a member of a steering committee she had attended a Pre-White House Conference along with other Rolling Prairie Library representatives and had enjoyed it very much.

As retiring members of the Board, Mr. Lindsay and Mr. Prince expressed their thanks to the remaining board members and to Mr. Dumas, and stated they had appreciated and enjoyed their association on the Board. Mr. Lindsay offered to be of help any time he was needed in the future. Mr. Robinson, a resigning member of the Board, stated he had especially enjoyed the last two years of his service on the Board as President as he had been more involved, and wished the new President, Mr. Holcomb, well.

The meeting was adjourned at 5:40 p.m.

  
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Robert H. Dumas, City Librarian

For Secretary of the Board



STATISTICAL REPORT

May, 1978

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1978 -	23,824	2,406	16,090	42,320	42,320
1977 -	22,379	2,247	13,029	37,655	37,655

TECHNICAL PROCESSING

Cataloging

New books added  
New titles added  
Books withdrawn  
Books mended

845  
282  
768  
1,148

Acquisitions

Books checked in  
Telephone directories  
Pamphlets  
Gifts

845  
45  
0  
2

Materials in the State of Processing

Materials (physical items) - 1,680  
Titles - 1,174

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1977/78</u>	<u>YTD Expended 1978/79</u>	<u>Unencumbered</u>
Personal Services	714,481	47,759	53,372	661,109
Operating	183,746	7,186	10,641	173,105
Capital & Books	164,274	6,143	10,682	153,592

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	8	--	--	8
Library Assistants	8 + 1 (80 hrs)	--	--	8 + 1 (80 hrs)
Clerical	21 + 12 (1080 hrs)	--	--	21 + 12 (1169 hr)
CETA	5	--	--	5
Maintenance	2	--	--	2

Current Vacancies: 3 Technical Services Clerks I, 1 Sr. Bldg. Custodian,  
1 Staff Artist

## CITY OF DECATUR, ILLINOIS

## Decatur Public Library

Month of May, 1978

<u>NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
40954	Treas- % Employee's Insurance Fund	Life & hosp ins	1,194.34
40962	Treas-% Payroll Fund	Pd ending 5-3-78	1,065.12
40983	Postmaster	Postage	13.00
40986	Black & Co.	Hardware supplies	26.78
40987	R R Bowker Co.	Books	51.00
40988	C C Fire Equipment Co.	Service to fire extinguishers	113.50
40989	Central Trust Bank	Savin copier	118.75
40990	Dash Disposal	Service for month	13.00
40991	Decatur Paper House	Paper supplies	51.08
40992	Division of Boiler Safety	Inspection fees	8.00
40993	Downtown Decatur Council, Inc.	Parking for month	300.00
40994	Fehrenbach Chevrolet	Repair service	11.45
40995	Fox Photo	Cover for projector	16.50
40996	Gaylord Brothers, Inc.	Record cases, supplies	1,285.75
40997	Horse Lover's	Books	9.00
40998	I F G Leasing Co.	Circulation control system (lease for 2 mo)	1,740.00
40999	Ill Bell Telephone Co.	Telephone service	78.84
41000	Industrial Printing, Inc.	Envelopes	194.00
41001	Library Cards Ltd.	Catalog cards	70.56
41002	Norman's Cleaners	Laundry service	2.75
41003	Otis Elevator	Service for month	218.89
41004	Public Documents Dist Center	Books	58.85
41005	Rolling Prairie Libraries	Circulation control system	750.00
41006	Spiridon Athletic Equipment	Books	32.10
41007	Treas-% Water Revenue Fund	Water bill	64.39
41008	Volunteer Action Force	5 tickets	25.00
41028	Ill Bell Telephone Co.	Telephone service	505.88
41029	Consumer Information Center	Books	24.20



<u>VOUJ.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
41030	Modern Business Systems, Inc.	Savin copier	39.65
41031	Ted Poland & Sons	Window repair	42.60
41035	Herbert J. Bavor, M.D.	Professional services	25.00
41147	Hollinger Corp.	File folders	64.80
41148	Sears, Roebuck & Co.	Smoke alarm detectors	29.76
41149	York Radio & Tv	Needles (for record player)	4.97
41162	J D Johnson & Son, Inc.	Liability insurance	2,499.00
41271	Treasurer-% Payroll Fund	Pd ending 5-10-78	23,215.79
41311	Treas-% Petty Cash Fund	Reimbursement	53.78
41314	American Library Assn.	Books	5.00
41315	Art News	"	28.00
41316	Badorek's Garage	Repair service	19.50
41317	R R Bowker	Books	45.00
41318	Bro-Dart, Inc.	"	3.31
41319	Consumer Markets Division	"	3.75
41320	Decatur Paper House	Office supplies	134.74
41321	Dover Publications, Inc.	Books	79.79
41322	Field Enterprises	"	13.50
41323	First National Bank of Decatur	Rent of safety deposit box	8.00
41324	Gale Research Co.	Books	140.89
41325	Haines & Essick Co.	Office supplies	17.56
41326	IBM Corp.	Typewriter ribbons	22.05
41327	Intercoast Factors, Inc.	Books	4.75
41328	David U Larson	"	3.00
41329	Marketing Services Division	"	150.00
41330	Meredith Corp.	"	8.00
41331	Microfilming Corp of America	"	30.35
41332	Pamphlet Publications	"	132.25
41333	Paxton's Service Press	Rubber stamp	7.25
41334	Real Estate Education Co.	Books	14.70

<u>VQU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
41734	Miller Products	Janitorial supplies	185.10
41735	Natl Auto Dealers Assn.	Books	40.00
41736	Natl Record Plan	"	810.61
41737	One Century Plaza	"	20.00
41738	Pelican Publ Co.	"	9.14
41739	Public Documents Dist Ctr.	"	116.10
41740	Ridley Enslow Publ	"	8.06
41741	Road & Track	"	12.00
41742	Smithsonian Customer Service	"	6.75
41743	Supt of Documents	"	37.00
41744	Toll Free Planning Service	"	7.45
41745	Union County Folm Service	Film rental	38.95
41746	U S Volleyball Assn.	Books	4.00
41747	West Publ Co.	"	231.00
41748	Wood Printing	Printed cards	145.00
41749	Ziff-Davis Publ. Co.	Books	7.00
41752	Treas-% General Operating Fund	May adm cost	1,020.83
41753	Treasurer-% I M R Fund	May retirement	7,023.96

TOTAL LIBRARY FUND VOUCHERS \$78,819.21



REVENUE ITEMS

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE
FUND BALANCE MAY 1, 1978	196,382.00	218,660.02	218,660.02	22,278.02-
TAX LEVY RECEIPTS-CURRENT	0.00	0.00	0.00	0.00
TAX LEVY RECEIPTS-PRIOR	0.00	0.00	0.00	0.00
FINES & FEES	0.00	0.00	0.00	0.00
NON-RESIDENT FEES	0.00	0.00	0.00	0.00
INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00
LOST & DAMAGED BOOKS	1,400.00	0.00	0.00	1,400.00
PRINTS & MADE CN COPY MACHINE	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00
CURRENT YEAR TAXES	930,000.00	0.00	0.00	930,000.00
PRIOR YEAR TAXES	5,000.00	9,175.69	9,175.69	4,175.69-
LIBRARY INVESTMENTS	13,500.00	2,245.34	2,245.34	13,254.66
LIBRARY FINES & FEES	16,500.00	2,273.66	2,273.66	13,226.34
NON-RESIDENT FEES	1,000.00	54.00	54.00	946.00
LOST & DAMAGED BOOKS	0.00	126.23	126.23	126.23-
PRINTS & MADE CN COPY MACHINE	550.00	52.99	52.99	497.01
MISCELLANEOUS INCOME	6,400.00	457.48	457.48	5,942.52
TOTAL REVENUE	1,170,232.00	231,045.41	231,045.41	939,186.59

TOTAL REVENUE

939,186.59

231,045.41

231,045.41

1,170,232.00



UNENCUMBERED BALANCE

YEAR TO DATE EXPENDITURES

CURRENT MONTH EXPENDITURES

PURCHASE ORDERS OUTSTANDING

BUDGET AND APPROPRIATION

ACCOUNT NO.	DESCRIPTION	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE
101	REGULAR SALARIES	591,396.00	0.00	44,383.19	44,383.19	547,012.81
102	STIPENDS	150.00	0.00	0.00	0.00	150.00
103	RETIREMENT FUND	86,796.00	0.00	6,525.75	6,525.75	80,270.25
106	EMPLOYMENT COMPENSATION	3,175.00	0.00	0.00	0.00	3,175.00
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	19,970.00	0.00	1,070.39	1,070.39	15,899.61
109	TEMPORARY SALARIES	15,994.00	0.00	1,394.40	1,394.40	14,599.60
201	ADVERTISING	200.00	0.00	0.00	0.00	200.00
202	PRINTING & BINDING	5,000.00	0.00	552.35	552.35	4,447.65
211	SERVICE TO MAINTAIN BLDGS	10,000.00	0.00	791.39	791.39	9,208.61
212	SERVICE TO MAINTAIN IMPROV OTHR THAN BLDGS	650.00	0.00	15.75	15.75	634.25
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	9,175.00	0.00	0.00	0.00	9,175.00
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,000.00	0.00	43.70	43.70	956.30
221	AUDITING PROFESSIONAL SERVICES	600.00	0.00	0.00	0.00	600.00
229	OTHER SERVICES	1,000.00	0.00	25.00	25.00	975.00
230	DATA SERVICES	11,650.00	0.00	0.00	0.00	11,650.00
231	ELECTRICITY	28,675.00	0.00	2,229.10	2,229.10	26,445.90
232	TELEPHONE	7,000.00	0.00	0.00	0.00	7,000.00
233	WATER	325.00	0.00	584.72	584.72	2,615.28
234	CONFERENCE ATTENDANCE EXPENSE	2,750.00	0.00	64.39	64.39	2,685.61
241	POSTAGE	5,000.00	0.00	25.00	25.00	4,975.00
245	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,176.00	0.00	13.00	13.00	1,163.00
288	RENTALS	6,500.00	0.00	0.00	0.00	6,500.00
310	GAS OIL & ANTIFREEZE	800.00	0.00	624.10	624.10	175.90
312	JANITORIAL SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	4,500.00	0.00	264.20	264.20	4,235.80
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,000.00	0.00	56.69	56.69	943.31
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	60.59	60.59	55.41
345	OFFICE SUPPLIES	9,000.00	0.00	0.00	0.00	9,000.00
402	CONTINGENCIES	53,000.00	0.00	1,761.75	1,761.75	51,238.25
403	TRANS TO G F (ADMIN SERV)	12,250.00	0.00	0.00	0.00	12,250.00
415	SERVICE RECOGNITION PAYROLL	980.00	0.00	1,020.83	1,020.83	1,980.83
423	INSURANCE	10,510.00	0.00	0.00	0.00	10,510.00
515	OFFICE MACHINERY & EQUIPMENT	54,274.00	0.00	2,507.00	2,507.00	51,767.00
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	3,360.00	3,360.00	3,360.00
525	LIBRARY BOOKS RECORDS & EXHIBITS	110,000.00	0.00	0.00	0.00	110,000.00
	TOTAL EXPENDITURES	1,062,501.00	0.00	74,695.29	74,695.29	987,805.71



05/31/78

DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

941A

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE
FUND BALANCE MAY 1, 1978	28,370.00	31,387.85	31,387.85	3,017.85-
TAX LEVY RECEIPTS-CURRENT	0.00	0.00	0.00	0.00
INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00
CURRENT YEARS TAXES	117,870.00	0.00	0.00	117,870.00
PRIOR YEARS TAXES	0.00	1,139.55	1,139.55	1,139.55-
INTEREST ON INVESTMENTS	2,000.00	0.00	0.00	2,000.00
TOTAL REVENUE	148,240.00	32,527.40	32,527.40	115,712.60

1  
56 A  
101 A  
524

	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE
58	100.00	0.00	0.00	0.00	100.00
410	117,870.00	0.00	0.00	0.00	117,870.00
TOTAL EXPENDITURES	117,970.00	0.00	0.00	0.00	117,970.00



REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE
FUND BALANCE MAY 1, 1978	52,204.00	51,943.45	51,943.45	260.55
INCOME	300.00	0.00	0.00	300.00
INVESTMENT INTEREST	0.00	0.00	0.00	0.00
INTEREST ON INVESTMENTS	3,500.00	0.00	0.00	3,500.00
MISC INCOME	0.00	0.00	0.00	0.00
TOTAL REVENUE	56,004.00	51,943.45	51,943.45	4,060.55

56  
56 A  
524  
799

TOTAL REVENUE

56,004.00

51,943.45

51,943.45

4,060.55



BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE
58 EXPENDITURES	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00



REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE
FUND BALANCE MAY 1, 1978	0.00	0.00	0.00	0.00
CITY OF DECATUR	0.00	0.00	0.00	0.00
TRANS FROM CITY OF DECATUR	30,000.00	0.00	0.00	30,000.00
731				
TOTAL REVENUE	30,000.00	0.00	0.00	30,000.00

	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE
101	24,819.00	0.00	3,433.54	3,433.54	21,385.46
103	4,212.00	0.00	498.21	498.21	3,713.79
105	8.00	0.00	0.00	0.00	8.00
107	850.00	0.00	111.05	111.05	738.95
107 A	111.00	0.00	12.90	12.90	98.10
TOTAL EXPENDITURES	30,000.00	0.00	4,055.70	4,055.70	25,944.30

REGULAR SALARIES  
 RETIREMENT FUND  
 WORKMENS COMPENSATION  
 HOSPITALIZATION & MEDICAL INSURANCE  
 GROUP LIFE INSURANCE

TOTAL EXPENDITURES

30,000.00

0.00

4,055.70

4,055.70

25,944.30



REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE
FUND BALANCE MAY 1, 1978	862.00	1,082.00	1,082.00	240.00-
REVENUE	900.00	0.00	0.00	900.00
INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00
INTEREST ON INVESTMENTS	30.00	0.00	0.00	30.00
MISC INCOME	0.00	0.00	0.00	0.00
TOTAL REVENUE	1,772.00	1,082.00	1,082.00	690.00

56  
56 A  
524  
799



	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE
58	800.00	0.00	57.78	57.78	742.22
	800.00	0.00	57.78	57.78	742.22
EXPENDITURES					
TOTAL EXPENDITURES					