



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

JULY 14, 1972

- I. CALL TO ORDER
HUGH BUTLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JUNE 16, 1972
- 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
 - DISCUSSION OF ROTATION OF LIBRARY COUNSEL
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JULY 14, 1972

The regular meeting of the Board of Directors of the Decatur Public Library was held July 14, 1972.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Dick
Mr. Farrell
Mr. Whitacre

Members Absent:

Mrs. Hedrick
Mr. Brechnitz
(Resignation attached
to these Minutes)

Others Present:

Pat Schroeder
(Herald & Review)
Mr. Dumas
Mrs. Jobe

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

The minutes of the regular meeting of June 16, 1972 were approved.

In his statistical report to the Board, Mr. Dumas stated that circulation has increased by 3,174 over last year to date, and that circulation was also up slightly in the Extension Division of the Library for the first time in many months. Mr. Dumas announced that the new mobile libraries that have been on order are nearing completion. He noted that the present bookmobiles are causing difficulties and have received numerous repairs recently. Mr. Dumas reported that his trip to ALA had included several meetings and interviews with prospective employees for the Decatur library. He stated that there were four or five persons that he expected to hear from in the fall regarding this work. These people have no prior library experience, but he felt sure that finding a capable person would be possible.

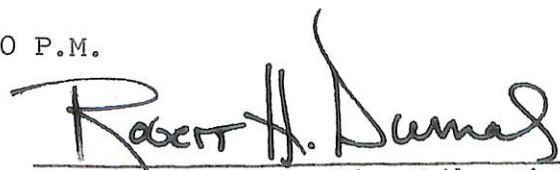
Chairman of the Properties and Finance Committee, Mr. Farrell, gave an informational report on the summary of income and expenditures through June 30, 1972 and bills approved through June 30, 1972. Mr. Farrell noted that Voucher No. 28385 in the amount of \$180 for Decatur Downtown Council for parking had been omitted from the listing. The motion for approval of the report by Mr. Farrell was seconded by Mr. Whitacre and was unanimously approved by a roll-call vote.

The Board discussed the removal of the wall water fountain from the old library building. It was decided that the fountain would be given to the Macon County Museum located in Decatur.

Mr. Whitacre opened the discussion concerning the rotation of library counsel and accounting firms. Mr. Butler entertained a motion to allow the Policies, Public Relations and Personnel Committee to explore the possibilities of rotating counsel and report at next month's meeting.

Mr. Butler asked that a resolution be drafted outlining the contributions to the library of Mr. Miller and Mr. Schuerman and expressing the Board's appreciation. The Resolution is to be ready for action at next Board meeting.

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


Robert H. Dumas, City Librarian
For Secretary of the Board

Loewi & Co.

INCORPORATED

MEMBER NEW YORK STOCK EXCHANGE, INC.

256 EAST MAIN STREET • DECATUR, ILLINOIS 62523 • TELEPHONE 217-423-6091

July 3, 1972

Mr. H. Hugh Butler, President
Decatur Public Library Board
Decatur Public Library
247 E. North Street
Decatur, Illinois

Dear Hugh:

Recently enacted legislation of the State of Illinois requires me as a member of the Decatur Public Library Board, to file certain statements of economic interest. I strongly object to provide any information which, in my judgement, constitutes an invasion of my privacy. I, therefore, have no choice but to resign as a member of the Decatur Public Library Board.

As you know, conflicts of interest by Library Board members is virtually impossible. However, I am opposed in principle to this kind of public curiosity. I suspect that other members of commissions and boards concur with my attitude relative to the new Illinois Governmental Ethics Act, but hesitate to voice that opinion because the public may feel they have something to hide. I do not have such a fear.

My brief tenure on the Decatur Public Library Board was an enjoyable one. I regret that I have come to this decision.

Very truly yours,



Erik C. Brechnitz

ECB/sr

STATISTICAL REPORT

July, 1972

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1972 -	23,367	3,444	15,121	41,932	120,591
1971 -	23,366	3,529	15,622	45,251	116,550

REGISTRATION

Resident	27,732	Non-Resident	1,171	
Added	959	Added	38	
	<u>28,691</u>		<u>1,209</u>	
Withdrawn	872	Withdrawn	81	
	<u>27,819</u>		<u>1,128</u>	<u>28,947</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,202
New titles added	700
Books withdrawn	351
Books mended	5,661

Acquisitions

Books checked in	1,375
Pamphlets checked in	375
Microfilm reels	5
Telephone directories	24
Gifts	4
Cassettes	10

PERIOD MAY 1, 1972 THRU July 31, 1972

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance, May 1, 1972	299,392	0	279,941.65	19,450.35	
Tax Levy Receipts-Current	338,681	112,671.27	112,671.27	226,009.73	:
Tax Levy Receipts-Prior	5,000	0	0	5,000.00	
Fines & Fees	16,000	1,050.95	3,435.82	12,564.18	
Non-Resident Fees	170	0	17.00	153.00	
Interest on Investments	15,000	0	1,978.24	13,021.76	
Lost & Damaged Books	900	97.35	350.47	549.53	
Prints Made on Copy Machine	550	0	64.35	485.65	
Miscellaneous	43,570	2,648.59	2,843.83	40,726.17	
TOTAL REVENUE	<u>719,263</u>	<u>116,468.16</u>	<u>401,302.63</u>	<u>317,960.37</u>	55.79

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	352,857	0	23,113.05	82,512.11	270,344.89
102	Overtime	150	0	5.12	11.94	138.06
107	Hospitalization, Medical and Life Insurance	7,822	0	630.00	1,800.00	6,022.00
109	Temporary Salaries	23,994	0	1,293.59	5,609.54	18,384.46
201	Advertising	300	0	9.60	108.00	192.00
202	Printint & Binding	6,000	1,078.86	897.18	982.64	3,938.50
211	Service to Maintain Buildings	26,000	0	1,748.83	5,223.34	20,776.66
212	Service to Maintain Improvements Other Than Buildings	900	0	8.00	27.69	872.31
214	Service to Maintain Office Equipment	1,300	0	377.50	452.50	827.50
215	Service to Maintain Automotive Equipment	500	0	56.40	249.70	250.30
221	Auditing	600	0	0	0	600.00

PERIOD MAY 1, 1972 THRU July 31, 1972

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
229	Other Professional Services	570	0	129.00	264.00	306.00
230	Payment to City for Data Processing	35,000	0	2,916.66	8,749.98	26,250.02
231	Electricity	24,000	0	1,036.35	3,200.56	20,799.44
233	Telephone & Telegraph	5,500	0	420.71	1,284.28	4,215.72
234	Water	420	0	2.12	69.58	350.42
241	Travel, Training and Conferences	1,214	0	0	435.48	.778.52
245	Postage	2,300	0	203.80	624.40	1,675.60
284	Professional Association Membership Fees	808	0	0	0	808.00
288	Rentals	3,122	0	0	395.00	2,727.00
310	Gas, Oil & Anti-Freeze	350	0	36.70	83.05	266.95
312	Janitorial Supplies	200	0	60.14	63.25	136.75
320	Materials to Maintain Buildings & Improvements	2,800	0	435.62	1,506.73	1,293.27
324	Materials to Maintain Automotive Equipment	200	0	54.56	132.69	67.31
330	Medical & Laboratory Supplies	5	0	0	0	5.00
345	Office Supplies	8,323	0	566.04	1,064.08	7,258.92
402	Contingencies	4,250	0	0	0	4,250.00
415	Service Recognition Payroll	885	0	35.00	35.00	850.00
423	Insurance	7,258	0	33.00	33.00	7,225.00
TOTAL OPERATING EXPENDITURES		<u>517,628</u>	<u>1,078.86</u>	<u>34,061.73</u>	<u>114,928.54</u>	<u>401,620.60</u>
CAPITAL OUTLAY						
502	Buildings	14,500	0	0	0	14,500.00
510	Automotive Equipment	14,600	0	0	0	14,600.00
515	Office Machinery & Equipment	1,685	0	0	0	1,685.00
525	Books	125,000	0	7,975.74	24,319.23	100,680.77
TOTAL CAPITAL OUTLAY		<u>155,785</u>	<u>0</u>	<u>7,975.74</u>	<u>24,319.23</u>	<u>131,465.87</u>
GRAND TOTAL		<u><u>673,413</u></u>	<u><u>1,078.86</u></u>	<u><u>42,037.47</u></u>	<u><u>139,247.77</u></u>	<u><u>533,086.37</u></u>

PERIOD MAY 1, 1972 THRU July 31, 1972

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATED
Fund Balance	20,740	0	17,428.29	3,311.71	
Miscellaneous	250	0	0	250.00	
Interest on Investments	0	83.34	148.31	(148.31)	
TOTAL REVENUE	<u>20,990</u>	<u>83.34</u>	<u>17,576.60</u>	<u>3,413.40</u>	83.74

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
58	Loan					
58A	Other Expenses	20,990	0	13,696.00	13,697.00	7,294.00
	GRAND TOTAL	<u>20,990</u>	<u>0</u>	<u>13,697.00</u>	<u>13,697.00</u>	<u>7,294.00</u>

PERIOD MAY 1, 1972 THRU July 31, 1972

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance, May 1, 1972	---	0	0	0	
Tax Levy Receipts-Current	106,319	26,620.74	26,620.74	79,698.26	
TOTAL REVENUE	<u>106,319</u>	<u>26,620.74</u>	<u>26,620.74</u>	<u>79,698.26</u>	25.04

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
<u>DEBT SERVICE:</u>						
410	Principal & Interest	106,319	0.	26,620.74	26,620.74	79,698.26
GRAND TOTAL		<u>106,319</u>	<u>0</u>	<u>26,620.74</u>	<u>26,620.74</u>	<u>79,698.26</u>

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills To be Approved for the Period Ending July 31, 1972

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28436	Treasurer, City of Decatur % Payroll Fund	June Service Recognition	\$ 35.00
28437	Illinois Power Co.	Electrical Service & Gas	1,036.35
28438	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/5/72	357.77
28439	Chan Glosser, Postmaster	June Postage - Meter	3.80
28440	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/12/72	11,938.18
28441	Library Bureau, Div of Remington Rand	New Library Expense-Bond Fund	13,498.20
28442	Spangler, Beall, Salogga & Bradley	New Library Expense-Bond Fund	197.80
28443	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	630.00
28444	Astor-Honor, Inc.	Books	6.95
28445	O.K.-O.P. Book Service	Books	13.50
28446	Prairiecraft Books	Books	30.00
28447	Supt. of Documents	Books	50.60
28448	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/19/72	301.60
28449	Treasurer, City of Decatur % Street Capital Improvement Fund	Investment Purchase	103,091.67
28450	Treasurer, City of Decatur % Street Capital Improvement Fund	Overage on Investment Interest	153.12
28451	Standard Oil Div of American Oil	Gasoline for Bookmobiles	30.00
28452	Treasurer, City of Decatur % General Operating Fund	July Data Processing Charges	2,916.66
28453	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/26/72	11,797.89
28454	Manpower	Temporary Salaries	11.20
28455	R. R. Bowker Co.	Classified Advertisement	9.60
28456	Industrial Printing, Inc.	File Order Forms	34.50
28457	Stappenbeck Bookbindery, Inc.	Book Binding	862.68

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28458	DecaturWindow Cleaning Co.	June Janitorial Service	\$ 1,503.38
28459	Longbons Roofing & Sheet Metal Co.	Service Dampers & Ductwork	48.00
28460	Otis Elevator Co.	Elevator Maintenance	130.15
28461	Spinner Refrigeration	Service Air Conditioning: Evans	22.00
28462	T. A. Brinkoetter & Sons, Inc.	Service Air: Main and Repair Water Pipe: Evans	349.58
28463	R. E. Gadberry Disposal	June & Juoy Service: Evans	8.00
28464	IBM Corporation	Maintenance Agreement	181.00
28465	Illini Office Equipment Co.	Service Office Equipment & Office Supplies	244.50
28466	Eichenauer Electric Service	Service Bookmobile Air Cond	37.40
28467	Bob's Repair Service	Bookmobile Service & Parts	29.55
28468	Greanias, Booth & Lieberman	July Service	129.00
28469	Illinois Bell Telephone Co.	Phone Service	420.71
28470	Chan Glosser, Postmaster	Postage for Postage Machine	200.00
28471	Cleveland Cotton Products	Janitorial Supplies	60.14
28472	Bro-Dart, Inc.	Heater Element	39.50
28473	Englewood Companies	Ballasts & Lamps	91.86
28474	Sears Roebuck & Co.	Tire, Wheel & Bumper Jack	50.71
28475	Multigraphics	Office Supplies	23.75
28476	Banner Rubber Stamp & Seal Co.	Office Supplies	29.92
28477	3M B.P.S.I.	Microfilm Products Lamps & Paper for Reader Printer	185.39
28478	Gaylord Bros.	Office Supplies	152.80
28479	Haines & Essick Co.	Office Supplies	75.73
28480	Linxweiler	Office Supplies	27.70
28481	Paxton's Service Press	Date Stamp	9.30
28482	R E A Express	Freight on Office Supplies	13.45
28483	Irish-Behnke & Co.	Floater Policy Installment	33.00
28484	American Youth Hostels, Inc.	Books	12.70
28485	The Antiques Journal	Subscription Renewal	6.00
28486	Bud Hastin's Avon Collector's Guide	Book	11.45

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28487	The Baker & Taylor Co.	Books	\$ 5,775.95
28488	A. M. Best Co.	Books	78.50
28489	The Bicentennial Chronicle	Subscription Renewal	5.00
28490	Billboard Publications	Subscription Renewal	15.00
28491	Books for Libraries, Inc.	Books	13.51
28492	R. R. Bowker Co.	Books	16.50
28493	The British Book Centre, Inc.	Books	54.40
28494	Bro-Dart, Inc.	Books	7.50
28495	Century House	Books	17.15
28496	CRC Press	Books	41.48
28497	Merrian E. Clark, Publisher	Books	6.50
28498	Columbia University Press	Books	5.74
28499	Do It Now Foundation	Books	5.20
28500	Doubleday & Company	Books	334.92
28501	E. P. Dutton & Co.	Books	33.98
28502	The Evening & Sunday Bulletin	Subscription Renewal	29.00
28503	General Birch Services Corp.	Books	3.20
28504	Gourmet	Additional Subscription	13.00
28505	The Indianapolis News	Subscription Renewal	33.00
28506	Augustus M. Kelley Publishers	Books	32.50
28507	The Lawyers Co-operative Publishing Co.	Books	41.00
28508	The Manchester Guardian Weekly	Subscription Renewal	19.50
28509	Media Masters Inc.	Books	6.21
28510	Mid-West Library Services	Books	157.08
28511	VOID		
28512	Pacific Press Publishing Assoc.	Subscription Renewal	3.25
28513	Peter Eaton(Library Supply) Ltd.	Books	158.48
28514	Porter Sargent, Publisher	Books	10.20
28515	Prentice-Hall, Inc.	Books	4.87
28516	R. L. Polk & Co.	Books	172.80

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28517	Regent Book Co.	Books	\$ 156.82
28518	Charles Scribner's Sons	Books	6.72
28519	Ten Speed Press	Books	56.43
28520	Time Life Books	Books	53.70
28521	Twentieth Century Magazine Ltd.	Subscription Renewal	10.00
28522	University Microfilms	Books	11.00
28523	VOID		
28524	E. G. Warman Publishing, Inc.	Books	27.20
28525	The Weekly Underwriter	Books	26.50
28526	West Publihsing Co.	Books	37.00
28527	James T. White & Co.	Books	35.75
28528	The H. W. Wilson Co.	Books	328.00
28529	Treasurer, City of Decatur	Reimbursement: Payment Made to Millikin Bank for Bonds & Int. 26,620.74 Bond & Interest Fund	
TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS			\$ <u>185,599.00</u>

DECATUR PUBLIC LIBRARY EEA FUND

26721	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/12/72	\$1,022.46
26765	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	75.00
26811	Treasurer, City of Decatur %Illinois Municipal Retirement Fund	June Retirement Charges	346.17
26897	Treasurer, City of Decatur	Period Ending 7/26/72	1,023.49
TOTAL DPL EEA FUND VOUCHERS			\$ <u>2,467.12</u>