decatur public library

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

BOARD OF DIRECTORS MEETING

AGENDA

JUNE 11, 1971

I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING MAY 12, 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

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

MRS. BRANDT
MR. BUTLER
MR. DICK
MR. MILLER
MR. OLSEN
MR. SCHUERMAN
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JUNE 11, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held June 11, 1971 in the Board Room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	Mr. Dick	Mary O'Connell (Herald & Review)
Mr. Butler	Mr. Farrell	Mr. Dumas
Mr. Miller	Mrs. Hedrick	Miss Schwegman
Mr. Schuerman	Mr. Olsen	
Mr. Whitacre		

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

The minutes of the regular board meeting of May 12, 1971 were approved.

In his statistical report, Mr. Dumas stated that circulation in May is the second slowest month of the year; however, circulation in the main library is up and down for Extension, the same as last month. Technical Services is down for new books cataloged, which is partly a result of the year-end work they had to do and also we had a retirement of a staff member so have been retraining in the department. Mr. Dumas further reported that the compact shelving which was ordered for the basement storage area has been substantially completed, and we have removed the periodicals down to the shelving in the basement so they are now available for circulation. Mr. Dumas stated that Rolling Prairie now has a listing of the holdings of the State Library and the State Library is now mailing the inter-library loan books directly to the member libraries; therefore, we should be expecting an improvement in inter-library loan service. The Summer Reading Program is now under way in the Children's Department of the library. More than 80 children have signed up here at the central library. In the last couple of weeks there were 14 classes visiting the library and the after-school story hour program was completed in May with an attendance of 96 people for the 4 programs; 18 stories were told and now the summer story hour program has begun. The program was interrupted this week due to the illness of the Children's Librarian.

Chairman of the Properties and Finance Committee, Mr. Butler, gave an informational report on the summary of income and expenditures through May 31, 1971 and bills approved through May 31, 1971. The motion for approval of the report by Mr. Butler was seconded by Mr. Whitacre and was unanimously approved by a roll-call vote.

Mr. Butler further moved that:

$3,309.51 be transferred from Contingencies, Account No. 402, to Automotive Capital Expenditures, Account No. 510.

Mr. Miller seconded the motion and it was approved.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt reported that her committee had met and had discussed the position of maintenance man for the library and whether this position could be combined with that of watchman; however, it was decided that now since school is out the watchman duties are not as necessary. Mr. Dumas was instructed to contact the Civil Service Commission for the establishment of a maintenance position. Mr. Dumas stated that he had prepared a job description for a library maintenance man, including some watchman duties, and had submitted it to the Civil Service Commission requesting that they establish such a position and then advertise and test for the position.

Mrs. Brandt reported that the committee had also discussed the problem of patrons who owe the library money for fines or lost books, etc., and whether or not collection of such bills should be turned over to a collection agency. The matter was further discussed by the Board. No definite conclusion was reached, but it was decided that Mr. Dumas should give the matter further thought.

Mr. Dumas stated that he and the architect had met with a sales representative of the Remington Rand Corporation to discuss shelving problems and discrepancies. The representative stated that the vice president of their company had advised him to do whatever is necessary to satisfy the library board. Mr. Dumas further stated that a situation with respect to the free-standing shelving on the first floor exists and that while there is no danger now, as the shelves become loaded that the situation could become dangerous.

Appreciation of the board was expressed by Mr. Miller to Mr. Bill Olsen who has completed six years on the board for the significant contribution he has made. Mr. Olsen has served on every committee of the board and as president of the board for two terms and will be sorely missed Mr. Miller stated.

Reporter Dawn Ricchio who has been covering the library board meetings for the Herald Review sent a note to Mr. Miller stating that she has been reassigned and will no longer cover the library board meetings. Mr. Miller stated that Miss Ricchio is to be commended for her complete, accurate, and fair reporting of library acitivites, and he requested that the City Librarian write a letter to Miss Ricchio's employer expressing the sentiments of the board.

As retiring president of the board, Mr. Schuerman expressed his thanks for the unqualified cooperation he had received throughout his two terms in office, and congratulated the board on the splendid results of their work.

The next regularly scheduled meeting of the board will be held July 16, 1971 at 4:30 P.M. in the Board Room of the main library.

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

Carol A. Brandt

Carol A. Brandt, Secretary of the Board

STATISTICAL REPORT

June, 1971

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1971 -	21,077	3,143	15,055	39,275	74,029
1970 -	22,627	3,698	21,204	47,533	84,573

REGISTRATION

Resident	27,189	Non-Resident	1,689	
Added	740	Added	34	
	27,929		1,723	
Withdrawn	991	Withdrawn	192	
	26,938		1,531	28,469

TECHNICAL PROCESSING

Cataloging

New books added	907
New titles added	385
Books withdrawn	48
Books mended	483

Acquisitions

Books checked in	767
Pamphlets checked in	121
Microfilm reels	7
Gifts	4

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending June 30, 1971

V[illegible] NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21419	Treasurer, City of Decatur % Payroll Fund	Period Ending 6/4/71	$ 10,942.38
21420	Illinois Power Co.	Gas at Old & New Library	7,017.28
21421	VOID		
21422	Treasurer, City of Decatur % Payroll Fund	Period Ending 6/16/71	10,929.75
21423	Chan Glosser, Postmaster	May Postage	76.00
21424	Illinois Power Co.	May Electrical Service	735.14
21425	Treasurer, City of Decatur % Payroll Fund	May Service Recognition Payroll	100.00
21426	Texaco, Inc.	Gasoline for Bookmobiles	39.13
21427	Treasurer, City of Decatur % Payroll Fund	Period Ending 6/9/71	177.15
21428	Treasurer, City of Decatur % General Operating Fund	Services for June	2,854.16
21429	Chicago Title & Trust Co.	Construction Loan	5,690.26
21430	Treasurer, City of Decatur %General Capital Improvement Fund	Sale of Investment	50,000.00
21431	Wood Printing Service	Printing of Forms	312.75
21432	Decatur Window Cleaning Co.	May Janitorial Service	1,862.65
21433	Schwartz Glass Co.	Window Repair	22.00
21434	Otis Elevator Co.	Elevator Maintenance & Repairs	148.12
21435	Decatur Auto Beauty, Inc.	Painting of Auto Pages	25.00
21436	Dash Disposal	Service: 4/1 to 6/1	13.00
21437	K. D. Trimby & Sons	Step Repair: Evans	215.00
21438	IBM Corporation	Typewriter Maintenance Agreement	168.00
21439	Greanias, Booth & Lieberman	May Services	75.00
21440	Illinois Bell Telephone Co.	June Service	413.06
21441	Chan Glosser, Postmaster	Postage for Postage Meter	200.00

VOU. NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
21442	Downtown Decatur Council	June Parking	$ 170.00
21443	Westron Corporation	Light Bulbs	136.20
21444	York Radio & Television Corp.	Bookmobile Air Filters	11.88
21445	Haines & Essick Co.	Office Supplies	51.62
21446	Paxton's Service Press	Rubber Stamps	6.15
21447	Weidenbacher Oldsmobile	Station Wagon	3,313.51
21448	American Library Association	Books	11.50
21449	Archery World	Subscription Renewal	3.00
21450	Baker & Taylor Co.	Books	1,578.14
21451	Books for Libraries, Inc.	Books	7.75
21452	R. R. Bowker Co.	Books	27.60
21453	Bumpus, Haldane & Maxwell's	Books	49.88
21454	Colonial Williamsburg, Inc.	Records	4.30
21455	General Microfilm Co.	Books	137.38
21456	Golden Gate Junior Books	Books	4.79
21457	The Institute for Research	Books	9.82
21458	Lakeview High School	Yearbook	6.50
21459	Glenn Mitchell Manuals, Inc.	Books	100.00
21460	University Microfilms	Books	22.75
21461	U.S. Dept. of the Interior	Books	100.00
21462	R. M. Martin Jewelry	Reframing	77.10
21463	Treasurer, City of Decatur % Payroll Fund	Period Ending 6/23/71	254.28
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 98,099.98

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1970 THRU JUNE 30, 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	78,206.86	78,206.86	566,793.14	
Tax Levy Receipts-Prior	5,000.00	0	0	5,000.00	
Fines & Fees	16,000.00	1,304.35	2,043.22	13,956.78	
Non-Resident Fees	400.00	34.00	51.00	349.00	
Interest on Investments	15,000.00	2,279.23	3,405.27	11,594.73	
Lost & Damaged Books	600.00	96.20	142.81	457.19	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	400.00	14.01	24.51	375.49	
Miscellaneous *	37,110.00	226.39	341.04	36,768.96	
TOTAL REVENUE	765,550.00	82,161.04	231,999.37	533,550.63	30.30

* Includes $36,140 from Federal Grant

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	336,587.00		21,489.25	42,864.13	293,722.87
107	Hospitalization, Medical and Life Insurance	5,488.00		0	374.30	5,113.70
109	Temporary Salaries	20,253.00		814.31	1,639.78	18,613.22
201	Advertising	100.00		0	0	100.00
202	Printing & Binding	4,000.00		312.75	312.75	3,687.25
211	Service to Maintain Buildings	31,313.00		2,032.77	4,166.12	27,146.88
212	Service to Maintain Improvements Other Than Buildings	1,274.00		277.60	277.60	996.40
214	Service to Maintain Office Equipment	1,318.00		168.00	219.00	1,099.00
215	Service to Maintain Automotive Equipment	1,000.00		4.00	4.00	996.00
221	Auditing	600.00		0.	0	600.00

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1971 THRU JUNE 30, 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		75.00	472.50	3,027.50
230	Payment to City for Data Processing	34,250.00		2,854.16	5,708.32	28,541.68
231	Electricity	8,500.00		7,752.42	8,328.45	171.55
234	Water					
233	Telephone & Telegraph	5,500.00		413.06	832.84	4,667.16
241	Travel, Training and Conferences	1,170.00		0	0	1,170.00
245	Postage	2,160.00		276.00	456.00	1,704.00
284	Professional Association Membership Fees	758.00		0	0	758.00
288	Rentals	131,164.00		170.00	1,059.00	130,105.00
310	Gas, Oil & Anti-Freeze	275.00		39.13	81.10	193.90
312	Janitorial Supplies	400.00		0	97.27	302.73
320	Materials to Maintain Buildings & Improvements	1,500.00		188.70	188.70	1,311.30
324	Materials to Maintain Automotive Equipment	800.00		11.88	57.58	742.42
330	Medical & Laboratory Supplies	5.00		0	0	5.00
345	Office Supplies	6,600.00		57.77	135.77	6,464.23
402	Contingencies	15,690.49		0	0	15,690.49
415	Service Recognition Payroll	785.00		100.00	100.00	685.00
423	Insurance	1,400.00		0	306.00	1,094.00
	TOTAL OPERATING EXPENDITURES	616,390.49		37,036.80	67,681.21	548,709.28
	CAPITAL OUTLAY					
02	Buildings	36,410.00		0	0	36,410.00
10	Automotive Equipment	3,309.51		3,309.51	3,309.51	0
15	Office Machinery & Equipment	1,316.00		0	0	1,316.00
25	Books	78,124.00		2,063.41	5,292.48	72,831.52
	TOTAL CAPITAL OUTLAY	119,159.51		5,372.92	8,601.99	110,557.52
	GRAND TOTAL	735,550.00		42,409.72	76,283.20	6[illegible]266.80

ACTIVITY: 941 DECATUR PUBLIC LIBRARY BOND FUND

PERIOD JUNE 1, 1970 THRU JUNE 30, 1971

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Sale of Bonds	795,000.00	795,000.00	795,000.00	0	
Accrued Interest	2,766.56	2,766.56	2,766.56	0	
TOTAL REVENUE	797,766.56	797,766.56	797,766.57	0	100.

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		712,968.65	712,968.65	0
58A	Other Expenses	84,797.91		0	0	84,797.91
	TOTAL EXPENDITURES	797,766.56		712,968.65	712,968.65	84,797.91