

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 12, 1971

- I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JANUARY 15, 1971
- III. COMMUNICATIONS
- IV. STATISTICAL REPORT
- V. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
 - D. PROPERTIES DISPOSAL
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - FEBRUARY 12, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held February 12, 1971 in the Board Room of the main library.

Members Present:

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

Members Absent:

Mr. Dick
Mrs. Hedrick

Others Present:

Dawn Ricchio
(Herald & Review)
Mr. Dumas
Miss Schwegman

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

The minutes of the regular board meeting of January 15, 1971 were approved.

Mr. Dumas reported that circulation in the library in January 1971 was about 20% above January, 1970, and that circulation in the Children's Department was up around 50%. Mr. Dumas further reported that the registration figure of 420 for the month was in error in that all the registrations had not been turned into the City Computer Center, and that the true figure was somewhere around 2000. Concern was voiced by Mr. Dumas in that new patrons may register now and not be able to find what they want on the shelf because so many books are checked out. He stated that this must be taken into consideration in the preparation of the book buying budget for the coming year.

As Chairman of the Properties and Finance Committee, Mr. Butler reported that sales from the auction of library materials totaled \$7,584. Of that total, \$1,668.48 was auctioneer Hugh James' commission for conducting the sale, and the net total was \$5,915.52.

Mr. Butler moved that \$10,000 be transferred from Contingencies, Account No. 402, to the Books Account No. 525. Mr. Sappington seconded the motion and it was approved.

It was further stated by Mr. Butler that his committee had decided to go to the purchasing agent of the city to get firms to submit proposals as to what they would do for the custodial care of the building.

Mr. Butler gave an informational report on the summary of income and expenditures through January 31, 1971 and bills approved through January 31, 1971. The motion for approval of the report by Mr. Butler was seconded by Mr. Miller and was unanimously approved by a roll-call vote.

As Chairman of the Policies, Public Relations, and Personnel Committee, Mr. Sappington moved that the central library close at 5:30 P.M. on Saturdays. Mr. Butler seconded the motion and it was approved.

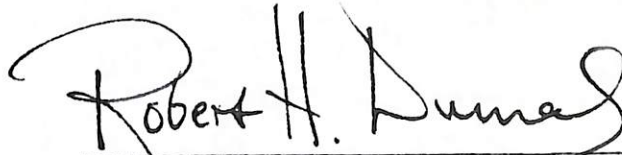
Mr. Sappington moved that when lost books or other materials are returned, the fine accrued shall not exceed the cost of the materials plus fines already collected. Mr. Miller seconded the motion and it was approved.

It was further moved by Mr. Sappington that this board hereby affirm and approve a statement released to the press by the President of the Board following an executive personnel session Wednesday, February 3, 1971, and that this statement be made a part of the minutes of this meeting. Mr. Miller seconded the motion and it was approved.

Mr. Schuerman stated that some additional artwork for the new library had been selected which is very attractive, and that the costs of the materials had been reviewed with the architect.

The security of the new building was discussed by the board and will be subject to further study.

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

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is fluid and cursive, with the first name "Robert" and last name "Dumas" clearly legible. The middle initial "H." is smaller and less distinct. The signature is written over a horizontal line.

Robert H. Dumas, City Librarian

For Secretary of the Board

The Board of Library Directors has considered and investigated the question of whether items of historical value may have been sold at the public auction held Saturday, January 30th.

The Board did not intend to sell anything of historical significance and took all reasonable precautions to prevent this. Some months ago when the move to new quarters was contemplated the Macon County Museum and the Genealogical Society, at the request of the Library, took back their various Lincoln and historical documents and artifacts which had been on loan to the Library. Also, prior to the sale, the Macon County Historical Society and the Daughters of the American Revolution were invited to, and did pick up their property held by the Library.

On Friday evening before the auction, Mr. A. Webber Borchers requested permission to go through the Library and see what was to be sold. This request was granted and Mr. Borchers, in the company of a library board member, spent about two hours examining the property to be auctioned. He raised no questions and made no objections about the sale of any of the property at that time.

On Saturday morning before the sale Mr. Borchers again saw the pictures and frames which were to be sold and stated they were of no historical value and he had no objection to their sale. He did state that two cardboard boxes contained historical items which should not be sold. These boxes had not been tagged for sale, and were never intended for sale. They had been left in the building

by mistake and should not have been in the sale area. When this was called to the attention of Mr. Dumas the boxes were immediately removed from the sale area and locked in a second floor room and have since been moved to the new Library. After these boxes had been removed from the sale area and assurances given that they would not be sold, Mr. Borchers expressed his complete satisfaction. Mr. Borchers was present during the entire auction and offered no further objection to the sale of any item.

In view of the fact that the various historical societies were advised of the sale and did pick up their Lincoln and historical documents and artifacts, and that Mr. A. Webber Borchers, prior to the sale, did examine the property to be auctioned and raised no objections to the sale of any of the property and was also present throughout the sale without objection, the Board is of the opinion that no items of historical significance were sold.

Because of the unfortunate clamor raised by a few individuals the Board wishes to publicly reaffirm that it has complete confidence in Mr. Dumas and is fully satisfied with his performance as City Librarian.

THE BOARD OF LIBRARY DIRECTORS

BY R. L. SCHUERMAN, PRESIDENT

STATISTICAL REPORT

February, 1971

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1971 -	24,256	2,886	17,736	44,878	397,981
1970 -	23,319	2,734	14,278	40,331	404,599

REGISTRATION

Resident	25,518	Non-Resident	1,861	
Added	<u>2,212</u>	Added	<u>117</u>	
	27,730		1,978	
Withdrawn	<u>689</u>	Withdrawn	<u>23</u>	
	27,041		1,955	<u>28,996</u>

TECHNICAL PROCESSING

Cataloging

New books added	689
New titles added	406
Books withdrawn	37
Books mended	314

Acquisitions

Books checked in	307
Pamphlets checked in	184
Telephone directories	19
Microfilm reels	14
Gifts	7

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21179	United Travel Service	Air Fare	289.00
21180	Downtown Decatur Council, Inc.	February Parking	200.00
21181	Jan-San Supply Co.	Janitorial Supplies	158.35
21182	Smith-Scharff Paper Co.	Paper Towels	64.84
21183	Decatur Electric Supply	Lamps	71.03
21184	Illinois Power Co.	Inside Flood Lights	21.00
21185	Decatur Paper House, Inc.	Office Supplies	97.86
21186	Haines & Essick Co.	Office Supplies	11.25
21187	Paxton's Service Press	Various Rubber Stamps	14.15
21188	Bennett & Shade Co.	Additional Premium	25.00
21189	Irish-Behnke Co.	Fleet Insurance Premium	487.00
21190	McMillen Enterprises	Carpet Cleaning	128.56
21191	Linxweiler Business Equipment	Hanging Folder Frames	704.00
21192	Otis Elevator Co.	Elevator Service	126.63
21193	Baker & Taylor Co.	Books	1,021.15
21194	Books for Libraries, Inc.	Books	28.00
21195	R. R. Bowker Company	Books	44.00
21196	Bro-Dart, Inc.	Books	53.43
21197	Columbia University Press	Books	3.78
21198	Credit Bureau of Decatur, Inc.	Add'l Fee for Subscription	16.50
21199	Decatur Herald & Review	Microfilm of Newspaper	327.41
21200	Decatur Tribune	Subscription Renewal	5.00
21201	General Microfilm Co.	Books	131.35
21202	Harvard University Press	Books	4.00
21203	The New York Times	Subscription Renewal	139.42
21204	Peter Eaton (Library Supplies) LTD	Books	13.92
21205	University Microfilms	Books	47.00
21206	Treasurer, City of Decatur % Payroll Fund	Per End 2/24/71	10,715.94
TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS			\$ <u>230,174.73</u>

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending February 28, 1971VOU NO: PAYMENTS MADE TO:FOR:AMOUNT:

21155	Millikin National Bank	Investment Purchase	\$ 55,000.00
21156	Aetna Life Insurance Co.	Hospitalization & Life Ins.	315.20
21157	Chan Glosser, Postmaster	Jan Postage Meter Reimbursement	14.00
21158	Treasurer, City of Decatur % Payroll Fund	Service Recognition Payroll	145.00
21159	Texaco, Inc.	Gasoline for Bookmobiles	51.72
21160	Haines & Essick Co.	Office Supplies	26.56
21161	Treasurer, City of Decatur % Payroll Fund	Per End 2/3/71	328.45
21162	Chan Glosser, Postmaster	Postage for Meter	225.00
21163	Treasurer, City of Decatur % Payroll Fund	Per End 2/10/71	10,179.09
21164	Millikin National Bank	Investment Purchase	20,000.00
21165	Illinois Power Co.	January Electrical Service	690.05
21166	Chicago Title & Trust Co.	Construction Costs	39,798.27
21167	D P L Corporation	Feb Payment per Lease Agreement	81,004.00
21168	Treasurer, City of Decatur % Payroll Fund	Per End 2/17/71	190.14
21169	Treasurer, City of Decatur % General Operating Fund	January Charges	2,958.33
21170	Manpower	Temporary Help	21.60
21171	Decatur Herald & Review	Ad for Employment	8.78
21172	Stappenbeck Bookbindery, Inc.	Book Binding	645.25
21173	American District Telegraph Co.	Communication & Sprinkler Equip- ment Maintenance Agreement	508.60
21174	Decatur Window Cleaning Co.	January Janitorial Service	2,149.09
21175	Addressograph Multigraph Corp.	Service Call & Parts	36.35
21176	General Tire Company	Bookmobile Tires & Tubes	143.90
21177	Greanias, Booth & Lieberman	January Services Rendered	366.20
21178	Illinois Bell Telephone	February Service	419.58

PERIOD MAY 1, 1970 THRU FEBRUARY 28, 1971

EVENUE 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	53,555.70	601,925.66	2,760.34	
Tax Levy Receipts - Prior	4,450.00	3,431.06	3,431.06	1,018.94	
Fines & Fees	11,000.00	645.51	9,103.71	1,896.29	"
Non-Resident Fees	275.00	17.00	255.00	20.00	
Interest on Investments	5,000.00	928.12	12,276.06	(7,276.06)	
Lost & Damaged Books	600.00	34.44	515.44	84.56	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	385.00	8.40	346.42	38.58	
Miscellaneous	273,800.00*	115,294.96	334,291.39	(60,491.39)	
D.P.L. Corp(Const. Loan Proceeds)	741,911.00	0	627,006.49	114,904.51	
TOTAL REVENUE	1,660,147.00	173,915.19	1,627,282.98	32,864.02	98.02

*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 Salaries	273,188.00		20,305.11	204,485.90	68,702.10
107	Hospitalization,					
	Medical & Life Insurance	4,056.00		315.20	3,206.51	849.49
109	Temporary Salaries	24,118.00		1,130.11	20,670.82	3,447.18
201	Advertising	200.00		8.78	64.28	135.72
202	Printing & Binding	3,000.00		645.25	2,206.27	793.73
211	Service to Maintain Buildings	21,900.00		2,657.69	11,645.47	10,254.53
212	Service to Maintain Improvement Other Than Buildings	225.00		0	136.38	88.62
214	Service to Maintain Office Equipment	650.00		36.35	375.54	274.46
215	Service to Maintain Automotive Equipment	1,000.00		0	622.85	377.15
221	Auditing	600.00		0	600.00	0

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

78

PERIOD MAY 1, 1970 THRU FEBRUARY 28, 1971

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
229	Other Professional Services					
231	Electricity	36,000.00		3,324.53	29,578.47	6,421.53
233	Telephone & Telegraph	19,000.00		690.05	3,618.53	15,381.47
241	Training, Travel and Conferences	5,800.00		419.58	3,062.10	2,737.90
245	Postage	998.00		289.00	869.11	128.89
284	Professional Association Membership Fees	1,900.00		239.00	1,396.28	503.72
288	Rentals	686.00		0	454.20	231.80
		165,811.00		81,204.00	165,268.72	542.28
310	Gas, Oil & Anti-Freeze	275.00		51.72	242.97	32.03
312	Janitorial Supplies	200.00		242.50	381.43	(181.43)
320	Materials to Maintain Buildings & Improvements	4,000.00		220.59	458.93	3,541.07
324	Materials to Maintain Automotive Equipment	800.00		143.90	676.23	123.77
330	Medical & Laboratory Supplies	10.00		0	.62	9.38
345	Office Supplies	6,485.00		130.51	3,230.19	3,254.81
402	Contingencies	3,063.00		0	0	3,063.00
415	Service Recognition Payroll	425.00		145.00	685.00	(260.00)
423	Insurance	1,400.00		512.00	1,328.06	71.94
	TOTAL OPERATING EXPENDITURES	575,790.00		112,710.87	455,133.22	120,656.78
	<u>CAPITAL OUTLAY</u>					
502	Buildings	1,017,111.00		40,628.90	908,522.18	108,588.82
515	Office Machinery	1,000.00			0	1,000.00
525	Books	66,246.00	20,206.62	1,834.96	31,795.08	14,244.30
	TOTAL CAPITAL OUTLAY	1,084,357.00	20,206.62	42,463.86	940,356.87	123,793.51
	GRAND TOTAL	1,660,147.00	20,206.62	155,174.73	1,395,490.09	244,450.29