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ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 16, 1970

- I. CALL TO ORDER
ALBERT L. MILLER, VICE PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING DECEMBER 12, 1969
- III. COMMUNICATIONS
- IV. STATISTICAL REPORT
- V. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. APPROVAL OF BILLS AND FINANCIAL STATEMENT
 2. TRANSFER OF FUNDS
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
 1. MOTION TO LEASE SEARS PROPERTY FROM CITY
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRALLEY
MRS. BRANDT
MR. BUTLER
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JANUARY 16, 1970

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON JANUARY 16, 1970 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MRS. BRALLEY
MRS. BRANDT
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON

MEMBERS ABSENT:

MR. BUTLER
MR. DICK
MR. SCHUERMAN

OTHERS PRESENT:

RON INGRAM
(DECATUR HERALD)
AL ROWE
(WDZ)
MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:35 P.M. BY MR. MILLER, VICE PRESIDENT.

THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 12, 1969 WERE APPROVED.

MR. DUMAS REPORTED THAT HE HAD RECEIVED CORRESPONDENCE FROM ATTORNEY ED BOOTH REGARDING THE SETTLING OF TORT CLAIMS TO THE EFFECT THAT THE PRESENT LIABILITY INSURANCE CARRIED BY THE LIBRARY WAS SUFFICIENT TO SETTLE SUCH CLAIMS. A COMMUNICATION WAS ALSO RECEIVED FROM W. D. CUNNINGHAM OF THE KIWANIS CLUB THANKING THE LIBRARY BOARD FOR THE USE OF THE SEARS BUILDING FOR THE FILLING OF CHRISTMAS BASKETS.

THERE WERE NO MAJOR CHANGES IN THE LIBRARY OPERATIONS DURING THE LAST MONTH MR. DUMAS REPORTED. THERE WAS A SLIGHT INCREASE IN CIRCULATION, 2,000 OF WHICH WAS IN THE CENTRAL LIBRARY AND ALSO A CONSTANT GAIN IN THE CIRCULATION OF BOOKMOBILE II. MR. DUMAS FURTHER REPORTED THAT THE WORK IN THE EXTENSION DIVISION OCCASIONED BY THE REORGANIZATION OF BOOK STOCK RESULTING FROM THE CLOSING OF THE DILL BRANCH HAS BEEN GOING ON THE LAST COUPLE OF MONTHS AND THAT NOW THE BOOKS HAVE ALL BEEN SHELVED IN A CROWDED BUT ORDERLY MANNER.

THE STATUTORY REQUIREMENT OF NOTIFICATION OF THE SCHEDULING OF BOARD MEETINGS FOR THE COMING YEAR HAS BEEN POSTED IN THE MAIN LIBRARY AND HAS BEEN FORWARDED TO ALL OTHER INTERESTED NEWS AGENCIES. A CERTIFICATE OF PUBLICATION TO THE NOTICE OF CONTRACTORS REGARDING THE REMODELING OF THE SEARS BUILDING HAS ALSO BEEN RECEIVED FROM THE LINDSAY-SCHAUB NEWSPAPERS AND BECOMES A PART OF THESE MINUTES.

MR. MILLER QUESTIONED AS TO WHAT WOULD HAPPEN TO THE EVANS BRANCH LIBRARY NOW THAT CONSTRUCTION HAS STARTED ON THE NEW LIBRARY BUILDING AND ASKED THAT THE FINANCE AND PROPERTIES COMMITTEE TAKE THE MATTER UNDER ADVISEMENT. MR. MILLER REQUESTED MR. DUMAS TO LOOK AT THE MATTER FROM THE STANDPOINT OF THE NEED OF UTILIZATION OF EXTENSION PERSONNEL IN THE NEW LIBRARY.

AS A MEMBER OF THE PROPERTIES AND FINANCE COMMITTEE, MRS. BRALLEY GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH DECEMBER 31, 1969 AND BILLS APPROVED THROUGH DECEMBER 31, 1969. THE MOTION FOR APPROVAL OF THE REPORT BY MRS. BRALLEY WAS SECONDED BY MR. SAPPINGTON AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MRS. BRALLEY FURTHER MOVED THAT \$691.00 BE TRANSFERRED FROM CONTINGENCIES, CODE 402, TO OTHER INSURANCE, CODE 423. MR. SAPPINGTON SECONDED THE MOTION AND IT WAS APPROVED.

AS CHAIRMAN OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE, MR. SAPPINGTON MOVED THAT THE ILLINOIS CONSTITUTION CONVENTION DELEGATES BE PERMITTED TO USE THE FACILITIES OF DECATUR PUBLIC LIBRARY, WHICH INCLUDES BORROWING BOOKS, ETC., EVEN THOUGH THEY MAY NOT BE QUALIFIED, FOR THE DURATION OF THE CONVENTION. THE MOTION WAS SECONDED BY MRS. BRALLEY AND WAS APPROVED.

MR. MILLER REQUESTED, NOW THAT WE ARE IN THE PROCESS OF TRANSFERRING OUR DATA PROCESSING WORK TO THE CITY OF DECATUR, THAT MR. DUMAS REPORT AT THE NEXT MEETING AS TO WHEN IBM SHOULD BE NOTIFIED THAT WE WILL NO LONGER NEED THEIR MACHINES IN THE LIBRARY.

MR. FREYFOGLE, CHAIRMAN OF THE NEW LIBRARY BUILDING COMMITTEE, MADE THE FOLLOWING MOTION:

RESOLVED, THAT THE PRESIDENT AND SECRETARY OR THE VICE-PRESIDENT AND SECRETARY ARE HEREBY AUTHORIZED AND DIRECTED IN THE NAME OF THE BOARD OF LIBRARY DIRECTORS OF THE CITY OF DECATUR, ILLINOIS TO EXECUTE A LEASE WITH THE CITY OF DECATUR WHEREBY THIS BOARD LEASES FROM THE CITY FOR A TERM OF TEN (10) YEARS FOR A TOTAL RENTAL OF ONE MILLION FIFTY-TWO THOUSAND DOLLARS (\$1,052,000) PLUS INTEREST AT THE RATE OF SIX PERCENT (6%) PER ANNUM ON THE UNPAID BALANCE LOTS FIVE (5), SIX (6), SEVEN (7) AND EIGHT (8) AND THE NORTH 1/2 OF LOT FOUR (4), ALL IN BLOCK FIVE (5) IN NORTH DECATUR ADDITION TO DECATUR, ILLINOIS, BEING ALLEN, MC REYNOLDS AND COMPANY'S ADDITION TO DECATUR, A SUBDIVISION OF PART OF THE W 1/2 OF THE NW 1/4 OF SECTION 14, T16N, R2E of the 3RD P.M., AS PER PLAT RECORDED APRIL 21, 1837 IN BOOK "G" OF RECORDS, ON PAGE 365 IN THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS.

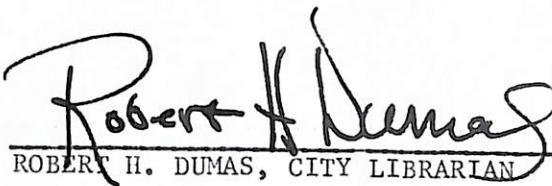
MR. SAPPINGTON SECONDED THE MOTION AND IT WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

THE DEMOLITION AND RENOVATION OF THE SEARS BUILDING, MR. FREYFOGLE REPORTED, IS TO BEGIN OFFICIALLY MONDAY, JANUARY 19, 1970.

MR. MILLER, AS A MEMBER OF THE NEW BUILDING COMMITTEE, REPORTED THAT THE LOAN FOR THE NEW LIBRARY BUILDING, WHICH WILL IN EFFECT BECOME A FIRST MORTGAGE ON THE BUILDING WILL BE COVERED BY THE MILLIKIN NATIONAL BANK, FIRST NATIONAL BANK, CITIZENS' NATIONAL BANK AND THE NORTHTOWN BANK, ALL OF DECATUR. MR. MILLER EXPLAINED THAT THE MILLIKIN BANK HAD BEEN CHOSEN AS THE LEAD BANK IN THE DEAL BY A DRAWING AND THAT ALL FOUR BANKS WOULD USE MILLIKIN'S ATTORNEY, FUNDS TO COVER CONTRACTOR'S BILLS WILL BE TRANSFERRED INTO THE LIBRARY BUILDING FUND AS THEY ARE NEEDED AND CHECKS WILL BE DRAWN AGAINST THE FUND BY THE CITY TO PAY BILLS. MR. MILLER FURTHER STATED THAT AN APPRAISAL OF THE PRESENT CENTRAL LIBRARY BUILDING HAD BEEN REQUESTED.

THE NEXT REGULARLY SCHEDULED LIBRARY BOARD MEETING WILL BE HELD FEBRUARY 13, 1970 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

THE MEETING WAS ADJOURNED AT 5:15 P.M.


ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

STATISTICAL REPORT

January, 1970

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1970 -	25,578	2,888	13,472	41,938	364,278
1969 -	25,168	3,711	14,499	43,378	358,116

REGISTRATION

Resident	25,651	Non-Resident	2,002	
Added	<u>781</u>	Added	<u>101</u>	
	26,432		2,103	
Withdrawn	<u>801</u>	Withdrawn	<u>30</u>	
	25,631		2,073	<u>27,704</u>

TECHNICAL PROCESSING

Cataloging

New books added	484
New titles added	238
Books withdrawn	228
Books mended	278

Acquisitions

Books checked in	583
Pamphlets checked in	102
Telephone directories	1
Microfilm reels	6

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1969 THRU January 31, 1970

<u>REVENUE ITEMS:</u>		<u>ESTIMATED REVENUE</u>	<u>CURRENT MONTH</u>	<u>TOTAL RECEIPTS</u>	<u>UNCOLLECTED ESTIMATED REVENUE</u>	<u>% OF ESTIMATE</u>
Fund Balance May 1, 1969		75,587.00	0.00	75,088.05	498.95	
Tax Levy Receipts-Current		394,100.00	61,153.96	395,221.30	(1,121.30)	
Tax Levy Receipts-Prior		3,200.00	2,911.22	2,911.22	288.78	
Fines & Fees		10,800.00	1,404.02	8,624.37	2,175.63	
Non-resident Fees		455.00	17.00	256.16	198.84	
Interest on Investments		3,000.00	3,125.00	6,536.97	(3,536.97)	
Lost & Damaged Books		360.00	115.80	536.34	(176.34)	
Memorial Books		41.00	0.00	25.00	16.00	
Prints made on Copy Machine		345.00	52.70	310.20	34.80	
Miscellaneous		700.00	35.85	1,091.69	(391.69)	
TOTAL REVENUE		<u>488,588.00</u>	<u>68,815.55</u>	<u>490,601.30</u>	<u>(2,013.30)</u>	<u>100.41</u>
<u>OBJECT CODE NO</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1969-1970 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
101	Regular Salaries	385,329.00	0.00	30,420.64	186,438.01	98,890.99
107	Hospitalization, Medical, & Life Insurance	4,160.00	0.00	259.25	2,346.97	1,814.03
109	Temporary Salaries	31,302.00	0.00	1,614.34	17,469.24	13,832.76
201	Advertising	200.00	0.00	0.00	123.40	76.60
202	Printing & Binding	4,000.00	0.00	250.79	1,640.59	2,359.41
211	Service to Maintain Buildings	14,500.00	0.00	1,222.60	10,875.23	3,624.77
212	Service to Maintain Improvements Other Than Buildings	225.00	0.00	4.69	225.22	(.22)
214	Service to Maintain Office Equipment	625.00	0.00	38.00	375.50	249.50
215	Service to Maintain Automotive Equipment	900.00	0.00	44.05	448.05	451.95
221	Auditing	600.00	0.00	0.00	600.00	0.00
229	Other Professional Services	25,500.00	0.00	175.00	6,160.81	19,339.19
231	Electricity	6,000.00	0.00	0.00	2,458.93	3,541.07

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1969 THRU January 31, 1970

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1969-1970 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
233	Telephone & Telegraph	3,000.00	0.00	197.23	1,842.58	1,157.42
241	Training, Travel, and Conferences	1,179.00	0.00	69.48	543.24	635.76
244	Freight & Cartage	100.00	0.00	0.00	0.00	100.00
245	Postage	1,400.00	0.00	7.46	1,086.96	313.04
284	Professional Association Membership Fees	477.00	0.00	314.00	394.00	83.00
288	Rentals	67,629.00	0.00	658.00	30,749.26	36,879.74
307	Fuel for Heating	2,200.00	0.00	0.00	0.00	2,200.00
310	Gas, Oil, & Anti-Freeze	250.00	0.00	0.00	208.69	41.31
312	Janitorial Supplies	200.00	0.00	9.25	105.98	94.02
320	Materials to Maintain Buildings & Improvements	3,500.00	0.00	16.16	2,740.61	759.39
324	Materials to Maintain Automotive Equipment	900.00	0.00	0.00	491.31	408.69
330	Medical & Laboratory Supplies	10.00	0.00	0.00	0.00	10.00
345	Office Supplies	7,767.00	0.00	90.37	3,524.49	4,242.51
402	Contingencies	12,400.00	0.00	0.00	0.00	12,400.00
423	Insurance	5,650.00	0.00	602.00	6,341.00	(691.00)
TOTAL OPERATING EXPENDITURES		480,003.00	0.00	35,335.31	277,190.07	202,812.93
<u>CAPITAL OUTLAY</u>						
515	Office Machinery	750.00	0.00	657.50	757.50	(7.50)
502	Buildings	77,247.00	0.00	0.00	244.27	77,002.73
525	Books	54,000.00	150.00	3,455.14	34,114.91	19,735.09
TOTAL CAPITAL OUTLAY		131,997.00	150.00	4,112.64	35,116.68	96,730.32
GRAND TOTAL		612,000.00	150.00	39,447.95	312,306.75	299,543.25

City of Decatur, Illinois

DECATUR PUBLIC LIBRARYBills to be approved for the period ending January 31, 1970:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
13333	Treasurer-City of Decatur	Payroll	\$ 230.54
13334	Chan Glosser, Postmaster	Reimburse City Postage Meter	1.30
13335	Aetna Life Insurance Co.	Hospitalization & Life Insurance	259.25
13336	Field Enterprises, Inc.	Subscription Renewal	30.00
13337	Treasurer-City of Decatur	Payroll	12,521.98
13338	Treasurer-City of Decatur	Petty Cash	46.09
13339	Treasurer-City of Decatur	Payroll	357.53
13340	Treasurer-City of Decatur	Payroll	9,505.83
13341	Aetna Life Insurance Co.	Hospitalization & Life Insurance	259.25
13342	Illinois Power Co.	Electric Service	426.10
13343	Uarco, Inc.	Data Forms	390.14
13344	Void		
13345	Void		
13346	Millikin National Bank	Treasury Bill	48,928.54
13347	Stappenbeck Bookbindery, Inc.	Book Binding	250.79
13348	Camfields Disposal Service	December Service - Main	5.00
13349	Division of Boiler Inspection	Inspect Boiler - 235 E. North	4.00
13350	Decatur Window Cleaning Co.	December Service - Main & Evans	1,111.00
13351	Orkin Exterminating Co., Inc.	Termite Control 1-1-70 thru 12-31-70	102.60
13352	R. E. Cadberry Disposal	December Service - Evans	3.00
13353	Normans	Laundry Service	1.69
13354	Illini Office Equipment Co.	Service Cash Register	38.00
13355	Longbons	Repair Cable Drum-Bookmobile II	44.05
13356	Greanias, Booth & Lieberman	November Legal Service	175.00
13357	Illinois Bell Telephone Co.	Phone Service	197.23
13358	Robert H. Dumas	Travel Expense	69.48

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
13359	American Library Association	Membership Renewal 1970	\$ 314.00
13360	IBM Corporation	December Machine Rentals	658.00
13361	Decatur Industrial Towel Service	December Service	9.25
13362	Allied Office Service	Office Supplies-Mimeograph	46.10
13363	Keystone Mfg. Co.	Library Bags- Office Supplies	22.15
13364	Pantons Service Press	Office Supplies	6.25
13365	Irish Behnke Co.	Vehicle Insurance	602.00
13366	Striglos Office Equipment	Office Equipment-Typewriters	657.50
11367	Baker Taylor Co.	Books	1,588.03
11368	Card Division, Library of Congress	Subscription	600.00
13369	Columbia University Press	Books	37.36
13370	Central Microfilm Service	Microfilm Service	15.70
13371	Dodd Mead & Co.	Books	8.25
13372	Void		
13373	Gale Research Company	Subscription Renewal	25.00
13374	General Microfilm Company	Microfilm Service	457.80
13375	Macrae's Blue Book	Subscription Renewal	33.80
13376	Main Street Booksellers	Books	9.00
13377	A. C. McClurg & Co.	Books	66.53
13378	The National Observer	Subscription Renewal	7.00
13379	Oxford University Press, Inc.	Books	27.12
13380	Society for Personnel Administration	Subscription	8.00
13381	Regent Book Company, Inc.	Books	75.65
13382	Standard & Poor's Corporation	Renewal Subscription	408.00
13383	H. W. Wilson Company	Library Catalog	50.00
TOTAL LIBRARY FUND VOUCHERS			\$80,690.88