decatur public library

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

BOARD OF DIRECTORS MEETING

AGENDA

MARCH 13, 1970

I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING FEBRUARY 13, 1970

III. COMMUNICATIONS

IV. STATISTICAL REPORT

V. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
1. APPROVAL OF BILLS AND FINANCIAL REPORT
2. APPROVAL OF 1970/71 BUDGET
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
C. NEW CENTRAL LIBRARY BUILDING

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. ADJOURNMENT

<u>MEMBERS EXPECTED TO BE PRESENT:</u>

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - MARCH 13, 1970

The regular meeting of the Board of Directors of the Decatur Public Library was held on March 13, 1970 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	Mrs. Bralley	Mr. Dumas
Mr. Butler	Mr. Dick	Miss Schwegman
Mr. Freyfogle	Mr. Olsen	
Mr. Miller		
Mr. Sappington		
Mr. Schuerman		

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

The minutes of the regular board meeting of February 13, 1970 were approved.

Mr. Dumas reported that every agency has a slight increase in circulation this month over last month and that we are substantially ahead of last year.

As Chairman of the Properties and Finance Committee, Mr. Butler gave an informational report on the summary of income and expenditures through February 28, 1970 and bills approved through February 28, 1970. The motion for approval of the report by Mr. Butler was seconded by Mr. Miller and was unanimously approved by a roll-call vote.

Mr. Butler further moved that:

$50.00 be transferred to Account 212, Service to Maintain Improvements Other than Buildings, from Account 402, Contingencies.

Mr. Miller seconded the motion and it was approved.

Copies of the library budget for fiscal 1970-71 were presented to the board for perusal. Mr. Butler moved that the budget be approved, Mr. Sappington seconded, and the motion carried unanimously by a roll-call vote. A copy of this budget becomes a part of these minutes.

As chairman of the New Building Committee, Mr. Freyfogle reported that construction of the new library facility is about on schedule and that the dramatic work is nearing completion so that it will appear that progress in the future is not what it was the first month or two.

The next regularly scheduled board meeting will be held April 17, 1970 at 4:30 P.M. in the board room of the main library.

The meeting was adjourned at 5:50 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

April, 1970

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1970 -	26,669	1,947	16,669	46,258	498,873
1969 -	23,058	3,254	13,699	41,126	487,481

REGISTRATION

Resident	26,129	Non-Resident	2,189	
Added	421	Added	24	
	26,550		2,213	
Withdrawn	595	Withdrawn	42	
	25,955		2,171	28,126

TECHNICAL PROCESSING

Cataloging

New books added	678
New titles added	352
Books withdrawn	209
Books mended	785

Acquisitions

Books checked in	568
Pamphlets	254
Telephone books	70
Microfilm reels	9
Gifts	14

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending April 30, 1970

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
17150	Chicago Title & Trust Co.	New Sears Building	$ 37,942.41
17152	Chan Glosser, Postmaster	Postage Reimbursement	15.50
17153	Aetna Life Insurance Co.	Employee Hospitalization & Life Insurance	259.25
17154	VOID		
17155	Treasurer, City of Decatur % Payroll Fund	Per end 4/1/70	465.09
17156	Smithsonian Institute	Books	98.00
17157	Treasuer, City of Decatur % General Operating Fund	Services by Acct. Dept.	750.00
17158	Illinois Power Co.	April Service	767.08
17159	Texaco, Inc.	Gasoline for Bookmobiles	130.06
17160	Treasurer, City of Decatur % Payroll Fund	Per end 4/10/70	9,821.16
17161	Chicago Title & Trust Co.	Payment on Mortgage	42,738.58
17162	Treasurer, City of Decatur % Payroll Fund	Per End 4/15/70	306.93
17163	IBM Corporation	Data Forms	98.65
17164	Treasurer, City of Decatur % Payroll Fund	Per End 4/24/70	9,719.79
17165	Industrial Printing	Printed Bookplates	20.80
17166	Stappenbeck Book Bindery	Bookbinding	2,319.78
17167	Treasurer, City of Decatur % General Operating Fund	Library Share of Boiler Ins.	50.18
17168	Federal Mutual Ins. Co.	Boiler Insurance 10/11/69 to 10/11/70	50.18
17169	Decatur Window Cleaning Co.	March Janitorial Service	1,111.00
17170	Camfield's Disposal	March Service	5.00
17171	Normans Launderers	Cleaning Rags	1.75
17172	VOID		

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
17173	3M B.P.S.I.	Maintenance Agreement 3/9/70 to 3/9/71	$ 85.00
17174	Bob's Repair Service	Repair to Bookmobiles	59.08
17175	D & R Battery	Service Call	3.50
17176	Glass Specialty Co.	Replace Glass-Bookmobile	27.71
17177	Kilborn Motors, Inc.	Bookmobile Inspection & Repair	89.19
17178	H. A. Kuhle Co.	Bookmobile Repair	68.80
17179	Illinois Bell Telephone Co.	April Service	200.81
17180	Pitney-Bowes, Inc.	Postage Machine Rental	4.00
17181	VOID		
17182	VOID		
17183	Greanias, Booth & Lieberman	Feb & March Services	1,186.23
17184	Decatur Industrial Towel Service	Jan & March Service	14.80
17185	Decatur Electric Supply	Lamps	143.47
17186	Amsterdam Pen Co.	Pencil Pens	79.45
17187	Gaylord Library Supplies	Office Supplies	611.00
17188	IBM Corporation	Date Equipment & Forms	928.65
17189	VOID		
17190	Jefferson Stationers, Inc.	Office Supplies	36.85
17191	Linxweiler	Office Supplies	19.84
17192	Paxton's Service Press	Office Supplies	4.75
17193	VOID		
17194	Striglos Office Equipment	Office Supplies	33.00
17195	VOID		
17196	A & A Distributors, Inc.	Books	5.34
17197	American Assoc. of Jr. Colleges	Renewal Subscription	4.50
17198	The Baker & Taylor Co.	Books	2,932.54
17199	British Information Services	Book	4.68
17200	The Atlanta Constitution	Newspaper Subscription	40.00
17201	W. W. Ayer & Son, Inc.	Directory	40.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
17202	Brownells, Inc.	Books	$ 8.40
17203	Chicago Cook County Industrial Directory, Inc.	Directory	50.67
17204	VOID		
17205	The Denver Post, Inc.	Newspaper Subscription	25.57
17206	The Dallas Times Herald	Newspaper Subscription	24.60
17207	Doubleday & Company	Books	31.50
17208	Gale Research Company	Books	18.77
17209	General Microfilm Company	Books	407.50
17210	The Globe Newspaper Co.	Newspaper Subscription	37.00
17211	Kraus Reprint Co.	Books	13.79
13212	Los Angeles Times	Newspaper Subscription	55.40
17213	S. C. McClurg & Co.	Books	24.32
17214	McGraw-Hill Book Company	Books	16.20
17215	The C. V. Mosby Company	Books	15.93
17216	The New York Times	Books	125.00
17217	Organization of American Historians	Books	8.00
17218	Pergamon-Chambers' Library Services	Books	259.00
17219	Peter Eaton(Library Supply) Ltd.	Books	66.96
17220	Rand McNalley & Co.	Books	3.55
17221	Peter Smith	Books	28.41
17222	The Sun	Newspaper Subscription	17.80
17223	The Times-Picayune Publishing Co.	Newspaper Subcription	37.17
17224	University Microfilms	Books	47.00
17225	The Voice	Newspaper Subscription	5.00
17226	J. Whitaker & Sons Ltd.	Books	11.50
17227	Wiesenberger	Books	36.00
17228	The H. W .Wilson Co.	Books	16.00
17229	University Stationers	Office Supplies	81.20
		TOTAL LIBRARY VOUCHERS	$114,766.62

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1969 THRU April 30, 1970

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance May 1, 1969	75,587.00	0	75,088.05	498.95	
Tax Levy Receipts-Current	394,100.00	0	395,221.30	(1,121.30)	
Tax Levy Receipts-Prior	3,200.00	0	2,911.22	288.78	
Fines & Fees	10,800.00	1,422.24	11,723.13	(923.13)	
Non-resident Fees	455.00	34.00	307.16	147.84	
Interest on Investments	3,000.00	798.54	8,904.43	(5,904.43)	
Lost & Damaged Books	360.00	74.60	748.73	(388.73)	
Memorial Books	41.00	0	25.00	16.00	
Prints made on Copy Machine	345.00	89.05	488.46	(143.46)	
Miscellaneous	700.00	72.53	1,366.98	(666.98)	
TOTAL REVENUE	488,588.00	2,490.96	496,784.46	(8,196.46)	101.68

OBJECT CODE NO	OBJECT OF EXPENDITURES	1969-1970 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	385,329.00		18,620.62	242,372.16	42,956.84
107	Hospitalization, Medical, & Life Insurance	4,160.00		518.50	3,383.97	776.03
109	Temporary Salaries	31,302.00		2,027.14	22,484.84	8,817.16
201	Advertising	200.00		0	123.40	76.60
202	Printing & Binding	4,000.00		2,080.36	4,000.00	0
211	Service to Maintain Buildings	14,500.00		1,208.28	14,500.00	0
212	Service to Maintain Improvements Other Than Buildings	225.00		6.75	267.35	7.65
214	Service to Maintain Office Equipment	625.00		63.70	625.00	0
215	Service to Maintain Automotive Equipment	900.00		157.00	830.24	69.76
221	Auditing	600.00		0	600.00	0
229	Other Professional Services	25,500.00		1,936.23	9,562.62	15,937.38
231	Electricity	6,000.00		767.08	4,603.42	1,396.58

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1969 THRU April 30, 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		200.81	2,444.01	555.99
241	Training, Travel, and Conferences	1,179.00		3.30	605.54	573.46
244	Freight & Cartage	100.00		0	0	100.00
245	Postage	1,400.00		28.73	1,374.60	25.40
284	Professional Association Membership Fees	515.00		0	490.00	25.00
288	Rentals	87,629.00		823.75	84,831.01	2,797.99
307	Fuel for Heating	2,200.00		0	0	2,200.00
310	Gas, Oil, & Anti-Freeze	250.00		41.31	250.00	0
312	Janitorial Supplies	200.00		20.78	134.16	65.84
320	Materials to Maintain Buildings & Improvements	3,500.00		143.47	3,048.99	451.01
324	Materials to Maintain Automotive Equipment	900.00		203.14	794.78	105.22
330	Medical & Laboratory Supplies	10.00		0	9.86	.14
345	Office Supplies	7,767.00		1,373.35	6,393.58	1,373.42
402	Contingencies	11,286.00		0	0	11,286.00
423	Insurance	6,676.00		0	6,659.00	17.00
	TOTAL OPERATING EXPENDITURES	500,003.00		30,224.30	410,388.53	89,614.47
	CAPITAL OUTLAY					
515	Office Machinery	750.00		0	750.00	0
502	Buildings	57,247.00		0	2,127.27	55,119.73
525	Books	54,000.00		4,564.09	45,373.72	8,626.28
	TOTAL CAPITAL OUTLAY	111,997.00		4,564.09	48,250.99	63,746,01
	GRAND TOTAL	612,000.00		34,788.39	458,639.52	153,360.48