decatur public library

ROBERT H. DUMAS, City Librarian 457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JULY 16, 1971

I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING JUNE 11, 1971

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
C. NEW CENTRAL LIBRARY BUILDING

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

<u>MEMBERS EXPECTED TO BE PRESENT:</u>

MRS. BRANDT
MR. FARRELL
MRS. HEDRICK
MR. MILLER
MR. SCHUERMAN
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTOR'S MEETING - JULY 16, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held July 16, 1971 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	Mr. Butler	Curt Greene (Herald & Review)
Mr. Farrell	Mr. Dick	Miss Meyer
Mrs. Hedrick		Miss Schwegman
Mr. Miller		
Mr. Schuerman		
Mr. Whitacre		

The meeting was called to order at 4:35 P.M. by Mr. Miller.

The minutes of the regular board meeting of June 11, 1971 were approved.

Miss Meyer reported that circulation is up from last month, but down some 8,000 from June of last year, and that most of the drop again shows up in the Extension Division of the library. Registration is also down a little due to withdrawals, which usually happens during the summer months.

As a member of the Properties and Finance Committee, Mr. Farrell gave an informational report on the summary of income and expenditures through June 30, 1971 and bills approved through June 30, 1971. The motion for approval of the report by Mr. Farrell was seconded by Mr. Schuerman and was unanimously approved by a roll-call vote.

It was reported by Mr. Miller that the new library maintenance employee has not as yet been appointed and is still in the hands of the City's Civil Service Commission.

Reporting for the New Central Library Building Committee, Mr. Schuerman stated that we have just signed a transfer of the deed from DPL to the City of Decatur and got the bond money and paid off the mortgage.

Mr. Miller presented the committee assignments for the coming year, a copy of which becomes a part of these minutes. He called attention to the Long Range Planning Committee which was established upon the recommendation of Mr. Schuerman as he left office. Mr. Miller stated that the committee's responsibility will be to anticipate library service in the city 10 years from now and to try to plan accordingly.

When the information becomes available next year, it was suggested by Mr. Miller that a record of the use of the library's meeting rooms become a part of the monthly statistical report.

The meeting was adjourned at 5:00 P.M.

Carol A. Brandt

Carol A. Brandt, Secretary of the Board

PROPERTY AND FINANCE COMMITTEE

Mr. Farrell - Chairman

Mr. Dick
Mr. Whitacre
Mrs. Hedrick

POLICIES PUBLIC RELATIONS PERSONNEL COMMITTEE

Mrs. Brandt - Chairman

Mr. Schuerman
Mr. Butler

LONG RANGE PLANNING COMMITTEE

Mr. Dick - Chairman

Mr. Schuerman
Mr. Butler
Mr. Whitacre

NEW CENTRAL LIBRARY COMMITTEE

Mr. Dick - Chairman

Mr. Schuerman
Mr. Miller

REPRESENTATIVE TO ROLLING PRAIRIE LIBRARY SYSTEM

Mr. Butler

REPRESENTATIVE TO FRIENDS OF DECATUR PUBLIC LIBRARY

Mrs. Brandt

decatur public library
ROBERT H. DUMAS, City Librarian 457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

AUGUST 13, 1971

I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING JULY 16, 1971

III. COMMUNICATIONS

A. LETTER FROM MENTAL HEALTH ASSOCIATION OF MACON COUNTY

IV. STATISTICAL REPORT

V. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
C. NEW CENTRAL LIBRARY BUILDING

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. BUTLER
MR. DICK
MR. FARRELL
MRS. HEDRICK
MR. MILLER
MR. SCHUERMAN
MR. WHITACRE

STATISTICAL REPORT

July, 1971

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1971 -	23,368	3,529	15,624	45,251	116,550
1970 -	23,335	3,532	19,756	46,629	131,202

REGISTRATION

Resident	26,871	Non-Resident	1,531	
Added	959	Added	43	
	27,830		1,574	
Withdrawn	843	Withdrawn	54	
	26,987		1,520	28,507

TECHNICAL PROCESSING

Cataloging

New books added	1024
New titles added	278
Books withdrawn	77
Books mended	321

Acquisitions

Books checked in	1274
Pamphlets checked in	144
Microfilm reels	367
Gifts	38

LIBRARY MEETINGS SCHEDULED

1971

Month	Groups	No. of Meetings	Attendance
Jan	6	10	148
Feb	8	14	356
Mar	7	13	273
Apr	11	15	311
May	11	23	568
Jun	5	8	142
July	5	7	125
		90	*1,923

9 groups meeting regularly
6 groups with one or more special meetings
15 total number of groups

*Some of these figures are estimated.

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1970 THRU JULY 31, 1971

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance, May 1, 1971	46,000.00	0	147,784.66	(101,784.66)	
Tax Levy Receipts-Current	645,000.00	0	78,206.86	566,793.14	
Tax Levy Receipts-Prior	5,000.00	0	0	5,000.00	
Fines & Fees	16,000.00	1,102.01	3,145.23	12,854.77	
Non-Resident Fees	400.00	17.00	68.00	332.00	
Interest on Investments	15,000.00	380.20	3,785.47	11,214.53	
Lost & Damaged Books	600.00	55.08	197.89	402.11	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	400.00	15.56	40.07	359.93	
Miscellaneous *	37,110.00	806.82	1,147.86	35,962.14	
TOTAL REVENUE	765,550.00	2,376.67	234,376.04	531,173.96	30.62

* Includes $36,140 from Federal Grant

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPRORPIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	336,587.00		31,432.36	74,296.49	262,290.51
107	Hospitalization, Medical and Life Insurance	5,488.00		364.45	738.75	4,749.25
109	Temporary Salaries	20,253.00		1,706.27	3,346.05	16,906.95
201	Advertising	100.00		54.94	54.94	45.06
202	Printing & Binding	4,000.00		56.25	369.00	3,631.00
211	Service to Maintain Buildings	31,313.00		2,174.97	6,341.09	24,971.91
212	Service to Maintain Improvements Other Than Buildings	1,274.00		107.10	384.70	889.30
214	Service to Maintain Office Equipment	1,318.00		52.15	271.15	1,046.85
215	Service to Maintain Automotive Equipment	1,000.00			4.00	996.00
221	Auditing	600.00				600.00

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1971 THRU JULY 31, 1971

BJECT ODE NO.	OBJECT OF EXPENDITURES	1971-1972 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
229	Other Professional Services	3,500.00		150.71	623.21	2,876.79
230	Payment to City for Data Processing	34,250.00		2,854.16	8,562.48	25,687.52
231	Electricity	8,500.00		1,099.07	9,427.52	(927.52)
234	Water					
233	Telephone & Telegraph	5,500.00		447.87	1,280.71	4,219.29
241	Travel, Training and Conferences	1,170.00		0	0	1,170.00
245	Postage	2,160.00		238.76	694.76	1,465.24
284	Professional Association Membership Fees	758.00		0	0	758.00
288	Rentals	131,164.00		321.30	1,380.30	129,783.70
310	Gas, Oil & Anti-Freeze	275.00		0	81.10	193.90
312	Janitorial Supplies	400.00		1.75	99.02	300.98
320	Materials to Maintain Buildings & Improvements	1,500.00		17.31	206.01	1,293.99
324	Materials to Maintain Automotive Equipment	800.00		.65	58.23	741.77
330	Medical & Laboratory Supplies	5.00		0	0	5.00
345	Office Supplies	6,600.00		319.35	455.12	6,144.88
02	Contingencies	15,690.49		0	0	15,690.49
15	Service Recognition Payroll	785.00		30.00	130.00	655.00
23	Insurance	1,400.00		1,803.00	2,109.00	(709.00)
	TOTAL OPERATING EXPENDITURES	616,390.49		43,232.42	110,913.63	505,476.86
	CAPITAL OUTLAY					
02	Buildings	36,410.00		0	0	36,410.00
10	Automotive Equipment	3,309.51		0	3,309.51	0
15	Office Machinery & Equipment	1,316.00		0	0	1,316.00
25	Books	78,124.00		8,465.22	13,757.70	64,366.30
	TOTAL CAPITAL OUTLAY	119,159.51		8,465.22	17,067.21	102,092.30
	GRAND TOTAL	735,550.00		51,697.64	127,980.84	607,569.16

ACTIVITY: 941 DECATUR PUBLIC LIBRARY BOND FUND

PERIOD JUNE 1, 1970 THRU JULY 31, 1971

EVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
ale of Bonds	795,000.00		795,000.00	0	
ccrued Interest	2,766.56		2,766.56	0	
TOTAL REVENUE	797,766.56		797,766.57	0	100.

BJECT ODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
58	Loan	712,968.65			712,968.65	0
58A	Other Expenses	84,797.91		2,663.66	2,663.66	82,134.25
	TOTAL EXPENDITURES	797,766.56		2,663.66	715,632.31	83,134.25

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending July 31, 1971

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21464	Millikin National Bank	Construction Loan	$ 712,968.65
21465	Millikin National Bank	Investment Purchase	80,000.00
21466	Millikin National Bank	Investment Purchase	20,000.00
21467	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
21468	Quigley Publishing Co.	Books	13.00
21469	Library of Congress	Books	425.00
21470	Illinois State Museum Society	Books	21.00
21471	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement	61.49
21472	Aetna Life Insurance Co.	Hospitalization & Life Ins	364.45
21473	Decatur Herald & Review	Advertising	54.94
21474	Irish-Behnke & Co.	Insurance	1,746.00
21475	Treasurer, City of Decatur	Period Ending 6/30/71	10,531.46
21476	The Bond Buyer	Advertising for Bond Sale	312.34
21477	Library of Congress	Subscription	675.00
21478	Chan Glosser, Postmaster	June Postage	21.00
21479	Treasurer, City of Decatur % Payroll Fund	June Service Recognition Payroll	30.00
21480	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/14/71	10,825.99
21481	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/7/71	274.49
21482	Chapman & Cutler	Legal Opinion on Library Bonds	1,400.00
21483	Hilmer Landholt	Travel Reimbursement in connection with Library Bonds	82.37
21484	Northern Bank Note Co.	Printing of Library Bonds	353.90
214[illegible]	Illinois Power Company	June Gas & Lites	1,099.07
21486	Macon County Recorder of Deeds	Filing Fees: Library Bond Fund	7.00
21487	Four Seasons Travel, Inc.	Travel Expense for Hilmer Landholt	214.00
21488	Huston-Patterson Corp.	Sample Ballots for Bond Issue	24.05

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21489	Stengel's Business Forms	Library Bond Issue Covers etc	$ 270.00
21490	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/21/71	362.40
21491	Treasurer, City of Decatur % General Operating Fund	Data Processing Charges-June	2,854.16
21492	Millikin National Bank	Investment Purchase	30,000.00
21493	Manpower	Bookmobile Driver	24.50
21494	Industrial Printing, Inc.	Book Plates & Postal Reserve Cards	32.25
21495	Stappenbeck Bookbindery, Inc.	Book Binding	24.00
21496	Decatur Window Cleaning Co.	June Janitorial Service	1,941.50
21497	Otis Elevator Co.	June Elevator Maintenance	119.36
21498	T. A. Brinkoetter & Sons, Inc.	Building Repairs	87.47
21499	J. & S. Drywall Service	Wall & Door Repair	35.00
21500	Dash Disposal	June Service at Main	13.00
21501	Perry's Welding & Truck Equipment	Auto Page Repair	85.00
21502	Schuerman Key Shop	Kay Repair to Auto Page	9.10
21503	Allied Office Service	Office Equipment Repair	34.15
21504	Illini Office Equipment Co.	Typewriter Repair	18.00
21505	Greanias, Booth & Lieberman	June Services Rendered	150.71
21506	Illinois Bell Telephone Co.	Phone Service	447.87
21507	Kilborn Leasing Co.	Leasing of Station Wagon	321.30
21508	York Radio & Television Corp.	Shortage on Previous Month's Voucher	.65
21509	Bro-Dart, Inc.	Office Supplies	139.80
21510	Decatur Paper House, Inc.	Office Supplies	75.25
21511	Gaylord Library Supplies	Office Supplies	76.15
21512	Linxweiler	Office Supplies	25.45
21513	Irish-Behnke & Co.	Station Wagon Endorsement	57.00
21514	A & A Distributors, Inc.	Books	8.71
21515	American Library Association	Books	22.75

VOU NO.	PAYMENTS MADE TO:	FOR:	AMOUNT:
21516	Baker & Taylor Co.	Books	$ 6,178.94
21517	VOID		
21518	R. R. Bowker Co.	Books	71.65
21519	The British Book Centre, Inc.	Books	6.35
21520	Bro-Dart, Inc.	Books	25.00
21521	Century House	Books	13.95
21522	Doubleday & Do., Inc.	Books	167.66
21523	Eastern Illinois Telephone Co.	Books	1.05
21524	Editor & Publisher	Books	14.00
21525	Everglades Publishing Co.	Books	3.00
21526	General Microfilm Co.	Books	82.88
21527	Illinois State Museum Society	Books	9.50
21528	International City Management Assoc.	Books	15.50
21529	La Leche League International, Inc.	Books	14.40
21530	National Buy-Black Campaign	Books	5.14
21531	Regent Book Co.	Books	71.86
21532	Charles Scribners Sons	Books	97.44
21533	Scott Publishing Co.	Books	5.95
21534	Serendipity Books	Books	4.14
21535	University Microfilms	Books	26.75
21536	Water Information Center, Inc.	Books	22.50
21537	Westminster Book Stores	Books	3.42
21538	The Weekly Underwriter	Books	26.40
21539	The H. W. Wilson Company	Books	314.00
21540	National Record Plan	Books- Records	87.95
21541	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/28/71	10,118.79
		TOTAL LIBRARY VOUCHERS	~~$ 896,326.69~~ 896,328.95