decatur public library

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

BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 17, 1971

I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING AUGUST 13, 1971

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
1. PRESENTATION OF AUDITOR'S REPORT FISCAL 1970/71
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
MRS. HEDRICK
MR. MILLER
MR. SCHUERMAN
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - SEPTEMBER 17, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held on September 17, 1971 in the Board Room of the main library.

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

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

Mr. Brechnitz was welcomed as a newly appointed member of the board by the president.

The minutes of the regular board meeting of August 13, 1971 were approved.

In his monthly report to the Board, Mr. Dumas stated that circulation this month is roughly what it was in a comparable month of last year, and shows the same trends as before. The main library is up and Extension is down. However, August is always one of the three slowest months of the year. Mr. Dumas stated that he is spending considerable time in the Extension Division and has been working over the bookmobile selections, but it is too early to see whether this is going to have any effect. However, B-2 did show a slight increase in circulation this month for the first time in months. B-1 has been out of service for a week having repairs made. Mr. Dumas explained that one of the problems in the Extension Division is the lack of professional supervision. He stated that he has started a small training program for the assistants on the bookmobiles. Technical Services showed an increase in the number of books added this month. We received over 1800 books and added a little over 800. Therefore, we backlogged approximately 1000 books this month. A backlog has been developing since the beginning of the fiscal year because the book budget was augmented considerably, but the staff was not.

As Chairman of the Properties and Finance Committee, Mr. Farrell reported that the auditor's report for fiscal 1970/71 has been received and he recommended that the Board look over the report and then act upon it at the next meeting.

Mr. Farrell gave an informational report on the summary of income and expenditures through August 31, 1971 and bills approved through August 31, 1971. The motion for approval of the report by Mr. Farrell was seconded by Mrs. Brandt and was unanimousely approved by a roll-call vote.

The library received three responses to its request for bids on the 1972 periodical list. Respondents were:

EBSCO Subscription Services, Barrington, Illinois
$3,265.29 less 1% for remittance with order
Franklin Square Agency, Teaneck, New Jersey
$3,185.46
Walter Peck Magazine Agency, Galesburg, Illinois
$3,174.65

Mr. Dumas stated that the bids are not strictly comparable as some titles have been added and others omitted from the bids. Analyzed on a percentage basis, Franklin Square is low with a 13% discount, followed by EBSCO with 10% and Walter Peck with 9%. Our past experience with Franklin Square indicates a poor service record; therefore, Mr. Dumas recommended that the Board accept the EBSCO bid. We have dealt with EBSCO hitherto and have found their service adequate. Mr. Farrell moved that the EBSCO bid be accepted for the purchase of library periodicals. Mrs. Hedrick seconded the motion and it was approved.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt moved:

That the Classification and Pay Plan adopted July 12, 1968, be amended as follows:

Under paragraph 2, Paraprofessional and Technical, the line reading "Data Processing Supervisor, Pay Grade 21" be eliminated and a line reading "Library Maintenance Man, Pay Grade 16" be inserted.

Mrs. Hedrick seconded the motion and it was approved.

Mrs. Brandt further moved:

That the City Librarian be authorized to contract with the Credit Bureau of Decatur for collection of delinquent fines and fees.

Mr. Farrell seconded the motion and it was approved.

It was reported by Mr. Dumas that he had a telephone call from Mr. Gessler of Remington Rand Corporation concerning the shelving discrepancies in the contract with the library. Mr. Gessler was to have forwarded aletter to Mr. Dumas discussing the problems, and what they planned to do about them, but the letter has not as yet been received.

Mr. Miller stated that Attorney Ed Booth is working toward the abolition of the DPL Corporation.

Several questions to which he would like to have answered were posed by Mr. Whitacre concerning the procurement of legal counsel for the board and the letting of insurance contracts for the library.

The meeting was adjourned at 5:20 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

September, 1971

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1971 -	21,840	3,006	12,613	37,459	193,038
1970 -	23,025	2,665	12,555	38,248	209,786

REGISTRATION

Resident	26,884	Non-Resident	1,513	
Added	1,505	Added	30	
	28,389		1,499	
Withdrawn	771	Withdrawn	44	
	27,618		1,499	29,117

TECHNICAL PROCESSING

Cataloging

New books added	1,230
New titles added	414
Books withdrawn	1,285
Books mended	241

Acquisitions

Books checked in	1,149
Records checked in	10
Pamphlets checked in	71
Microfilm reels	8
Gifts	0

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

VOU. NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21601	Treasurer, City of Decatur % Motor Fuel Tax Fund	Investment Purchase	$ 50,275.00
21602	Millikin National Bank	Investment Purchase Bond Fund	36,000.00
21603	Chan Glosser, Postmaster	August Postage	8.30
21604	Texaco, Inc.	Gasoline	53.74
21605	Treasurer, City of Decatur % Payroll Fund	Period Ending 9/1/71	390.18
21606	Kelly Services, Inc.	New Library Expense: Bond Fund	300.00
21607	Estey Corporation	New Library Expense-Bond Fund	15,000.00
21608	Library Bureau Div of Remington Rand	New Library Expense-Bond Fund	30,844.45
21609	Decatur Title Corporation	New Library Expense-Bond Fund	35.00
21610	Lixweiler Office Supply Co.	New Library Expense-Bond Fund	452.04
21611	Illinois Power Co.	August Electrical Service	950.76
21612	Aetna Life Insurance Co.	Hospitalization & Life Ins	374.30
21613	Treasurer, City of Decatur % Payroll Fund	Period Ending 9/8/71	11,073.88
21614	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement	65.83
21615	Treasurer, City of Decatur % Payroll Fund	Period Ending 9/15/71	206.80
21616	Treasurer, City of Decatur % Payroll Fund	Period Ending 9/22/71	10,973.94
21617	Citizens National Bank	Investment Purchase	100,000.00
21618	First National Bank of Decatur	Investment Purchase	50,000.00
21619	First National Bank of Decatur	Investment Purchase	50,000.00
21620	Northtown Bank of Decatur	Investment Purchase	5,000.00
21621	Treasurer, City of Decatur % General Operating Fund	Sept. Data Processing Chgs	2,854.16
21622	T. A. Brinkoetter & Sons	Preventive Maintenance	988.51

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21623	Burdick Plumbing & Heating	Water Leak Repair-Evans	$ 13.75
21624	Decatur Window Cleaning Co.	August Janitorial Service	1,941.50
21625	Otis Elevator Co.	Sept Elevator Maintenance	119.36
21626	Ebers	Office Equipment Repair	38.50
21627	Auto Body Rebuilders	Bookmobile Repair	124.50
21628	Bob's Repair Service	Bookmobile Repair	35.79
21629	VOID		
21630	Eichenauer Electric Service	Bookmobile Air Conditioning Repair	42.00
21631	Glass Specialty Co.	Glass Replacement-Bookmobile	16.84
21632	Kilborn Motors, Inc.	State Inspections-Bookmobiles	7.50
21633	Spinner Refrigeration	Air Conditioner Repair-Bookmobile	88.60
21634	Thornton Welding Service	Removal & Installation of Repaired Air Conditioner	48.42
21635	Illinois Bell Telephone Co.	September Service	431.76
21636	Chan Glosser, Postmaster	Postage for Meter	200.00
21637	Downtown Decatur Council, Inc.	August & Sept Parking	350.00
21638	Decatur Electric Supply	Electrical Supplies	29.19
21639	Westron Corp.	Floodlite	62.75
21640	Bro-Dart, Inc.	Office Supplies	85.50
21641	Datar Corporation	Office Supplies	60.30
21642	Decatur Paper House, Inc.	Office Supplies	18.47
21643	Gaylord Bros., Inc.	Office Supplies	12.42
21644	Haines & Essick Co.	Office Supplies	18.72
21645	Horder's	Office Supplies	11.92
21646	Bennett & Shade Co.	Workmen's Compensation Policy	460.00
21647	3M Business Products Sales, Inc.	Microfilm Lamps	46.96
21648	A & A Distributors, Inc.	Books	4.48
21649	The Antiques Journal	Subscription Renewal	6.00
21650	Apple Tree Press	Books	6.00
21651	The Baker & Taylor Co.	Books	5,738.56

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21652	Bro-Dart, Inc.	Books	$ 33.69
21653	The Bulletin Company	Subscription	29.15
21654	The Bureau of National Affairs	Books	10.30
21655	Columbia University Press	Books	3.85
21656	Doubleday & Company, Inc.	Books	368.28
21657	General Microfilm Co.	Books	106.30
21658	The Indianapolis News	Subscription	33.00
21659	Mansell Information/Publishing	Books	1,584.96
21660	Manufacturer's News, Inc.	Books	66.88
21661	National Geographic Society	Books & Subscription Renewal	9.25
21662	New York Graphic Society Ltd.	Books	40.70
21663	Oxford University Press	Books	27.95
21664	R. L. Polk & Co.	Books	172.80
21665	Regent Book Company	Books	22.55
21666	Research & Education Association	Books	3.57
21667	The Saturday Evening Post	Subscription	5.00
21668	Silver Burdett Company	Books	62.17
21669	University Microfilms	Books	36.00
21670	University Outline Publications	Books	22.50
21671	U.S. Dept. of The Interior	Books	157.80
21672	William A. Wait	Picture Framing	39.95
21673	Wallace Homestead Book Co.	Books	17.04
21674	Wiesenberger	Books	44.00
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 378,764.38

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1970 THRU SEPTEMBER 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	218,979.19	437,958.39	207,041.61	
Tax Levy Receipts-Prior	5,000.00	0	0	5,000.00	
Fines & Fees	16,000.00	967.44	5,259.67	10,740.33	
Non-Resident Fees	400.00	0	102.00	298.00	
Interest on Investments	15,000.00	0	3,960.47	11,039.53	
Lost & Damaged Books	600.00	96.91	453.17	146.83	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	400.00	3.35	48.62	351.38	
Miscellaneous *	37,110.00	30.53	1,290.05	35,819.95	
TOTAL REVENUE	765,550.00	220,077.42	596,857.03	168,692.97	77.96

* 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		21,588.88	117,948.80	218,638.20
107	Hospitalization, Medical and Life Insurance	5,488.00		374.30	1,861.65	3,626.35
109	Temporary Salaries	20,253.00		1,055.92	5,874.11	14,378.89
201	Advertising	100.00		0	54.94	45.06
202	Printing & Binding	4,000.00		0	995.22	3,004.78
211	Service to Maintain Buildings	31,313.00		3,030.18	11,511.13	19,801.87
212	Service to Maintain Improvements Other Than Buildings	1,274.00		0	402.61	871.39
214	Service to Maintain Office Equipment	1,318.00		38.50	342.65	975.35
215	Service to Maintain Automotive Equipment	1,000.00		312.75	485.24	514.76
221	Auditing	600.00		0	0	600.00

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1971 THRU SEPTEMBER 30, 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		0	713.21	2,786.79
230	Payment to City for Data Processing	34,250.00		2,854.16	14,270.80	19,979.20
231	Electricity	8,500.00		950.76	11,496.77	6,003.23
234	Water					
233	Telephone & Telegraph	5,500.00		431.76	2,137.92	3,362.08
241	Travel, Training and Conferences	1,170.00		0	450.85	719.15
245	Postage	2,160.00		211.66	1,117.81	1,042.19
284	Professional Association Membership Fees	758.00		0	0	758.00
288	Rentals	131,164.00		350.00	1,930.30	129,233.70
310	Gas, Oil & Anti-Freeze	275.00		53.74	134.84	140.16
312	Janitorial Supplies	400.00		0	99.54	300.46
320	Materials to Maintain Buildings & Improvements	1,500.00		126.06	363.11	1,136.89
324	Materials to Maintain Automotive Equipment	800.00		53.65	224.57	575.43
330	Medical & Laboratory Supplies	5.00		0	0	5.00
345	Office Supplies	6,600.00		273.52	1,199.47	5,500.53
402	Contingencies	4,840.49		0	0	4,840.49
415	Service Recognition Payroll	785.00		0	180.00	605.00
423	Insurance	3,250.00		460.00	3,221.00	29.00
	TOTAL OPERATING EXPENDITURES	616,390.49		32,165.84	176,916.54	439,473.95
	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	4,157.07	8,692.05	28,158.95	45,807.98
	TOTAL CAPITAL OUTLAY	119,159.51	4,157.07	8,692.05	31,468.46	83,533.98
	GRAND TOTAL	735,550.00	4,157.07	40,857.89	208,385.00	523,007.93

ACTIVITY: 941 DE[illegible]TUR PUBLIC LIBRARY BOND FUND

PERIOD JUNE 1, 1970 THRU SEPTEMBER 30, 1971

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIM
Sale of Bonds	795,000.00	0	795,000.00	0	
Accrued Interest	2,766.56	0	2,766.50	0	
Miscellaneous	0	0	700.00	(700.00)	
TOTAL REVENUE	797,766.56	0	798,466.56	(700.00)	100.09

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBER BALANCES
58	Loan	712,968.65		0	712,968.65	0
58A	Other Expenses	84,797.91		46,631.49	49,295.15	35,502.76
	TOTAL EXPENDITURES	797,766.56		46,631.49	762,263.80	35,502.76