

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JUNE 16, 1972

- I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR AND ANNUAL BOARD MEETING MAY 19, 1972
- 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
 - A. APPOINTMENT OF ROLLING PRAIRIE REPRESENTATIVE
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JUNE, 1972

The regular meeting of the Board of Directors of the Decatur Public Library was held June 16, 1972 in the board room of the main library.

Members Present:

Members Absent:

Others Present:

Mrs. Brandt
Mr. Brechnitz
Mr. Butler
Mr. Farrell
Mrs. Hedrick
Mr. Miller
Mr. Schuerman
Mr. Whitacre

Mr. Dick

Mr. Dumas
Miss Schwegman

Preceding the meeting, apple pizza and coffee were served to the board by Mrs. Brandt as her tribute to the two members leaving the board, Mr. Schuerman and Mr. Miller.

The meeting was called to order at 4:40 P.M. by Mr. Miller.

The minutes of the regular and annual board meeting of May 19, 1972 were approved.

It was reported by Mr. Dumas that circulation showed a small increase over the previous year, but that May is the slowest month of the year except December. Mr. Dumas stated that Remington Rand has now completed the work that remained to be done on the shelving. However, considerable trouble is being experienced with the compact shelving in the storage area in the basement which was installed by the Estey Company. Mr. Dumas reported that he has been in touch with the Estey people in Red Bank, New Jersey, about the matter, and they have assured him they would continue working on the problem until the system is satisfactory. They have stated that a man would be coming out to work on the shelving, but so far he has not arrived. Mr. Dumas stated that we have now completed plans and materials for the summer reading program for children. In addition, the first story hour is scheduled for the 21st of this month. Mr. Dumas further reported that preparations are now being made for the refileing of the public catalog, to be accomplished in the fall during the holidays. It was announced by Mr. Dumas that the production of work by the EEA people for the short time they have been in the library is indeed heartening. Backlogs are diminishing and production figures are up. Mr. Dumas termed the program, so far, a rousing success.

Chairman of the Properties and Finance Committee, Mr. Farrell, gave an informational report on the summary of income and expenditures through May 31, 1972 and bills approved through May 31, 1972. The motion for approval of the report by Mr. Farrell was seconded by Mr. Whitacre and was unanimously approved by a roll-call vote.

Mr. Farrell stated that his committee had a meeting regarding the need for a new compressor on the air conditioning unit of the Evans Branch Library. The committee decided to proceed with the purchase of the compressor from the low bidder, Evans Refrigeration, for \$750. Mr. Farrell reported that his committee had quite a discussion regarding the branch services of the library and as to whether the Evans Branch should be closed. It was decided that too much money should not be spent there until some final decisions are made.

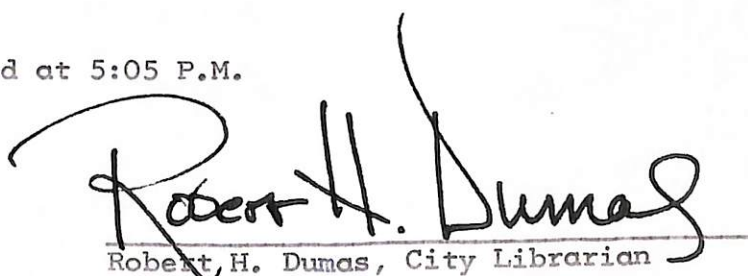
It was announced by Mr. Butler that he will continue to serve as the board's representative to the Rolling Prairie Library System as he has some unresolved projects on which he would like to follow through.

The disposition of the wall-hung water fountain in the old library building was discussed. It was felt that the new library building is not designed to accommodate the fountain and that perhaps it could be given to a local historical society or the County Museum. Mr. Whitacre requested that Mr. Dumas get an estimate as to the cost involved in moving the fountain.

Mr. Schuerman presented a gift of a Japanese General's war helmet to the library as a parting memento. Mr. Schuerman stated that he leaves the board after six years service with mixed feelings. It has been a wonderful experience, he stated, and I have enjoyed it. Mr. Miller, who has also served six years on the board, stated that we can leave this board with a real feeling of accomplishment from the old to the new building, and that in addition there is some icing on the cake with the purchase of two new bookmobile units. Mr. Miller urged that the long-range planning committee become more active and perhaps look into the branch situation since certain commitments were made to the north area residents at the time the Dill Branch was closed.

Mrs. Hedrick voiced the appreciation of the board to Mr. Schuerman and Mr. Miller for their fine work and outstanding accomplishments of the past six years.

The meeting was adjourned at 5:05 P.M.

A large, stylized handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written over a horizontal line.

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

June, 1972

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1972 -	22,700	3,393	16,356	42,449	78,659
1971 -	21,076	3,141	15,055	39,275	74,029

REGISTRATION

Resident	27,976	Non-Resident	1,239	
Added	<u>737</u>	Added	<u>25</u>	
	28,713		1,264	
Withdrawn	<u>944</u>	Withdrawn	<u>92</u>	
	27,769		1,172	<u>28,941</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,311
New titles added	502
Books withdrawn	775
Books mended	3,146

Acquisitions

Books checked in	1,485
Records checked in	20
Pamphlets	255
Microfilm reels	7
Gifts	5

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending June 30, 1972

<u>NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
28289	Treasurer, City of Decatur % Payroll Fund	Period Ending 5/31/72	\$ 12,397.13
28290	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	600.00
28362	Chan Glosser, Postmaster	May Postage - Meter	6.70
28363	Treasurer, City of Decatur % Urban Renewal(Torrence Park)	Investment Purchase DECATUR PUBLIC LIBRARY BOND FUND	15,099.99
28364	Treasurer, City of Decatur % Payroll Fund	Period Ending 6/7/72	376.85
28365	Decatur Herald & Review	Advertising	98.40
28366	Standard Oil Div of American Cil	Gasoline	45.00
28367	Treasurer, City of Decatur % Payroll Fund	Period Ending 6/14/72	12,194.25
28368	Manpower	Temporary Help	100.80
28369	Industrial Printing Co.	Book Plates	13.50
28370	Stappenbeck Bookbindery Inc.	Book Binding	32.65
28371	Decatur Window Cleaning Co.	May Janitorial Service	1,503.38
28372	Otis Elevator Co.	Elevator Maintenance	130.15
28373	Evans Refrigeration	Air Conditioning Repair: Evans & Bookmobile	939.11
28374	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (\$58.67 - Books)	188.30
28375	Allied Office Service	Service Call	14.00
28376	Widmer, Inc.	Office Supplies & Equipment Repair	65.10
28377	General Tire Service	Bookmobile Service Call	18.00
28378	Eichenauer Electric Service	Fan Repair - Bookmobile	78.49
28379	Weidenbacher Olds	Tune Up & Repairs	55.79
28380	Greanias, Booth & Lieberman	May Service	35.00
28381	VOID		
28382	Illinois Bell Telephone Co.	Phone Service	421.61

28383	City of Decatur Water Revenue Fund	Water Service: Evans	\$ 3.13
28384	Chan Glesser, Postmaster	Postage for Meter	200.00
28386	Gaylord Bros., Inc.	Office Supplies	39.51
28387	Haines & Essick Co.	Office Supplies	109.04
28388	Abingdon Press	Books	6.92
28389	American Camping Association	Books	2.21
28390	American Library Association	Books	11.00
28391	Appalachian Books	Books	5.00
28392	Ayer Press	Books	42.63
28393	The Baker & Taylor Co.	Books	7,354.64
28394	Behavioral Publications	Books	8.55
28395	Books for Libraries, Inc.	Books	9.00
28396	R. R. Bowker Co.	Books & Subscription Renewal	79.50
28397	Congressional Quarterly	Books	3.00
28398	Conservation Foundation	Books	3.00
28399	Craft & Hobby Book Service	Books	4.03
28400	Mrs. Perry Cragg	Books	3.50
28401	Doubleday & Company	Books	221.97
28402	E. P. Dutton & Co.	Books	97.52
28403	First Casualty Press	Books	5.85
28404	Gale Research Co.	Books	23.75
28405	Gem-O-Lite Plastics Corp.	Books	4.00
28406	Grolier Educational Corp.	Books	19.60
28407	Harvard University Press	Books	3.64
28408	Lawyers Co-Operative Publishing	Books	30.95
28409	Medical Economics	Books	11.00
28410	Mid-West Library Service	Books	85.60
28411	Midwest Publishers	Books	17.70
28412	National Geographic Society	Books	30.10

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
28413	National Geographic School Bulletin Subscription Renewal		2.75
28414	National Minority Business Campaign Books		6.50
28415	National Record Plan	Records	79.55
28416	Peter Eaton Ltd.	Books	33.21
28417	The Piper Co.	Books	26.84
28418	Potomac Aviation Publications, Inc.	Subscription Renewal	3.00
28419	Publisher Services, Inc.	Subscription Renewal	5.00
28420	Society of Manufacturing Engineers	Books	9.50
28421	Soviet Life	Subscription Renewal	3.95
28422	Stackpole Books	Books	5.51
28423	University Microfilms	Books	8.00
28424	West Publishing Co.	Books	25.00
28425	H. W. Wilson Co.	Books	50.00
28426	Millikin National Bank	Interest on Library Bonds	38,534.16
28427	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	570.00
28428	Treasurer, City of Decatur % General Operating Fund	June Data Processing Charges	2,916.66
28429	Illinois Power Co	Gas & Electrical Service	965.60
28430	Treasurer-City of Decatur % Payroll Fund	Period ending 6/21/72	361.22
28431	National Publishing Corp	Book	50.00
28432	Card Division, Library of Congress	Proof Sheets	495.00
28433	Modern Language Assn of America	Book	4.25
28434	Urban Institute	Book	10.25
28435	Treasurer-City of Decatur	Period ending 6/28/72	12,251.21
TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS			\$ 109,266.60

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY
EMERGENCY EMPLOYMENT FUND

<u>U NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
26180	Treasurer-City of Decatur % Payroll Fund	Period end 5/31/72	\$ 865.69
26369	Treasurer-City of Decatur % Payroll Fund	Period end 6/14/72	916.61
26399	Treasurer-City of Decatur % Employees Insurance Fund	Hospital & Life Insurance	75.00
26474	Treasurer-City of Decatur % IMR Fund	May retirement charges	93.15
26561	Treasurer-City of Decatur % Payroll Fund	Period ending 6/28/72	1,018.25
TOTAL DECATUR PUBLIC LIBRARY EMERGENCY EMPLOYMENT FUND			<u>\$2,968.90</u>

PERIOD MAY 1, 1972 THRU

June 30, 1972

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
und Balance, May 1, 1972	299,392	0	279,941.65	19,450.35	
ax Levy Receipts-Current	338,681	0	0	338,681.00	
ax Levy Receipts-Prior	5,000	0	0	5,000.00	
ines & Fees	16,000	1,404.03	2,384.87	13,615.13	
on-Resident Fees	170	17.00	17.00	153.00	
nterest on Investments	15,000	1,682.16	1,978.24	13,021.76	
ost & Damaged Books	900	162.32	253.12	646.88	
rints Made on Copy Machine	550	31.95	64.35	485.65	
iscellaneous	43,570	87.86	195.24	43,374.76	
TOTAL REVENUE	<u>719,263</u>	<u>3,385.32</u>	<u>284,834.47</u>	<u>434,438.53</u>	39.60

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	352,857		35,585.25	59,399.06	293,457.94
102	Overtime	150		5.12	11.94	138.06
107	Hospitalization, Medical and Life Insurance	7,822		1,170.00	1,170.00	6,652.00
109	Temporary Salaries	23,994		2,091.29	4,315.95	19,678.05
201	Advertising	300		98.40	98.40	201.60
202	Printint & Binding	6,000	1,941.54	46.15	85.46	3,773.00
211	Service to Maintain Buildings	26,000		1,677.28	3,474.51	22,525.49
212	Service to Maintain Improvements Other Than Buildings	900		11.69	19.69	880.31
214	Service to Maintain Office Equipment	1,300		59.00	85.00	1,215.00
215	Service to Maintain Automotive Equipment	500		177.30	193.30	306.70
221	Auditing	600		0	0	600.00

JECT DE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
229	Other Professional Services	570		35.00	135.00	435.00
230	Payment to City for Data Processing					
231	Electricity	35,000		2,916.66	5,833.32	29,166.68
233	Telephone & Telegraph	24,000		965.60	2,164.21	21,835.79
234	Water	5,500		421.61	863.57	4,636.43
241	Travel, Training and Conferences	420		3.13	69.58	350.42
245	Postage	1,214		2.50	435.48	778.52
284	Professional Association Membership Fees	2,300		220.60	420.60	1,879.40
288	Rentals	800		0	0	800.00
		3,122		180.00	395.00	2,727.00
310	Gas, Oil & Anti-Freeze	350		46.35	46.35	303.65
312	Janitorial Supplies	200		3.11	3.11	196.89
320	Materials to Maintain Buildings & Improvements	2,800		856.09	1,071.11	1,728.89
324	Materials to Maintain Automotive Equipment	200		76.73	78.13	121.87
330	Medical & Laboratory Supplies	5		0	0	5.00
345	Office Supplies	8,323		203.25	498.04	7,824.96
402	Contingencies	4,250		0	0	4,250.00
415	Service Recognition Payroll	885		0	0	885.00
423	Insurance	7,258		0	0	7,258.00
TOTAL OPERATING EXPENDITURES		<u>517,628</u>	<u>1,941.54</u>	<u>46,852.11</u>	<u>80,866.81</u>	<u>434,819.65</u>
CAPITAL OUTLAY						
502	Buildings	14,500		0	0	14,500.00
510	Automotive Equipment	14,600		0	0	14,600.00
515	Office Machinery & Equipment	1,685		0	0	1,685.00
525	Books	125,000		8,962.34	16,343.49	108,656.51
TOTAL CAPITAL OUTLAY		<u>155,785</u>		<u>8,962.34</u>	<u>16,343.49</u>	<u>139,441.51</u>
GRAND TOTAL		<u>673,413</u>		<u>55,814.45</u>	<u>97,210.30</u>	<u>574,261.16</u>

PERIOD MAY 1, 1972 THRU June 30, 1972

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Sale of Bonds	20,740	0	17,428.29	3,311.71	
Miscellaneous	250	0	64.97	185.03	
TOTAL REVENUE	<u>20,990</u>	<u>0</u>	<u>17,493.26</u>	<u>3,496.74</u>	83.34

PROJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
58	Loan					
58A	Other Expenses	20,990		0	0	20,990.00
	GRAND TOTAL	<u>20,990</u>		<u>0</u>	<u>0</u>	<u>20,990.00</u>