

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

NOVEMBER 13, 1970

- I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING OF OCTOBER 16, 1970
 - B. SPECIAL BOARD MEETING OF OCTOBER 23, 1970
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
 - D. PROPERTIES DISPOSITION
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. SELECTION OF NOMINATING COMMITTEE FOR OFFICE OF SECRETARY
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. DICK
MR. FARRELL
MRS. HEDRICK
MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - NOVEMBER 13, 1970

The regular meeting of the Board of Directors of the Decatur Public Library was held November 13, 1970 in the Board Room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Dick
Mr. Farrell
Mrs. Hedrick
Mr. Miller
Mr. Olsen
Mr. Sappington
Mr. Schuerman

Members Absent:

None

Others Present:

Dawn Ricchio (Herald Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:30 P.M. by Mr. Miller, Vice President.

The minutes of the regular board meeting of October 16, 1970 and of the special board meeting of October 23, 1970 were approved.

Mr. Schuerman then took over the chair of the meeting.

City Librarian Mr. Dumas reported that the library has circulated over 40,000 books this month, with roughly the same amount last year. Mr. Dumas stated that he thought we were in a leveling off period at the present time, even though there has been a slight decline in bookmobile circulation because of the breaking in of new personnel. Registration has gone up again, this month by 165, making the third month in a row that registration has increased. Mr. Dumas further reported that the work on the catalog for the new building is proceeding fairly smoothly, even though the catalog clerk has been on vacation for two weeks.

Mr. Dumas stated that problems still exist between the City Data Processing Center and the library. Books are being returned by patrons, and then patrons receive overdue notices and sometimes even second notices of the books being overdue. Mr. Dumas stated that the library is in constant communication with the Data Processing Center and we notify them of all the errors that are found, but to date the problems continue. Mr. Schuerman suggested that Mr. Miller and Mr. Dumas meet with Mr. Cufaupe of the Data Processing Center to discuss these problems and see what can be worked out.

As Chairman of the Properties and Finance Committee, Mr. Butler gave an informational report on the summary of income and expenditures through October 31, 1970 and bills approved through October 31, 1970. The motion for approval of the report by Mr. Butler was seconded by Mr. Farrell and was unanimously approved by a roll-call vote.

Mr. Butler further moved that \$425 be transferred from the Contingencies Account, Code 402, to the Service Recognition Payroll Account, Code 415. Mr. Sappington seconded the motion and it was approved.

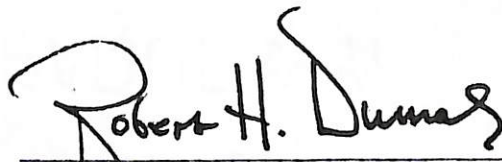
As Chairman of the New Building Committee, Mr. Dick stated that the board members are familiar with the problems on the arrival of the shelving for the new building. The architect has contacted the shelving suppliers and they have promised that delivery will be made at the earliest possible date. Mr. Dick stated that right now we are a victim of circumstances and helpless to move ahead until the shelving arrives. Therefore, the opening date of the new library is indefinite at present.

Mr. Miller reported that the Properties Disposition Committee has disposed of the old building with the assistance and cooperation of the board, and that some equipment in the building has been tentatively sold, and that private sale to other libraries and organizations is progressing. What is left after the private sale will be auctioned to the public.

Mr. Schuerman appointed Mr. Olsen, Chairman, Mr. Miller and Mr. Sappington to act as members of a nominating committee for the office of Secretary of the board.

The next regularly scheduled board meeting will be held Friday, December 11, 1970 at 4:30 P.M. in the board room of the main library.

The meeting was adjourned at 5:15 P.M.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, stylized "R" and "D".

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

November, 1970

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1970 -	20,518	2,275	11,892	34,685	284,624
1969 -	21,307	2,633	14,041	37,981	291,613

REGISTRATION

Resident	25,802	Non-Resident	1,873	
Added	<u>685</u>	Added	<u>65</u>	
	26,487		1,938	
Withdrawn	<u>729</u>	Withdrawn	<u>32</u>	
	25,758		1,906	<u>27,664</u>

TECHNICAL PROCESSING

Cataloging

New books added	399
New titles added	206
Books withdrawn	785
Books mended	362

Acquisitions

Books checked in	441
Pamphlets checked in	62
Telephone directories	16
Microfilm reels	7
Gifts	3

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

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PERIOD MAY 1, 1970 THRU NOVEMBER 30, 1970

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% of ESTIMATE
Fund Balance, May 1	18,000.00	0	38,131.75	(20,131.75)	
Tax Levy Receipts - Current	604,686.00	0	548,369.96	56,316.04	
Tax Levy Receipts - Prior	4,450.00	0	0	4,450.00	
Fines & Fees	11,000.00	895.80	6,126.59	4,873.41	
Non-Resident Fees	275.00	34.00	153.00	122.00	
Interest on Investments	5,000.00	0	5,700.58	(700.58)	
Lost & Damaged Books	600.00	47.50	393.30	206.70	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	385.00	24.66	279.52	105.48	
Miscellaneous	273,800.00*	111.27	218,824.59	54,975.41	
D.P.L. Corp (Const. Loan Proceeds)	741,911.00	0	407,403.74	334,507.26	
TOTAL REVENUE	1,660,147.00	1,113.23	1,225,383.03	434,763.97	73.81

*Includes Progress Payments
from State Building Grant

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salries	273,188.00		19,009.33	136,781.70	136,406.30
107	Hospitalization,					
	Medical & Life Insurance	4,056.00		0	1,916.16	2,139.84
109	Temporary Salaries	24,118.00		1,053.26	17,039.49	7,078.51
201	Advertising	200.00		0	55.50	144.50
202	Printing & Binding	3,000.00		0	794.67	2,205.33
211	Service to Maintain Buildings	21,900.00		1,010.78	7,188.41	14,711.59
212	Service to Maintain Improvement Other Than Buildings	225.00		46.75	106.89	118.11
214	Service to Maintain Office Equipment	650.00		0	300.24	349.76
215	Service to Maintain Automotive Equipment	1,000.00		0	572.35	427.65
221	Auditing	600.00		0	0	600.00

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

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PERIOD MAY 1, 1970 THRU NOVEMBER 30, 1970

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
(940 continued)						
229	Other Professional Services					
231	Electricity	36,000.00		3,235.83	19,687.28	16,312.72
233	Telephone & Telegraph	19,000.00		478.97	1,880.39	17,119.61
241	Training, Travel and Conferences	5,800.00		197.45	1,405.74	4,394.26
245	Postage	998.00		0	402.85	595.15
284	Professional Association Membership Fees	1,900.00		202.90	912.92	987.08
288	Rentals	686.00		439.00	454.20	231.80
		165,811.00		27.00	83,175.90	82,635.10
310	Gas, Oil & Anti-Freeze	275.00		37.98	191.25	83.75
312	Janitorial Supplies	200.00		7.40	102.56	97.44
320	Materials to Main Buildings & Improvements	4,000.00		30.11	95.86	3,904.14
324	Materials to Maintain Automotive Equipment	800.00		22.98	497.30	302.70
330	Medical & Laboratory Supplies	10.00		0	0	10.00
345	Office Supplies	6,485.00		694.64	2,645.03	3,839.97
402	Contingencies	13,063.00		0	0	13,063.00
415	Service Recognition Payroll	425.00		15.00	540.00	(115.00)
423	Insurance	1,400.00		0	521.06	878.94
TOTAL OPERATING EXPENDITURES		<u>585,790.00</u>		<u>26,573.13</u>	<u>277,267.75</u>	<u>308,522.25</u>
CAPITAL OUTLAY						
502	Buildings	275,200.00		0	350.00	274,850.00
502A	DPL Corporation	741,911.00		104,340.73	627,811.78	114,099.22
515	Office Machinery	1,000.00		0	0	1,000.00
525	Books	56,246.00	24,045.36	3,097.55	24,660.98	7,539.66
TOTAL CAPITAL OUTLAY		<u>1,074,357.00</u>	<u>24,045.36</u>	<u>107,438.28</u>	<u>652,822.76</u>	<u>397,488.88</u>
GRAND TOTAL		<u>1,660,147.00</u>	<u>24,045.36</u>	<u>134,011.41</u>	<u>930,090.51</u>	<u>706,011.13</u>

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending November 30, 1970

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17557	Treasurer, City of Decatur % Payroll Fund	Service Recognition Payroll	% 15.00
17558	Millikin National Bank	Investment Purchase	55,000.00
17559	Chan Glosser, Postmaster	Oct Postage Reimbursement	2.90
17560	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/4/70	9,611.94
17561	Illinois Power Company	October Electrical Service	478.97
17562	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/11/70	233.31
17563	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
17564	VOID		
17565	Chicago Title & Trust	New Library Construction Bills	103,627.13
17566	Texaco, Inc.	Gasoline	21.03
17567	Treasurer, City of Decatur % General Operating Fund	October Services Rendered	2,958.33
17568	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/18/70	9,971.31
17569	Decatur Window Cleaning Co.	October Janitorial Service	1,010.78
17570	Bud's Disposal	Oct Service - Main Library	6.25
17571	R.E.Gadberry Disposal	Oct & Nov Service - Evans	8.00
17572	Frank Sobottka	Grass Mowing for Season	32.50
17573	Bob's Repair Service	Bookmobile Repair & Service	31.54
17574	VOID		
17575	Kilborn's, Inc.	State Inspections-Repair & Service	57.64
17576	Sullivan Texaco Station	Bookmobile Repair & Service	14.50
17577	Greanias, Booth & Lieberman	October Services Rendered	277.50
17578	American Library Association	Membership Fees	439.00
17579	Illinois Bell Telephone Co.	November Service	197.45

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17580	Pitney-Bowes, Inc.	Postage Meter Rental Fee	\$ 27.00
17581	Decatur Industrial Towel	October Service	7.40
17582	Decatur Electric Supply	Lamps	30.11
17583	Gaylord Bros., Inc.	Office Supplies	685.94
17584	Schuerman Key Shop	Duplicate Keys	8.70
17585	Bro-Dart, Inc.	Binding System-New Library	560.08
17586	Linxweiler's	Flexoline Visible File	153.52
17587	American Forestry Association	Books	12.75
17588	American Library Association	Books	100.00
17589	Atlanta Newspapers, Inc.	Subscription Renewal	30.00
17590	The Baker & Taylor Co.	Books	1,550.51
17591	Chicago Daily News	Subscription Renewal	25.00
17592	College Athletics Publishing Service	Publications	6.75
17593	Congressional Quarterly Service	Subscription Renewal	144.00
17594	The Dallas Times Herald	Subscription Renewal	31.20
17595	Denver Post, Inc.	Subscription Renewal	33.00
17596	Doubleday & Co., Inc.	Books	43.47
17597	Editor & Publisher	Books	13.90
17598	Editorial Research Reports	Subscription Renewal	108.00
17599	Essence	Subscription	5.00
17600	Facts on File	Subscription	170.00
17601	General Microfilm Co.	Books	57.64
17602	Globe Newspaper Company	Subscription Renewal	48.00
17603	Government Bookstore	Publications	5.25
17604	Book Division of Hearst Magazines	Books	22.40
17605	Howard W. Sams & Co.	Books	2.74
17606	Los Angeles Times	Subscription Renewal	51.00
17607	The Manchester Guardian Weekly	Subscription Renewal	18.00
17608	Marquis-Who's Who, Inc.	Books	56.70
17609	Midwest Publishers	Books	17.00

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17610	Model Rocketry, Inc.	Subscription Renewal	\$ 5.00
17611	The News-Gazette	Subscription Renewal	20.00
17612	The New York Times	Subscription Renewal	75.00
17613	Official Airline Guide	Subscription Renewal	35.00
17614	Organization of American Historians	Subscription Renewal	8.00
17615	The Peoria Journal Star, Inc.	Subscription Renewal	41.60
17616	Peter Eaton(Library Supply)LTD	Books	14.76
17617	Public Affairs Information Service	Subscription Renewal	50.00
17618	Ted Riseman	Books	25.00
17619	San Francisco Newspaper Printing Co.	Subscription Renewal	23.50
17620	Simon & Schuster, Inc.	Books	16.38
17621	Society for Personnel Administration	Subscription Renewal	10.00
17622	Spotlight	Subscription Renewal	10.00
17623	St. Louis Post Dispatch	Subscription Renewal	36.20
17624	The Sunpapers	Subscription Renewal	27.00
17625	The Sunday Times	Subscription Renewal	18.90
17626	Superintendent of Documents	Books	56.25
17627	Times-Picayune Publishing Corp.	Subscription Renewal	32.40
17628	University Microfilms	Books	8.25
17629	The Wall Street Journal	Subscription Renewal	32.00
17630	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/25/70	246.03
		TOTAL LIBRARY VOUCHERS	<u>\$ 189,011.41</u>