



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 14, 1972

- I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING DECEMBER 17, 1971
- 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
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - January 14, 1972

The regular meeting of the Board of Directors of the Decatur Public Library was held January 14, 1972 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Brechnitz
Mr. Dick
Mr. Schuerman

Others Present:

Mr. Dumas
Miss Schwegman

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

The minutes of the regular board meeting of December 17, 1971 were approved.

In his statistical report to the Board, Mr. Dumas stated that circulation statistics are practically meaningless this time for purposes of comparison because the library was closed for most of the month last year in order to move into the new building. The books checked in compare very favorably with last month and there was a marked increase in the receipt of pamphlets. It is my intention to make a major effort in this direction, Mr. Dumas stated, inasmuch as pamphlets are a valuable resource to the library because they are more current and they are relatively inexpensive. Mr. Dumas further reported that we have collected about \$215 in delinquent fees as a result of the letters which have gone out. A couple of personnel changes were mentioned by Mr. Dumas, namely, that Mr. John Dingman has retired from his position on Bookmobile I and has been replaced by Mr. Ken DeFrees, who is an eminently bookish person and unusually well prepared in library work, and the resignation of Mrs. Barber as a library assistant in the Adult Services Division of the library, whose place has been filled by Mr. Al Ferguson, who has credits toward his doctors degree and should be an excellent addition to the staff. Mrs. Clendenen, who had previously worked at the library, came back to work under the Emergency Employment Act program. She is a good worker and we are glad to have her back. Mr. Dumas further reported that the story-telling classes have started and we have 20 people enrolled.

Mr. Miller mentioned that he was tremendously impressed with the art work displayed in the library during the holidays. It was excellent, he stated. Mr. Miller suggested that the full name, Decatur Public Library, should be used by staff when answering the telephone.

Chairman of the Properties and Finance Committee, Mr. Farrell, gave an informational report on the summary of income and expenditures through December 31, 1971 and bills approved through December 31, 1971. 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. Dumas announced that the annual schedule for library board meetings has been posted in the central library and at the Evans Branch.

Mr. Farrell moved that \$25,000 be transferred from Account No. 288, Rentals, to the Book Account No. 525. Mrs. Brandt seconded the motion and it was approved.

It was further moved by Mr. Farrell that \$750.00 be transferred from Contingencies, Account No. 402, to Materials to Maintain Buildings and Improvements, Account No. 320. Mrs. Brandt seconded the motion and it was approved.

Mr. Miller reported that he had been commissioned by the Board to set up a meeting with the City Council regarding the possible procurement of a tractor and three trailers to be used as bookmobiles. Mr. Miller contacted Mr. Semple, City Manager, by telephone and Mr. Semple suggested a different approach. He didn't feel that a meeting was necessary, but instead suggested a letter be sent to the Council outlining the whole problem and what we proposed to do. Mr. Semple stated that the City Council is already aware that the equipment does have to be replaced, but if a meeting is necessary, it will be called. Mr. Miller stated that the letter to the Council will be forwarded next week and we will hopefully have a reply within a week. Mr. Miller stated that it had previously been suggested that the equipment be bought by contract and that probably a better price could be obtained by paying in advance so that the money would be spent within this fiscal year.

It was reported by Mrs. Brandt that at a meeting of the Friends of the Library, a new president had been elected, Judge A. G. Webber, III, and that he will be installed at the Friends' book review meeting on the evening of February 17.

Mr. Dumas announced that the library had received two birthday anniversary gifts in the form of dome-top display tables, one from the Friends of the Library, and the other from the Women's Auxiliary to the Macon County Medical Society. Mr. Dumas stated that 20 or 25 more stack chairs for the auditorium are needed in order to take care of the audience of the Friends' monthly book reviews.

Mr. Dumas stated that Mr. Ronald K. Bergstrom of the Industrial Appraisal Company, who had met with the Board previously, had taken a set of blue prints back with him and had taken a close second look at the building and its properties, and that hopefully he should be able to find something.

A letter from the Director of the Rolling Prairie Library was read by Mr. Butler, which stated that Decatur Public Library had loaned 21,387 books to readers from Rolling Prairie Libraries and would therefore be compensated for this service by Rolling Prairie in the amount of \$3,977.40. Mr. Butler was requested to reply to the letter for the Board accepting the kind offer. Mr. Dumas stated that this amount would certainly be a worthwhile increment to the library's book budget.

At 5:15 P.M. the Board went into Executive Session for a short period. The meeting reconvened at 5:30 P.M.

It was moved by Mr. Butler that the salary of the City Librarian be set at \$18,900, retroactive to May 1, 1971. Mrs. Brandt seconded the motion and it was approved.

The meeting was adjourned at 5:32 P.M.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

January, 1972

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1972 -	25,426	3,091	11,896	40,413	325.477
1971 -	29,234	3,778	17,568	50,582	353,160

REGISTRATION

Resident	27,587	Non-Resident	1,463	
Added	<u>882</u>	Added	<u>21</u>	
	28,469		1,484	
Withdrawn	<u>807</u>	Withdrawn	<u>41</u>	
	27,662		1,443	<u>29,105</u>

TECHNICAL PROCESSING

Cataloging

New books added	875	Books checked in	723
New titles added	319	Telephone directories	31
Books withdrawn	503	Microfilm reels	5
Books mended	1164	Gifts	17
		Cassettes	17
		Framed prints	17

PERIOD MAY 1, 1970 THRU JANUARY 31, 1972

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	67,892.97	662,265.07	(17,265.07)	
Tax Levy Receipts-Prior	5,000.00	0	0	5,000.00	
Fines & Fees	16,000.00	1,737.47	10,382.33	5,617.67	
Non-Resident Fees	400.00	34.00	202.00	198.00	
Interest on Investments	15,000.00	0	6,093.37	8,906.63	
Lost & Damaged Books	600.00	128.62	924.25	(324.25)	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	400.00	3.50	59.02	340.98	
Miscellaneous *	37,110.00	111.05	1,616.51	35,493.49	
TOTAL REVENUE	765,550.00	69,907.61	829,327.21	(63,777.21)	108.33

* 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		24,668.67	225,492.92	111,094.08
107	Hospitalization, Medical and Life Insurance	5,488.00		0	4,231.65	1,256.35
109	Temporary Salaries	20,253.00		1,102.01	10,223.62	10,029.38
102	Overtime	150.00		0	10.02	139.98
201	Advertising	100.00		0	54.94	45.06
202	Printing & Binding	4,000.00	960.25	164.00	1,629.25	1,410.50
211	Service to Maintain Buildings	31,313.00		2,224.61	21,396.84	9,916.16
212	Service to Maintain Improvements Other Than Buildings	1,274.00		0	528.32	745.68
214	Service to Maintain Office Equipment	1,318.00		22.00	459.96	858.04
215	Service to Maintain Automotive Equipment	1,000.00		40.20	705.80	294.20
221	Auditing	600.00		600.00	600.00	0

PERIOD MAY 1, 1971 THRU JANUARY 31, 1972

JECT DE NO.	OBJECT OF EXPENDITURES	1971-1972 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
29	Other Professional Services	3,500.00		15.00	1,671.21	1,828.79
30	Payment to City for Data Processing	34,250.00		2,854.16	25,687.44	8,562.56
31	Electricity	17,500.00		1,448.61	15,852.54	1,647.46
34	Water	0		281.09	281.09	(281.09)
33	Telephone & Telegraph	5,500.00		422.37	3,823.37	1,676.63
41	Travel, Training and Conferences	1,170.00		0	546.52	623.48
45	Postage	2,160.00		10.00	1,582.73	577.27
84	Professional Association Membership Fees	758.00		128.00	786.00	(28.00)
88	Rentals	106,164.00		180.00	3,205.30	102,958.70
10	Gas, Oil & Anti-Freeze	275.00		39.52	267.06	7.94
12	Janitorial Supplies	400.00		0	133.67	266.33
20	Materials to Maintain Buildings & Improvements	2,250.00		199.28	2,003.27	246.73
24	Materials to Maintain Automotive Equipment	800.00		66.18	378.28	421.72
30	Medical & Laboratory Supplies	5.00		0	.21	4.79
45	Office Supplies	6,600.00		373.83	3,936.22	2,663.78
02	Contingencies	4,440.49		0	0	3,940.49
15	Service Recognition Payroll	785.00		0	645.00	140.00
23	Insurance	3,250.00		0	3,677.06	(427.06)
TOTAL OPERATING EXPENDITURES		<u>591,390.49</u>	<u>960.25</u>	<u>34,839.53</u>	<u>329,810.29</u>	<u>260,619.95</u>
CAPITAL OUTLAY						
02	Buildings	36,410.00		0	0	36,410.00
10	Automotive Equipment	3,309.51		0	3,309.51	0
15	Office Machinery & Equipment	1,316.00		14.70	14.70	1,301.30
25	Books	103,124.00	1,379.34	5,429.74	58,232.46	43,512.20
TOTAL CAPITAL OUTLAY		<u>144,159.51</u>	<u>1,379.34</u>	<u>5,444.44</u>	<u>61,556.67</u>	<u>81,223.50</u>
GRAND TOTAL		<u>735,550.00</u>	<u>2,339.59</u>	<u>40,283.97</u>	<u>391,366.96</u>	<u>341,843.45</u>

ACTIVITY: 941 DECATUR PUBLIC LIBRARY BOND FUND

PERIOD JUNE 1, 1970 THRU JANUARY 31, 1972 ..

VENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
ale of Bonds	795,000.00	0	795,000.00	0	
ecrued Interest	2,766.56	0	2,766.56	0	
Miscellaneous	0	0	956.75	(956.75)	
TOTAL REVENUE	<u>797,766.56</u>	<u>0</u>	<u>798,723.31</u>	<u>(956.75)</u>	100.12

BJECT ODE 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	64,862.03	19,935.88
	TOTAL EXPENDITURES	<u>797,766.56</u>		<u>0</u>	<u>777,830.68</u>	<u>19,935.88</u>

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending January 31, 1972

<u>VOL NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21943	Chan Glosser, Postmaster	December Postage	\$ 10.00
21944	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/5/72	268.61
21945	Illinois Power Company	Gas & Electrical Service	1,448.61
21946	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/12/72	12,345.44
21947	Peat, Marwick, Mitchell & Co.	Auditing Services	600.00
21948	Texaco, Inc.	Gasoline for Bookmobiles	39.52
21949	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/19/72	285.00
21950	Treasurer, City of Decatur % General Operating Fund	January Data Proc Service	2,854.16
21951	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/26/72	13,075.32
21952	Industrial Printing, Inc.	Printing	164.00
21953	Bilyeu's Paint & Glass	Glass Installation: Evans	26.27
21954	Christy-Foltz, Inc.	Basement Wall Repair	470.93
21955	Decatur Window Cleaning Co.	December Janitorial Service	1,503.38
21956	Orkin Exterminating Co.	1972 Pest Control Services	102.60
21957	Otis Elevator Co.	Elevator Maintenance	123.70
21958	Ebers	Typewriter Repair	10.00
21959	Illini Office Equipment Co.	Typewriter Repair	12.00
21960	Bob's Repair Service	Bookmobile Repair	9.38
21961	Illinois Bell Telephone Co.	Telephone Service	422.37
21962	Illinois Power Co.	Appliance Repair	16.00
21963	Treasurer, City of Decatur % Water Revenue Fund	Water Service: Main	281.09
21964	Decatur Area Arts Council	1972 Membership Fee	15.00
21965	Illinois Library Association	1972 Membership Fees	113.00
21966	Robert Barclay, Inc.	Air Filters	35.64

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21967	Gates & Johnson Co.	Plywood	\$ 5.62
21968	Decatur Paint & Varnish	Paper Rolls	2.87
21969	Weidenbacher Olds	Station Wagon Repair	97.00
21970	Westron Corporation	Lamps	134.70
21971	Addressograph Multigraph Corp.	Addressograph Ribbons	9.19
21972	Downtown Decatur Council, Inc.	January Parking	180.00
21973	Greanias, Booth & Lieberman	December Service	15.00
21974	Decatur Paper House	Envelopes	57.04
21975	Dick Blick	Office Supplies	45.37
21976	VOID		
21977	Business Envelope Mfg., Inc.	Envelopes	23.09
21978	Gaylord Bros, Inc.	Office Supplies	130.65
21979	Haines & Essick Co.	Office Supplies	100.49
21980	Service Transportation Lines, Inc.	Freight Bill	8.00
21981	Wickes Lumber Co.	Maintenance Supplies	5.05
21982	Black & Company	Step Ladder	14.70
21983	A & A Distributors, Inc.	Books	28.32
21984	Adler's Foreign Books, Inc.	Books	18.40
21985	American Academy of Orthopaedic Surgeons, Inc.	Books	4.95
21986	American West Publishing Co.	Subscription	17.50
21987	Art in America Co., Inc.	Subscription	45.00
21988	The Bicentennial Chronicle	Subscription	5.00
21989	Books for Libraries, Inc.	Books	376.50
21990	R. R. Bowker Co.	Subscription & Books	173.50
21991	Bro-Dart, Inc.	Books	93.71
21992	Channing L. Bete Co., Inc.	Books	10.36
21993	Chicago Tribune	Subscription Renewal	46.00
21994	The Christian Science Monitor	Subscription Renewal	30.00
21995	Commerce Clearing House, Inc.	Subscription Renewal	6.52

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21996	Analog: Conde Nast Publications	Subscription	\$ 13.00
21997	Daily Pentagraph	Subscription Renewal	21.00
21998	Dodd, Mead & Company	Books	30.65
21999	Doubleday & Company	Books	45.44
22000	Downe Publishing, Inc.	Subscription	11.00
22001	Essence	Subscription Renewal	5.00
22002	General Microfilm Co.	Books	194.04
22003	Gregg International Publishers	Books	8.41
22004	Hobbies	Subscription	6.00
22005	Large Print, Ltd.	Books	65.67
22006	Lowe Art Museum	Books	10.25
22007	Martindale-Hubbell, Inc.	Books	85.00
22008	McCall Corporation	Subscription	6.95
22009	McFadden-Bartell Corp.	Subscription	11.00
22010	McGraw-Hill Publications	Subscription Renewal	15.00
22011	M. Meghrig & Sons, Inc.	Books	45.00
22012	National Automotive Service, Inc.	Books	18.00
22013	National Geographic Society	Books & Subscription	21.50
22014	National Record Plan	Records	368.59
22015	The News-Gazette	Subscription Renewal	24.00
22016	The New York Times	Subscription	35.00
22017	Peter Eaton (Library Supply)	Books	82.40
22018	Rajo Publications, Inc.	Subscription Renewal	5.50
22019	The Record Hunter	Subscription	10.00
22020	Regent Book Company	Books	72.34
22021	The Research & Review Service of American, Inc.	Books	2.04
22022	Simon & Schuster, Inc.	Books	6.03
22023	The Sporting News	Subscription	12.75
22024	Springer Publishing Co.	Books	4.00

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
22025	Standard & Poor's Corporation	Subscription Renewal	\$ 444.58
22026	Sunset Magazine	Subscription	12.00
22027	Xerox	Subscription	25.00
22028	Ziff-Davis Publishing Co.	Subscription	13.00
22029	The Baker & Taylor Company	Books	2,843.79
TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS			\$ <u>40,490.53</u>