

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

COMMITTEES OF THE BOARD OF DIRECTORS
AUGUST, 1971

NAME	TERM OF OFFICE	TELEPHONE	ADDRESS	ZIP CODE #
MR. ALBERT L. MILLER PRESIDENT	1969-1972	428,2040 (H) 423-4492 (B)	51 DELWOOD COURT NORTH 27TH STREET	62521 62526
MR. HORACE H. BUTLER VICE PRESIDENT	1970-1973	428-5753 (H) 428-2138 (B)	2025 RAMSEY DRIVE 900 E. DIVISION ST	62526 62526
MRS. JAMES A. BRANDT SECRETARY	1969-1972	877-2007 (H)	345 OAK LANE	62526
MR. CARL DICK, JR.	1971-1974	423-2780 (H) 428-7723 (B)	26 SOUTH SHORE DRIVE 2060 E. ELDORADO	62521 62521
MR. EDWARD J. FARRELL	1970-1973	422-3296 (H)	305 BAY SHORE	62521
MRS. GALE C. HEDRICK	1970-1973	422-4372 (H) 429-4216 (B)	136 POINT BLUFF 363 SOUTH MAIN	62521 62521
MR. ROBERT L. SCHUERMAN	1969-1972	423-0510 (H) 423-4411 (B)	8 ALLEN BEND PLACE NORTH 22ND STREET	62521 62521
MR. WILLIAM D. WHITACRE	1971-1974	428-7237 (H) 429-5432 (B)	1854 W. RIVERVIEW AVE 132 SOUTH WATER	62522 62523

PROPERTY AND FINANCE COMMITTEE

MR. FARRELL - CHAIRMAN
MR. DICK
MR. WHITACRE
MRS. HEDRICK

POLICIES PUBLIC RELATIONS PERSONNEL COMMITTEE

MRS. BRANDT - CHAIRMAN
MR. SCHUERMAN
MR. BUTLER

LONG RANGE PLANNING COMMITTEE

MR. DICK - CHAIRMAN
MR. SCHUERMAN
MR. BUTLER
MR. WHITACRE

REPRESENTATIVE TO ROLLING PRAIRIE LIBRARY SYSTEM

MR. BUTLER

REPRESENTATIVE TO FRIENDS OF DECATUR PUBLIC LIBRARY

MRS. BRANDT

NEW CENTRAL LIBRARY COMMITTEE

MR. DICK - CHAIRMAN
MR. SCHUERMAN
MR. MILLER

LIBRARY LEGAL COUNSEL

MR. ED BOOTH 423-6076

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - AUGUST 13, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held on August 13, 1971 in the Board Room of the main library.

Members Present:

Mr. Butler
Mr. Dick
Mr. Farrell
Mrs. Hedrick
Mr. Miller
Mr. Schuerman
Mr. Whitacre

Members Absent:

Mrs. Brandt

Others Present:

Curt Greene
(Herald & Review)
Mr. Dumas
Miss Schwegman

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

The minutes of the regular meeting of July 16, 1971 were approved.

A letter from the Macon County Drug Abuse Council was read by Mr. Dumas, in which the Council requests space in the library for the further carrying out of their program. Mr. Dumas stated that he had located space in the library where they can set up a desk, a filing cabinet and a telephone, and that he would recommend that this space be granted to the Council. Mr. Butler moved that the necessary space in the library be granted to the Macon County Drug Abuse Council. Mr. Dick seconded the motion and it was approved.

In his statistical report to the Board, Mr. Dumas remarked that the Extension Division of the library is still showing a drop in circulation, but the central library is holding its own. Mr. Dumas noted that the registration figures are up. The 26,987 resident registrations represents a 1,000 increase over the corresponding month of last year. Mr. Dumas reported that a new head of the Home Reading Department, Mr. Wayne Puricelli, came to us from the University of Illinois, thus filling a position that has been vacant for a year. Mr. Dumas further reported that a coin operated copying machine has been installed in the Reference Department of the library which will be a great convenience for the patrons and the staff. The library has added a little over a thousand books this month, which is a good number, but we have been lagging a little in some other aspects of the work in the Cataloging Department. This was the result of a vacancy in the department for two months, which has now been filled. Mr. Dumas stated that some 90 meetings had been held in the library meeting rooms since January of this year. Approximately 15 groups are using the meeting rooms, with 9 groups meeting regularly. Attendance at the 90 meetings was estimated at approximately 2000 for this same period. Mr. Dumas reported that the Children's Librarian, Mrs. Anderson, is planning on giving story telling lessons this winter so that persons taking the instruction can participate in story telling in the parks and recreation program next summer.

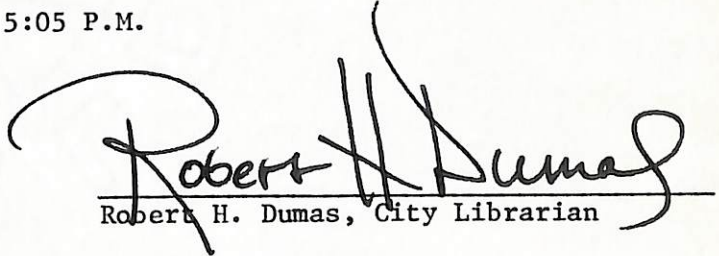
As Chairman of the Properties and Finance Committee, Mr. Farrell gave an informational report on the summary of income and expenditures through July 31, 1971 and bills approved through July 31, 1971. Mr. Farrell noted that D.P.L.'s note and mortgage at the Millikin National Bank were paid off with the bond proceeds of the City of Decatur. The motion for approval of the report by Mr. Farrell was seconded by Mr. Dick and was unanimously approved by a roll-call vote.

Mr. Farrell moved that \$9,000 be transferred from Code 402, Contingencies, to Code 231, Electricity, and that \$1,850 be transferred from Code 402, Contingencies, to Code 423, Insurance. Mr. Whitacre seconded the motion and it was approved.

It was reported by Mr. Farrell that, since the Board had requested that an appraisal be made of the new library building for insurance purposes, his committee had received four proposals from appraisal firms as follows: Lloyd Thomas, \$1,600; Marshall & Stevens, \$875; Monarch Appraisal Co., \$1,150; and Industrial Appraisal Co., \$625.00. Mr. Farrell moved that the proposal of the Industrial Appraisal Company be accepted. Mr. Whitacre seconded the motion and it was approved.

As Chairman of the New Building Committee, Mr. Dick stated that we are still waiting to hear from the Remington Rand Company regarding the compliance with specifications on the shelving. Mr. Miller stated that this committee will continue until the architects have been discharged and all bills are paid for on the new building.

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



Robert H. Dumas, City Librarian

For Secretary of the Board

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DECATUR, ILLINOIS

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MR. WILLIAM D. WHITACRE	1971-1974	428-7237 (H) 429-5432 (B)	1854 W. RIVERVIEW AVE 132 SOUTH WATER	62522 62523
MR. ERIK C. BRECHNITZ	1971-1974	428-2609 (H) 423-6091 (B)	472 TIMBER DRIVE 256 EAST MAIN	62521 62523

PROPERTY AND FINANCE COMMITTEE

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MR. DICK
MR. WHITACRE
MRS. HEDRICK

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MR. MILLER

LIBRARY LEGAL COUNSEL

MR. ED BOOTH 423-6076

STATISTICAL REPORT

August, 1971

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1971 -	21,732	3,275	14,022	39,029	155,579
1970 -	22,651	3,001	14,682	40,336	171,538

REGISTRATION

Resident	26,896	Non-Resident	1520	
Added	<u>815</u>	Added	<u>31</u>	
	27,711		1551	
Withdrawn	<u>754</u>	Withdrawn	<u>38</u>	
	26,957		1513	<u>28,470</u>

TECHNICAL PROCESSING

Cataloging

New books added	847
New titles added	327
Books withdrawn	290
Books mended	249

Acquisitions

Books checked in	1845
Records checked in	10
Pamphlets checked in	46
Microfilm reels	5
Gifts	81

Mr. Dumas

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS:

Gentlemen:

Consent of the Council is hereby requested for the re-appointments by the Mayor of DONALD GRAHAM as a member of the Zoning Board of Appeals to serve for a term expiring September 1, 1976; of CARL DICK and WILLIAM WHITACRE as members of the Decatur Public Library Board of Directors to serve for terms expiring July 1, 1974; and of LEW LAWLER as a member of the Heating, Air Conditioning and Refrigeration Commission to serve for a term expiring July 1, 1974.

Dated this 30th day of August, 1971.

James H. Gupp
MAYOR

RESOLUTION NO. R 2355

RESOLUTION APPROVING RE-APPOINTMENTS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That consent of the Council be, and it is hereby, given to the re-appointments by the Mayor of DONALD GRAHAM as a member of the Zoning Board of Appeals to serve for a term expiring September 1, 1976; of CARL DICK and WILLIAM WHITACRE as members of the Decatur Public Library Board of Directors to serve for terms expiring July 1, 1974; and of LEW LAWLER as a member of the Heating, Air Conditioning and Refrigeration Commission to serve for a term expiring July 1, 1974.

PASSED and APPROVED this 30th day of August, 1971.

James H. Gupp
MAYOR

ATTEST:

Phyllis E. Grotjen
MAYOR City Clerk

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS:

Gentlemen:

Having received your consent, I hereby re-appoint DONALD GRAHAM as a member of the Zoning Board of Appeals to serve for a term expiring September 1, 1976; of CARL DICK and WILLIAM WHITACRE as members of the Decatur Public Library Board of Directors to serve for terms expiring July 1, 1974; and of LEW LAWLER as a member of the Heating, Air Conditioning and Refrigeration Commission to serve for a term expiring July 1, 1974.

Dated this 30th day of August, 1971.

James H. Gupp
MAYOR

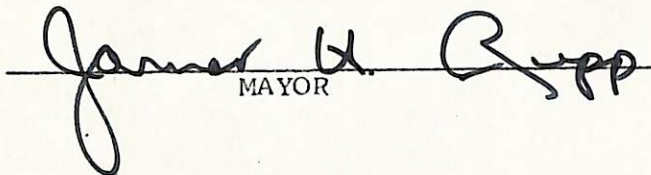
Mr. Dumas

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS:

Gentlemen:

Consent of the Council is hereby requested for the appointment by the Mayor of ERIK BRECHNITZ as a member of the Decatur Public Library Board of Directors to serve for a term expiring July 1, 1974, and for the appointment of NICK STRIGLOS as a member of the Zoning Board of Appeals to serve for a term expiring September 1, 1976.

Dated this 30th day of August, 1971.


MAYOR

RESOLUTION NO. R-2354

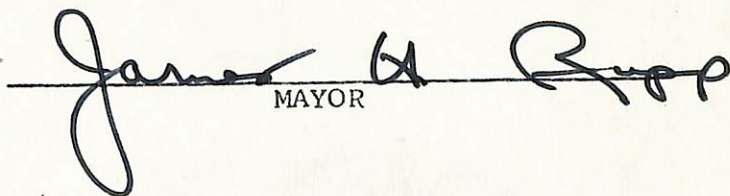
RESOLUTION APPROVING APPOINTMENTS

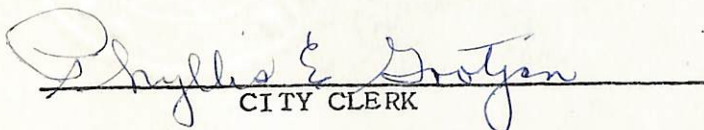
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That consent of the Council be, and it is hereby, given to the appointments by the Mayor of ERIK BRECHNITZ as a member of the Decatur Public Library Board of Directors to serve for a term expiring July 1, 1974, and of NICK STRIGLOS as a member of the Zoning Board of Appeals to serve for a term expiring September 1, 1976.

PASSED and APPROVED this 30th day of August, 1971.

ATTEST:


MAYOR


CITY CLERK

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS:

Gentlemen:

Having received your consent, I hereby appoint ERIK BRECHNITZ as a member of the Decatur Public Library Board of Directors to serve for a term expiring July 1, 1974, and of NICK STRIGLOS as a member of the Zoning Board of Appeals to serve for a term expiring September 1, 1976.

Dated this 30th day of August, 1971.


MAYOR

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending August 31, 1971

<u>VOL NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21542	Treasurer, City of Decatur % Payroll Fund	Per End 8/4/71	\$ 382.57
21543	Chan Glosser, Postmaster	July Postage	2.10
21544	Aetna Life Insurance Co.	Hospitalization & Life Ins.	374.30
21545	Treasurer, City of Decatur % Payroll Fund	July Service Recognition Payroll	50.00
21546	Illinois Power Co.	July Electrical Service	1,118.49
21547	Treasurer, City of Decatur % Payroll Fund	Per End 8/11/71	11,281.28
21548	Aetna Life Insurance Co.	Hospitalization & Life Ins	374.30
21549	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement	127.41
21550	Millikin National Bank	Investment Purchase	40,000.00
21551	Treasurer, City of Decatur % Payroll Fund	Per End 8/18/71	393.08
21552	Treasurer, City of Decatur % General Operating Fund	July Data Processing Services	2,854.16
21553	Treasurer, City of Decatur % Payroll Fund	Per End 8/25/71	11,478.64
21554	Stappenbeck Bookbindery, Inc.	Book Binding	626.22
21555	T. A. Brinkoetter & Sons	Installation of Sprinkler Fittings	59.00
21556	Decatur Window Cleaning Co.	July Service: Main & Evans	1,941.50
21557	Otis Elevator Co.	Elevator Maintenance	119.36
21558	Spinner Refrigeration	Air Conditioning Repair Bookmobiles & Evans	187.10
21559	R. E. Gadberry Disposal	Service April thru July: Evans	16.00
21560	Illini Office Equipment Co.	Typewriter Repair	12.00
21561	Striglos Office Equipment	Typewriter Repair	21.00
21562	Bob's Repair Service	Bookmobile Repair	5.62
21563	Eichenauer Electric Service	Bookmobile Repair	31.05

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21564	Thornton Welding Service	Removal & Installation of Repaired Air Conditioner	\$ 63.22
21565	General Tire Service	Tire Repair less Credit	3.67
21566	Greanias, Booth & Lieberman	July Services	90.00
21567	Illinois Bell Telephone Co.	August Service	425.45
21568	Robert H. Dumas	Travel Reimbursement	435.50
21569	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
21570	Downtown Decatur Council, Inc.	July Parking Spaces	170.00
21571	Pitney-Bowes, Inc.	Rental from 8-71 thru 10/71	30.00
21572	Dick Blick	Office Supplies	37.92
21573	Fordham Equipment Co.	Office Supplies	264.88
21574	Pfile's Camera, Inc.	Projector Supplies	7.99
21575	Haines & Essick Co.	Office Supplies	43.58
21576	Bennett & Shade Co.	Liability Insurance	52.00
21577	Abercrombie & Fitch	Books	7.25
21578	The Baker & Taylor Co.	Books	4,810.40
21579	A. M. Best Co.	Books	78.50
21580	Billboard Publications	Subscription Renewal	15.00
21581	R. R. Bowker Co.	Books	69.90
21582	The Children's Book Council	Books	57.90
21583	College Entrance Examination Board	Books	9.50
21584	Doubleday & Company	Books	110.94
21585	Gale Research Co.	Books	126.50
21586	General Microfilm Co.	Books	142.41
21587	Lane Magazine & Book Co.	Books	7.40
21588	Morgan & Morgan, Inc.	Books	39.80
21589	National Geographic Society	Books	3.50
21590	National Record Plan	Records	44.86
21591	Peter Eaton LTD.	Books	70.20
21592	Porter Sargent, Publisher	Books	14.87
21593	Public Documents Distribution Center	Books	18.65

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21594	Record Undertaker	Record	\$ 6.00
21595	Soviet Life	Subscription Renewal	3.95
21596	Superintendent of Documents	Books	9.00
21597	University Microfilms	Books	12.75
21598	Westminster Book Stores	Books	7.60
21599	VOID		
21600	Treasurer, City of Decatur %1971 Decatur Public Library Bond Fund	Due Other Funds-Investment	80,700.00
TOTAL LIBRARY VOUCHERS			\$ <u>160,246.27</u>

PERIOD MAY 1, 1970 THRU AUGUST 31, 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	140,772.34	218,979.20	426,020.80	
Tax Levy Receipts-Prior	5,000.00	0	0	5,000.00	
Fines & Fees	16,000.00	1,147.00	4,292.23	11,707.77	
Non-Resident Fees	400.00	34.00	102.00	298.00	
Interest on Investments	15,000.00	175.00	3,960.47	11,039.53	
Lost & Damaged Books	600.00	158.37	356.26	243.74	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	400.00	5.20	45.27	354.73	
Miscellaneous *	37,110.00	111.66	1,259.52	35,850.48	
TOTAL REVENUE	765,550.00	142,403.57	376,779.61	388,770.39	49.22

* Includes \$36,140 from
Federal 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	336,587.00		22,063.43	96,359.92	240,227.08
107	Hospitalization, Medical and Life Insurance	5,488.00		748.60	1,487.35	4,000.65
109	Temporary Salaries	20,253.00		1,472.14	4,818.19	15,434.81
201	Advertising	100.00		0	54.94	45.06
202	Printing & Binding	4,000.00		626.22	995.22	3,004.78
211	Service to Maintain Buildings	31,313.00		2,139.86	8,480.95	22,832.05
212	Service to Maintain Improvements Other Than Buildings	1,274.00		17.91	402.61	871.39
214	Service to Maintain Office Equipment	1,318.00		33.00	304.15	1,013.85
215	Service to Maintain Automotive Equipment	1,000.00		168.49	172.49	827.51
221	Auditing	600.00		0	0	600.00

PERIOD MAY 1, 1971 THRU AUGUST 31, 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		90.00	713.21	2,786.79
230	Payment to City for Data Processing	34,250.00		2,854.16	11,416.64	22,833.36
231	Electricity	17,500.00		1,118.49	10,546.01	6,953.99
234	Water					
233	Telephone & Telegraph	5,500.00		425.45	1,706.16	3,793.84
241	Travel, Training and Conferences	1,170.00		450.85	450.85	719.15
245	Postage	2,160.00		211.39	906.15	1,253.85
284	Professional Association Membership Fees	758.00		0	0	758.00
288	Rentals	131,164.00		200.00	1,580.30	129,583.70
310	Gas, Oil & Anti-Freeze	275.00		0	81.10	193.90
312	Janitorial Supplies	400.00		.52	99.54	300.46
320	Materials to Maintain Buildings & Improvements	1,500.00		31.04	237.05	1,262.95
324	Materials to Maintain Automotive Equipment	800.00		112.69	170.92	629.08
330	Medical & Laboratory Supplies	5.00		0	0	5.00
345	Office Supplies	6,600.00		370.83	825.95	5,774.05
402	Contingencies	4,840.49		0	0	4,840.49
415	Service Recognition Payroll	785.00		50.00	180.00	605.00
423	Insurance	3,250.00		652.00	2,761.00	489.00
TOTAL OPERATING EXPENDITURES		<u>616,390.49</u>		<u>33,837.07</u>	<u>144,750.70</u>	<u>471,639.79</u>
<u>CAPITAL OUTLAY</u>						
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	6,895.63	5,709.20	19,466.90	51,761.47
TOTAL CAPITAL OUTLAY		<u>119,159.51</u>	<u>6,895.63</u>	<u>5,709.20</u>	<u>22,776.41</u>	<u>89,487.47</u>
GRAND TOTAL		<u>735,550.00</u>	<u>6,895.63</u>	<u>39,546.27</u>	<u>167,527.11</u>	<u>561,127.26</u>

ACTIVITY: 941 DECOUR PUBLIC LIBRARY BOND FUND

PERIOD JUNE 1, 1970 THRU AUGUST 31, 1971

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

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		0	2,663.66	82,134.25
	TOTAL EXPENDITURES	<u>797,766.56</u>		<u>0</u>	<u>715,632.31</u>	<u>83,134.25</u>