decatur public library

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

BOARD OF DIRECTORS MEETING

AGENDA

NOVEMBER 12, 1971

I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING OCTOBER 15, 1971
B. SPECIAL BOARD MEETING OCTOBER 21, 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. BRECHNITZ
MR. BUTLER
MR. FARRELL
MR. MILLER
MR. SCHUERMAN
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - NOVEMBER 12, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held November 12, 1971.

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

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

The minutes of the regular meeting of October 15, 1971 and of the special meeting of October 21, 1971 were approved.

Mr. Dumas reported that circulation is down some this month in Extension and in Main, but that there was a considerable increase in readers assistance. Readers assistance in the adult department is up 123% this month. Mr. Dumas stated that it is an unaccountable thing. Traffic and readers assistance are up, yet the over-all circulation figure is down.

As Chairman of the Properties and Finance Committee, Mr. Farrel gave an informational report on the summary of income and expenditures through October 31, 1971 and bills approved through October 31, 1971. The motion for approval of the report by Mr. Farrell was seconded by Mr. Brechnitz and was unanimously approved by a roll-call vote.

Mr. Farrell further moved that $150.00 be transferred to Code 102, Overtime, from Code 402, Contingencies. Mr. Butler seconded the motion and it was approved.

Reporting for the New Central Library Committee, Mr. Schuerman stated that the matters concerning the new building are just about to be buttoned up. Mr. Miller remarked that there is still an unfinished problem with the Remington Rand Company regarding shelving.

Mr. Miller invited the board to come one half hour early for the December board meeting in order to tour the Technical Services division of the library. Mr. Miller stated that he thought it would be quite educational and interesting for the board members to see the behind the scenes operations of the library. Reporter Curt Greene was also invited to make the tour.

There being no further old or new business to come before the board, the meeting was adjourned at 4:55 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

November, 1971

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1971 -	22,928	3,059	11,679	37,666	254,782
1970 -	20,514	2,275	11,892	34,685	284,681

REGISTRATION

Resident	27,449	Non-Resident	1,488	
Added	1,028	Added	42	
	28,477		1,530	
Withdrawn	721	Withdrawn	28	
	27,756		1,502	29,258

TECHNICAL PROCESSING

Cataloging

New books added	993
New titles added	392
Books withdrawn	67
Books mended	822

Acquisitions

Books checked in	1260
Records checked in	7
Microfilm reels	19
Gifts	6
Cassettes	11

City of Decatur, Illinois
DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending November 30, 1971

VO. NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
23792	Millikin National Bank	Investment Purchase	$ 21,000.00
21741	Chan Glosser, Postmaster	October Postage	7.80
21742	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/3/71	11,276.94
21743	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement	70.13
21744	Aetna Life Insurance Co.	Hospitalization & Life Ins	585.00
21745	Illinois Power Co.	Gas & Electrical Service	949.39
21746	Treasurer, City of Decatur % Central Service Fund	Charged Erroneously to Central Service Fund from May 1 thru Nov 5: Charlotte Hanks, Library Employee	2,795.66
21747	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/10/71	206.80
21748	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/17/71	11,489.86
21749	Treasurer, City of Decatur % Payroll Fund	Service Recognition Payroll	440.00
21750	The L. Charlton Greene Co.	New Library Expense	978.30
21751	Treasurer, City of Decatur % MVPS Bond Reserve Fund	Due Other Funds-Investment	35,535.94
21752	Treasurer, City of Decatur % MVPS Improvement & Extension Fund	Due Other Funds-Investment	10,153.12
21753	Treasurer, City of Decatur % Southeast Sewer Fund	Due Other Funds-Investment	812.25
21754	Treasurer, City ofDecatur % Paving Fund	Due Other Funds-Investment	913.78
21755	Treasurer, City of Decatur % Spitler Heights Sewer Fund	Due Other Funds-Investment	1,522.97
21756	Treasurer, City of Decatur % Oak Grove Sewer #1 Fund	Due Other Funds-Investment	1,015.31
21757	Treasurer, City of Decatur % Public Benefit Fund	Due Other Funds-Investment	6,091.87
21758	Treasurer, City of Decatur %Motor Fuel Tax Debt Service Fund	Due Other Funds-Investment	40,612.50
21759	Treasurer, City of Decatur % General Capital Improvement Fund	Due Other Funds-Investment	50,765.62

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21760	Treasurer, City of Decatur %Water Fond & Interest Reserve Fund	Due Other Funds-Investment	$ 157,373.43
21761	Millikin National Bank	Investment Purchase	30,000.00
21762	Treasurer, City of Decatur % General Operating Fund	Nov Data Processing Charges	2,854.16
21763	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/24/71	211.20
21764	Stappenbeck Bookbindery, Inc.	Book Binding	102.69
21765	Wood Printing Service	Book Order Cards	80.50
21766	American District Telegraph Co.	Fire Alarm Service Fee	540.00
21767	Bodine Electric Co.	Electrical Repair	239.02
21768	T. A. Brinkoetter & Sons, Inc.	Plumbing Repairs	326.92
21769	Decatur Window Cleaning Co.	October Janitorial Service	1,941.50
21770	Longbons Roofing & Sheet Metal Co.	Downspout Repair: Evans Branch	23.96
21771	Otis Elevator Co.	Elevator Maintenance	135.87
21772	Eichenauer Electric Service	Electrical Repair - Evans Branch	88.83
217[illegible]	Division of Boiler Inspection	State Boiler Inspections	4.00
21774	Schuerman Key Shop	Lock Repair	9.90
21775	Frank Sobottka	Lawn Maintenance: 4/71 to 10/71	34.50
21776	Illini Office Equipment Co.	Typewriter Repair & Ribbons	54.00
21777	Bob's Repair Service	Bookmobile Repair	32.31
21778	General Tire Service	Credit Taken Incorrectly	4.00
21779	Spinner Refrigeration Co.	Bookmobile Air Conditioning Repair	15.00
21780	Weidenbacher Olds	Bookmobile Service	8.00
21781	Greanias, Booth & Lieberman	October Services	15.00
21782	Industrial Appraisal Co.	Appraisal Services	688.00
21783	Illinois Bell Telephone Co.	November Service	422.72
21784	Robert H. Dumas	Travel Reimbursement	51.15
21785	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
2178[illegible]	American Library Assocation	Membership Fees	658.00
21787	Downtown Decatur Council, Inc.	November Parking Spaces	180.00
21788	Gaylord Bros., Inc.	Annual Machine Rental & Office Supplies	697.60

VOU. NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21789	Pitney-Bowes	Postage Machine Rental	$ 30.00
21790	Jan-San Supply Co.	Janitorial Supplies	18.60
217[illegible]	Black & Company	Electrical Supplies	4.35
21792	Decatur Electric Supply	Fluorescent Lamps	9.04
21793	L. E. Maxedon	Used Steel Drums	21.00
21794	Haines & Essick Co.	Office Supplies	20.40
21795	Bennett & Shade Co.	Add'l Premium: Compensation Audit	12.00
21796	Irish-Behnke & Co.	Float Policy Premium	113.00
21797	American Institute of Real Estate Appraisers	Subscription Renewal	10.00
21798	American Library Association	Subscription Renewal	105.00
21799	The Atlanta Journal	Subscription Renewal	41.63
21800	The Baker & Taylor Co.	Books	5,275.60
21801	R. R. Bowker Co.	Books	56.90
21802	Bro-Dart, Inc.	Books	42.64
218[illegible]	The Brookings Institution	Books	6.93
21804	Chicago Daily News	Subscription Renewal	51.30
21805	Children's Book Council, Inc.	Books	2.95
21806	Colonial "Out of Print" Book Service	Books	4.50
21807	VOID		
21808	CBS Records	Subsciption to Cassettes for Libraries	220.00
21809	Columbia University Press	Books	37.92
21810	Congressional Quarterly Service	Subscription Renewal	144.00
21811	Credit Reporting	Subscription Renewal	72.00
21812	The Dallas Times Herald	Subscription Renewal	31.20
21813	The Denver Post	Subscription Renewal	42.00
21814	Dictation Disc. Company	Records	3.98
21815	Doubleday & Company	Books	421.17
21816	Editorial Research Reports	Subscription Renewal	108.00
21817	Eisenhower High School	Yearbook	12.00
21818	Facts on File	Subscription Renewal	187.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21819	Fidler Company	Books	$ 44.27
21820	Franklin Watts, Inc.	Books	12.95
218[illegible]	Galloway Corp.	Books	14.35
21822	General Microfilm Co.	Books	210.18
21823	Globe Newspaper Co.	Subscription Renewal	72.00
21824	Sam Goody, Inc.	Records	17.35
21825	Heritage Publications	Subscription Renewal	7.00
21826	The Horn Book, Inc.	Books - Posters	6.30
21827	Illinois State University	Books	5.00
21828	The Journal of Commerce	Subscription Renewal	42.00
21829	Kliatt Paperback Book Guide	New Subscription	15.00
21830	Lakeview Junior-Senior High School	Yearbook	12.00
21831	Lane Magazine & Book Co.	Books	3.33
21832	The Lawyers Co-operative Publishing Co.	Books	35.00
21833	Los Angeles Times	Subscription Renewal	54.00
21834	MacArthur High School	Yearbook	12.00
21835	David McKay Company, Inc.	Books	13.92
21836	Marconi's International Registrations	Books	30.00
21837	Minkus Publications, Inc.	Books	17.40
21838	The National Education Association	Subscription Renewal	7.00
21839	The National Observor	Subscription Renewal	7.00
21840	New York Times	Subscription Renewal	95.00
21841	Official Airline Guide	Subscription Renewal	35.00
21842	O.K.-O.P. Book Service	Books	20.00
21843	Oeganization of American Historians	Subscription Renewal	15.00
21844	Pacific Books, Publishers	Books	4.26
21845	The Peoria Journal Star	Subscription Renewal	46.80
218[illegible]	Peter Eaton(Library Supply)Ltd.	Books	46.13
21847	Public Documents of Distribution Center	Books	24.00
21848	Quadrangle Books	Books	24.85

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21849	Regent Book Company, Inc.	Books	85.98
21850	Rolling Stone	Subscription Renewal	10.00
21[illegible]	San Francisco Newspaper Printing Co.	Subscription Renewal	29.50
21852	Society for Personnel Administration	Subscription Renewal	10.00
21853	Southern Illinois University Press	Books	4.67
21854	Special Libraries Association	Subscription Renewals	38.50
21855	Decatur Spotlight Newspaper	Subscription Renewal	16.00
21856	Standard & Poor's Corporation	Subscription Renewal	115.00
21857	Standard Rate & Data Service	Subscription Renewals	149.00
21858	State Capitol Information Service	Subscription Renewal	36.00
21859	St. Louis Post-Dispatch	Subscription Renewal	52.00
21860	St. Theresa High School	Yearbooks	20.00
21861	The Sun	Subscription Renewal	30.00
21862	Superintendent of Documents	Books	3.00
21863	Times-Picayune Publishing Co.	Subscription Renewal	37.20
21864	Travis Reading Agency	Subscription Renewal	9.00
21865	University of California Press	Books	18.42
21866	University of Iowa Press	Books	7.95
21867	University of Minnesota Press	Books	5.91
21868	University Microfilms	Books	25.25
21869	The Voice of the Black Community	Subscription Renewal	10.00
21870	Wallace-Homestead Book Co.	Books	7.08
21871	The Wall Street Journal	Subscription Renewal	35.00
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 403,025.16

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1970 THRU NOVEMBER 30, 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	31,282.74	563,089.36	81,910.64	
Tax Levy Receipts-Prior	5,000.00	0	0	5,000.00	
Fines & Fees	16,000.00	1,406.21	7,629.63	8,370.37	
Non-Resident Fees	400.00	0	136.00	264.00	
Interest on Investments	15,000.00	612.50	4,572.97	10,427.03	
Lost & Damaged Books	600.00	124.81	693.68	(93.68)	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	400.00	2.20	54.12	345.88	
Miscellaneous *	37,110.00	64.43	1,379.92	35,730.08	
TOTAL REVENUE	765,550.00	33,492.89	725,340.34	40,209.66	94.75

* 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	UNENCUMBER BALANCES
101	Regular Salaries	336,587.00		25,117.46	164,849.52	171,737.48
107	Hospitalization, Medical and Life Insurance	5,488.00		585.00	3,016.65	2,471.35
109	Temporary Salaries	20,253.00		863.00	7,715.22	12,537.78
102	Overtime	150.00		0	10.02	139.98
201	Advertising	100.00		0	54.94	45.06
202	Printing & Binding	4,000.00	1,017.49	183.19	1,408.01	1,574.50
211	Service to Maintain Buildings	31,313.00		3,096.70	16,968.52	14,344.48
212	Service to Maintain Improvements Other Than Buildings	1,274.00		45.08	497.46	776.54
214	Service to Maintain Office Equipment	1,318.00		12.00	388.46	929.54
215	Service to Maintain Automotive Equipment	1,000.00		63.56	657.85	342.15
221	Auditing	600.00		0	0	600.00

PERIOD MAY 1, 1971 THRU NOVEMBER 30, 1971

OBJECT CODE 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		703.00	1,536.21	1,963.79
230	Payment to City for Data Processing	34,250.00		2,854.16	19,979.12	14,270.88
231	Electricity	17,500.00		949.39	13,413.53	4,086.47
234	Water					
233	Telephone & Telegraph	5,500.00		422.72	2,982.42	2,517.58
241	Travel, Training and Conferences	1,170.00		51.15	502.00	668.00
245	Postage	2,160.00		209.99	1,329.60	830.40
284	Professional Association Membership Fees	758.00		658.00	658.00	100.00
288	Rentals	131,164.00		735.00	2,845.30	128,318.70
310	Gas, Oil & Anti-Freeze	275.00		0	179.81	95.19
312	Janitorial Supplies	400.00		21.24	130.43	269.57
320	Materials to Maintain Buildings & Improvements	1,500.00		244.56	662.39	837.61
324	Materials to Maintain Automotive Equipment	800.00		11.97	292.45	507.55
330	Medical & Laboratory Supplies	5.00		0	0	5.00
345	Office Supplies	6,600.00		259.28	2,027.77	4,572.23
402	Contingencies	4,690.49		0	0	4,690.49
415	Service Recognition Payroll	785.00		440.00	620.00	165.00
423	Insurance	3,250.00		125.00	3,677.06	(427.06)
	TOTAL OPERATING EXPENDITURES	616,390.49	1,017.49	37,651.45	246,402.74	368,970.26
	CAPITAL OUTLAY					
502	Buildings	36,410.00		0	0	36,410.00
510	Automotive Equipment	3,309.51		0	3,309.51	0
515	Office Machinery & Equipment	1,316.00		0	0	1,316.00
525	Books	78,124.00	2,690.75	8,598.62	45,441.43	29,991.82
	TOTAL CAPITAL OUTLAY	119,159.51	2,690.75	8,598.62	48,750.94	67,717.82
	GRAND TOTAL	735,550.00	3,708.24	46,250.07	295,153.68	436,688.08

ACTIVITY: 941 DEC[illegible]UR PUBLIC LIBRARY BOND FUND

PERIOD JUNE 1, 1970 THRU NOVEMBER 30, 1971

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMAT
Sale of Bonds	795,000.00	0	795,000.00	0	
Accrued Interest	2,766.56	0	2,766.56	0	
Miscellaneous	0	0	895.50	(895.50)	
TOTAL REVENUE	797,766.56	0	798,662.06	(895.50)	100.11

OBJECT CODE 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		0	712,968.65	0
58A	Other Expenses	84,797.91		13,452.85	62,748.00	22,049.91
	TOTAL EXPENDITURES	797,766.56		13,452.85	775,716.65	22,049.91