

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

AUGUST 14, 1970

- I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JULY 17, 1970
- III. COMMUNICATIONS
- IV. STATISTICAL REPORT
- V. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - August 14, 1970

The regular meeting of the Board of Directors of the Decatur Public Library was held August 14, 1970 in the Board Room of the main library.

Members Present:

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

Members Absent:

Mrs. Bralley
Mr. Butler
Mr. Dick

Others Present:

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

The meeting was called to order at 4:40 P.M. by Mr. Schuerman.

The minutes of the regular board meeting of July 17, 1970 were approved.

Mr. Schuerman read a letter from Mr. George Albers, Architect, thanking the board for the resolution of commendation forwarded to him by the board. Mr. Sappington moved that the letter be accepted and placed in file with these minutes. Mr. Miller seconded the motion and it was approved.

In a monthly statistical report to the board, Mr. McDowell stated that circulation for the year to date was less than last year, but that circulation for the month of July was higher this year. Mr. McDowell stated that it was hoped that registration figures would increase with the opening of the new library. In the Technical Processes Department, it was reported that there was a lot of extra work because of the new catalog being prepared and that the preparation of subject and cross references will be a big project in the near future, thus slowing down the recataloging work.

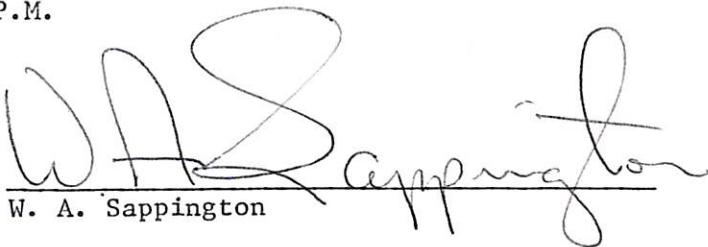
In the absence of a member of the Properties and Finance Committee, Mr. Miller moved that the financial statement and bills paid for the month ending July 31, 1970, be approved by the board subject to confirmation at the next meeting by the Chairman of the Properties and Finance Committee. Mr. Sappington seconded the motion and it was unanimously approved by a roll-call vote.

With regard to staff parking at the new library site, Mr. Sappington reported that a sketch of parking facilities in the area, along with a letter recounting a conversation with Mrs. Sheila Witts regarding the subject, had been sent to all members of the board. Mr. Sappington stated that he would work toward a meeting with the City Council on the matter.

It was reported by the president, Mr. Schuerman, that a settlement has been made with Interior Planning and Design Services of New York City and that they are now happy. The president further remarked that a first payment of \$109,197 for the construction of the new library building had been received from the state.

It was moved by Mr. Miller that Mr. Sappington be authorized by the board to sign any necessary documents in the absence of the secretary of the board. Mr. Olsen seconded the motion and it was approved.

The meeting was adjourned at 5:10 P.M.


W. A. Sappington

For Secretary of the Board

R E S O L U T I O N

BE IT RESOLVED as follows:

Section 1. That the property described in the hereinafter stated publication notice, said property being presently used as the Decatur Public Library, be sold and that sealed bids for the purchase of said property be received at the regular meeting of this Board, on October 16, 1970 at 4:30 P. M.

Section 2. That the notice of the proposal to sell in substantially the following form shall be published once each week for three (3) successive weeks in the Decatur Herald, Decatur, Illinois, the first publication to be not less than thirty (30) days before the day provided in the notice for the opening of bids.

INVITATION FOR BIDS ON REAL ESTATE

The Board of Library Directors of the City of Decatur, Illinois, will receive sealed proposals for the purchase of the present library building and grounds at 457 North Main Street, Decatur, Illinois. The legal description of the property is as follows:

(Legal Description to be inserted)

Proposals will be received until 4:30 P. M. on October 16, 1970 at the Decatur Public Library, 457 North Main, Decatur, Illinois, at which time they shall be publicly opened and read.

Proposals should be submitted in sealed envelope plainly marked "BID ON LIBRARY BUILDING".

Each bid shall be accompanied by certified check or cashier's check made payable to the Board of Library Directors of the City of Decatur, Illinois in the amount of ten percent (10%) of the bid. The Board of Library Directors of the City of Decatur, Illinois reserves the right to refuse any and all bids, to waive informalities, and to accept that bid which best serves the interests of the public. No bids may be withdrawn for a period of thirty (30) days after the scheduled closing time for receiving bids.

Dated this 11th day of September, 1970.

BOARD OF LIBRARY DIRECTORS OF THE
CITY OF DECATUR, ILLINOIS
Robert L. Schuerman, President
W. A. Sappington, Secretary pro tem

STATISTICAL REPORT

August, 1970

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1970 -	22,609	2,991	14,594	40,194	171,485
1969 -	20,071	3,615	17,024	40,710	175,386

REGISTRATION

Resident	25,669	Non-Resident	1,814	
Added	<u>850</u>	Added	<u>72</u>	
	26,519		1,886	
Withdrawn	<u>647</u>	Withdrawn	<u>35</u>	
	25,872		1,851	<u>27,723</u>

TECHNICAL PROCESSING

Cataloging

New books added	360
New titles added	468
Books withdrawn	415
Books mended	459

Acquisitions

Books checked in	451
Pamphlets	70
Telephone directories	19
Microfilm reels	5
Gifts	1

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending August 31, 1970

<u>NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17411	Treasurer, City of Decatur % Payroll Fund	Per End 8/14/70	\$ 9,997.89
17412	D P L Corporation	Aug Payment per Lease Agree- ment	82,582.00
17413	Chicago Title & Trust Co.	Various Bills-DPL Corp.	93,941.32
17414	Chan Glosser, Postmaster	Postage Reimbursement	.60
17415	Aetna Life Insurance Co.	Employees Hospitalization	333.60
17416	Treasurer, City of Decatur % Payroll Fund	Per End 8/5/70	959.08
17417	Treasurer, City of Decatur % Payroll Fund	Per End 8/28/70	9,727.90
17434	Illinois Power Company	July Electrical Service	251.88
17435	Aetna Life Insurance Co.	Employees Hospitalization	333.60
17436	Treasurer City of Decatur % Payroll Fund	Per End 8/19/70	784.51
17437	Treasurer, City of Decatur % General Operating Fund	July Services	2,958.33
17438	American Library Association	Classified Ad	19.50
17439	Stappenbeck Book Bindery, Inc.	Book Binding	88.50
17440	Decatur Window Cleaning Co.	July Service	1,010.78
17441	Spinner Refrigeration	Service Air Conditioners	189.50
17442	Bob's Repair Service	Bookmobile Repairs	14.75
17443	R. E. Gadberry Disposal	July Service - Evans	3.00
17444	Decatur Industrial Towel	July Service	9.25
17445	Ebers Typewriter Service	Typewriter Repairs	25.00
17446	Bud's Disposal	July Service - Main	5.00
17447	Schuerman Key Shop	File Cabinet Lock Installation	12.49
17448	Gresnias, Booth & Lieberman	July Legal Services Rendered	165.00
17449	Illinois Bell Telephone Co.	August Service	201.59
17450	Ar-Bee Transparent Products, Inc.	Polyethylene Bags	156.20

<u>VOU No:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17451	Decatur Paper House	Cardboard Boxes	\$ 34.22
17452	Demco	Rolls of Book Lon	11.95
17453	Gaylord Bros, Inc.	Office Supplies	28.40
17454	Bennett & Shade Co.	Liability Insurance Installment	151.00
17455	Sanks Insurance Agency	Exhibition Floater Premium	33.00
17456	W. J. Rothfuss	Appraisal	350.00
17457	A & A Distributors, Inc.	Books	1.95
17458	American Institute of Real Estate Appraisers	Subscription Renewal	8.00
17459	VOID		
17460	The Baker & Taylor Co.	Books	1,995.79
17461	R. R. Bowker Company	Books	157.55
17462	Edmund Scientific Company	Publications	6.35
17463	General Microfilm Company	Books	110.74
17464	Melvin Matthew	Books	24.00
17465	The MacMillan Company	Books, Encyclopedia	242.50
17466	Springer Publishing Co., Inc.	Books	3.50
17467	Soviet Life	Subscription Renewal	1.75
17468	U. S. Government Printing Office	Books	8.00
17469	E. G. Warman Publishing, Inc.	Books	23.83
17470	Doubleday & Company, Inc.	Books	73.75
TOTAL LIBRARY VOUCHERS			\$ <u>207,037.55</u>

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

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PERIOD MAY 1, 1970 THRU AUGUST 31, 1970

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% of ESTIMATE
Fund Balance, May 1st	18,000.00	0			
Tax Levy Receipts - Current	604,686.00	0	38,131.75	(20,131.75)	
Tax Levy Receipts -Prior	4,450.00	0	446,956.55	157,729.45	
Fines & Fees	11,000.00	0	0	4,450.00	
Non-Resident Fees	275.00	957.60	3,622.14	7,377.86	
Interest on Investments	5,000.00	17.00	85.00	190.00	
Lost & Damaged Books	600.00	1,779.17	2,026.67	2,973.33	
Memorial Books	40.00	124.00	278.28	321.72	
Prints Made on Copy Machine	385.00	0	0	40.00	
Miscellaneous	273,800.00*	51.00	140.10	244.90	
D.P.L. Corp (Constr. Loan Proceeds)	741,911.00	58.29	109,376.89	164,423.11	
		0	250,024.78	491,886.22	
TOTAL REVENUE	<u>1,660,147.00</u>	<u>2,987.06</u>	<u>850,642.16</u>	<u>809,504.84</u>	51.24

*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	UNENCUMBE BALANCES
101	Regular Salaries	273,188.00		18,108.14	81,087.07	192,100.93
107	Hospitalization ,					
	Medical & Life Insurance	4,056.00		667.20	1,303.45	2,752.55
109	Temporary Salaries	24,118.00		3,361.24	12,594.19	11,523.81
201	Advertising	200.00		19.50	40.70	159.30
202	Printing & Binding	3,000.00		88.50	284.12	2,715.88
211	Service to Maintain Buildings	21,900.00		1,092.28	4,156.07	17,743.93
212	Service to Maintain Improvement Other Than Buildings	225.00		8.00	39.08	185.92
214	Service to Maintain Office Equipment	650.00		37.49	300.24	349.76
215	Service to Maintain Automotive Equipment	1,000.00		80.00	207.60	792.40
221	Auditing	600.00		0	0	600.00

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU AUGUST 31, 1970

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<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1970-1971 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
(940 continued)						
229	Other Professional Services					
231	Electricity	36,000.00		3,123.33	9,759.99	26,240.01
233	Telephone & Telegraph	19,000.00		251.88	768.25	18,231.75
241	Training, Travel and Conferences	5,800.00		201.59	811.30	4,988.70
245	Postage	998.00		0	394.85	603.15
284	Professional Association Membership Fees	1,900.00		.60	484.38	1,415.62
288	Rentals	686.00		0	15.20	670.80
		164,299.00		82,582.00	83,110.90	81,188.10
310	Gas, Oil & Anti-Freeze					
312	Janitorial Supplies	275.00		0	83.83	191.17
320	Materials to Maintain Buildings & Improvements	200.00		9.25	75.87	124.13
324	Materials to Maintain Automotive Equipment	4,000.00		25.00	62.23	3,937.77
330	Medical & Laboratory Supplies	800.00		17.75	17.75	782.25
345	Office Supplies	10.00		0	0	10.00
		6,485.00		230.77	465.02	6,019.98
402	Contingencies					
423	Insurance	15,000.00		0	0	15,000.00
415	Service Recognition Payroll	1,400.00		184.00	184.00	1,216.00
		0		0	125.00	(125.00)
TOTAL OPERATING EXPENDITURES		<u>585,790.00</u>		<u>110,088.52</u>	<u>196,371.09</u>	<u>389,418.91</u>
<u>CAPITAL OUTLAY</u>						
15	Office Machinery	1,000.00		0	0	1,000.00
02	Buildings	275,200.00		350.00	350.00	274,850.00
25	Books	56,246.00	29,015.67	2,657.71	13,128.37	414,101.96
02A	DPL Corporation	741,911.00		93,941.32	343,966.10	397,944.90
TOTAL CAPITAL OUTLAY		<u>1,074,357.00</u>	<u>29,015.67</u>	<u>96,949.03</u>	<u>357,444.47</u>	<u>687,896.86</u>
GRAND TOTAL		<u>1,660,147.00</u>	<u>58,015.67</u>	<u>207,037.55</u>	<u>553,815.56</u>	<u>1,077,315.77</u>