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library

public

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JUNE 12, 1970

- I. CALL TO ORDER
ALBERT L. MILLER, VICE PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MAY 15, 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. BUTLER
MR. DICK
MR. MILLER
MR. SAPPINGTON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JUNE 12, 1970

The regular meeting of the Board of Directors of the Decatur Public Library was held June 12, 1970 in the Board Room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Dick
Mr. Miller
Mr. Sappington

Members Absent:

Mrs. Bralley
Mr. Olsen
Mr. Schuerman

Others Present:

Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:30 P.M. by Mr. Miller.

The minutes of the regular board meeting of May 15, 1970 and of the special board meeting of May 28, 1970 were approved.

Mr. Dumas called to the attention of the Board a Certificate of Publication of advertisement for bids on library furnishings which was held Thursday, May 14, 1970. This Certificate of Publication hereby becomes a part of these minutes.

A petition from the staff of Decatur Public Library requesting free staff parking at the new library facility was presented by Mr. Dumas to the Chairman, Mr. Miller. Mr. Miller referred the petition to Mr. Sappington, Chairman of the Policies, Public Relations and Personnel Committee, for study and whatever action they deem necessary.

Mr. Dumas reported a small loss in circulation for the past month but stated he does not feel it has any great significance. There was a slight increase in the extension agencies, but not enough to offset the loss of the Dill Branch circulation.

Chairman of the Properties and Finance Committee, Mr. Butler, gave an informational report on the summary of income and expenditures through May 31, 1970 and bills approved through May 31, 1970. The motion for approval of the report by Mr. Butler was seconded by Mr. Sappington and was unanimously approved by a roll-call vote.

Mr. Sappington read the contents of a resolution expressing the appreciation of the board to Mr. Edward Freyfogle, past Chairman of the New Central Library Building Committee, who resigned from the board May 4, 1970. Mr. Sappington moved that the resolution be approved, Mr. Dick seconded the motion, and it was approved by the board. A copy of this resolution becomes a part of these minutes.

Mr. Dick moved that a similar resolution be prepared expressing the board's appreciation to Mr. George Albers, architect for the new library facility, who is moving to another city. Mrs. Brandt seconded the motion and it was approved. Mr. Sappington was requested to draft such a resolution.

Mr. Miller announced that Mr. Hugh Butler is retaining his position as representative of this board on the board of the Rolling Prairie Libraries System.

The meeting was adjourned at 4:50 P.M.


Robert H. Dumas, City Librarian

For Secretary of the Board

RESOLUTION

INASMUCH as EDWARD B. FREYFOGLE resigned as a Member of the Board of Directors of the Decatur Public Library, Decatur, Illinois, on the 4th day of May, 1970, and

WHEREAS, it is the desire of the remaining Members of the Board of Directors to formerly express our appreciation and gratitude to Mr. Freyfogle for giving to the Decatur Public Library, and especially its new building program, his expert advice and dedication, and

WHEREAS, the remaining Members of the Board of Directors also wish to record our remembrance of Mr. Freyfogle's inimitable and uninhibited but unimpeachable presentations,

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Decatur Public Library, Decatur, Illinois, now, and by this means, make known to Mr. Edward B. Freyfogle our gratitude and appreciation for his invaluable contributions to the Decatur Public Library, and

BE IT FURTHER RESOLVED that the Members of this Board of Directors extend to Mr. Edward B. Freyfogle our best wishes for every success as General Manager, Staley Chemical, Kearney, New Jersey, and

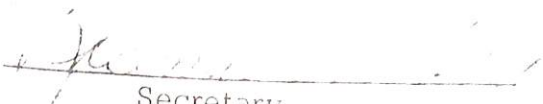
BE IT FURTHER RESOLVED, that this Resolution be incorporated in the Minutes of this Meeting of the Board of Directors of the Decatur Public Library, Decatur, Illinois.

DATED this 12th day of June, A.D., 1970.



President

ATTEST:



Secretary

STATISTICAL REPORT

June, 1970

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1970 -	22,636	3,700	21,286	47,622	84,662
1969 -	20,249	4,494	23,834	48,577	88,999

REGISTRATION

Resident	25,600	Non-Resident	2,017	
Added	<u>1,086</u>	Added	<u>108</u>	
	26,686		2,125	
Withdrawn	<u>685</u>	Withdrawn	<u>290</u>	
	26,001		1,835	<u>27,836</u>

TECHNICAL PROCESSING

Cataloging

New books added	860
New titles added	401
Books withdrawn	162
Books mended	467

Acquisitions

Books checked in	440
Pamphlets	50
Telephone directories	22
Microfilm reels	10
Gifts	6

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

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PERIOD MAY 1, 1970 THRU JUNE 30, 1970

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% of ESTIMATE
Fund Bslance, May 1st	18,000.00	0	38,131.75	(20,131.75)	
Tax Levy Receipts - Current	604,686.00	313,459.63	313,459.63	291,226.37	
Tax Levy Receipts -Prior	4,450.00	0	0	4,450.00	
Fines & Fees	11,000.00	1,054.11	1,845.99	9,154.01	
Non-Resident Fees	275.00	51.00	68.00	207.00	
Interest on Investments	5,000.00	0	0	5,000.00	
Lost & Damaged Books	600.00	38.90	111.18	488.82	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	385.00	19.50	50.40	334.60	
Miscellaneous	273,800.00*	109,927.08	109,258.86	164,541.14	
D.P.L. Corp (Constr. Loan Proceeds)	741,911.00	59,410.81	153,337.21	588,573.79	
TOTAL REVENUE	<u>1,660,147.00</u>	<u>483,261.03</u>	<u>616,263.02</u>	<u>1,043,883.98</u>	37.12

* 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	UNENCUMBERED BALANCES
101	Regular Salaries	273,188.00		18,062.02	36,372.72	236,815.28
107	Hospitalization ,					
	Medical & Life Insurance	4,056.00		0	302.65	2,753.35
109	Temporary Salaries	24,118.00		2,781.64	4,702.21	19,415.79
201	Advertising	200.00		0	21.20	178.80
202	Printing & Binding	3,000.00		4.50	182.12	2,817.88
211	Service to Maintain Buildings	21,900.00		1,010.78	2,033.06	19,866.94
212	Service to Maintain Improvement Other Than Buildings	225.00		12.69	19.38	205.62
214	Service to Maintain Office Equipment	650.00		0	0	650.00
215	Service to Maintain Automotive Equipment	1,000.00		6.00	39.10	960.90
221	Auditing	600.00		0	0	600.00

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

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PERIOD MAY 1, 1970 THRU JUNE 30, 1970

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
(940 continued)						
229	Other Professional Services					
231	Electricity	36,000.00		322.50	667.50	35,332.50
233	Telephone & Telegraph.	19,000.00		0	290.44	18,709.56
241	Training, Travel and Conferences	5,800.00		207.08	410.24	5,389.76
245	Postage	998.00		390.70	390.70	607.30
284	Professional Association Membership Fees	1,900.00		242.00	256.95	1,643.05
288	Rentals	686.00		0	0	686.00
		164,299.00		60.35	167.25	164,131.75
310	Gas, Oil & Anti-Freeze	275.00				
312	Janitorial Supplies	200.00		49.95	49.95	225.05
320	Materials to Maintain Buildings & Improvements			7.40	16.65	183.35
324	Materials to Maintain Automotive Equipment	4,000.00		35.00	35.00	3,965.00
330	Medical & Laboratory Supplies	800.00		0	0	800.00
345	Office Supplies	10.00		0	0	10.00
		6,485.00		44.16	191.65	6,293.35
402	Contingencies	15,000.00		0	0	15,000.00
423	Insurance	1,400.00		0	0	1,400.00
415	Service Recognition Payroll			0	0	0
				100.00	100.00	(100.00)
TOTAL OPERATING EXPENDITURES		<u>585,790.00</u>		<u>23,336.77</u>	<u>46,248.77</u>	<u>539,541.23</u>
CAPITAL OUTLAY						
515	Office Machinery	1,000.00		0	0	1,000.00
502	Buildings	275,200.00		0	0	275,200.00
525	Books	56,246.00	33,075.25	3,067.32	7,065.22	16,105.53
502A	DPL Corporation	741,911.00		59,410.81	153,337.21	588,573.79
TOTAL CAPITAL OUTLAY		<u>1,074,357.00</u>	<u>33,075.25</u>	<u>62,478.13</u>	<u>160,402.43</u>	<u>880,879.32</u>
GRAND TOTAL		<u>1,660,147.00</u>	<u>33,075.25</u>	<u>85,814.90</u>	<u>206,651.20</u>	<u>1,479,420.55</u>

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

<u>NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17295	Chan Glosser, Postmaster	Postage Reimbursement	\$ 1.30
17296	Texaco, Inc.	Gasoline	43.95
17297	Chan Glosser, Postmaster	Postage for Postage Meter	212.50
17298	Wayside Press	Books	5.95
17299	Treasurer, City of Decatur %Payroll Fund	Per End 6-5-70	9,749.01
17300	Library of Congress	Books	385.00
17301	Chan Glosser, Postmaster	Reimburse Postage Permit #73	28.20
17302	Treasurer, City of Decatur %Payroll Fund	Per End 6-10-70	506.10
17303	Treasurer, City of Decatur %Northeast Sewer Fund	Inter-fund Sale of Investment	1,957.36
17304	Millikin National Bank	Investment Purchase	50,000.00
17305	First National Bank	Investment Purchase	50,000.00
17306	First National Bank	Investment Purchase	100,000.00
17307	Robert H. Dumas	Travel Advance	334.00
17308	Treasurer, City of Decatur %Payroll Fund	Per End 6-19-70	9,782.89
17309	Chicago Title & Trust Co. %Decatur Title Corp.	Work Completed on Building	59,410.81
17310	Stappenbeck Bookbindery, Inc.	Book Binding	4.50
17311	VOID		
17312	Decatur Window Cleaning Co.	May Service	1,010.78
17313	Treasurer, City of Decatur %Payroll Fund	Per End 6-24-70	805.66
17314	Bud's Disposal	May Service-Main	5.00
17315	R. E. Gadberry Disposal	March & April Service-Evans	6.00
17316	N rman's Launderers	May Service	1.69
17317	Bob's Repair Service	Automotive Repair & Service	12.00
17318	Greanias, Booth & Lieberman	May Services	322.50
17319	Decatur Industrial Towel	May Service	7.40
17320	VOID		

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17321	VOID		
17322	Janice Patterson	Job Interview Expense	56.70
17323	IBM Corporation	Transportation Chge for Equipment	33.35
17324	Pitney-Bowes, Inc.	Machine Rental	27.00
17325	Schwartz Glass Co.	Showcase Glass Installation	35.00
17326	Decatur Paper House, Inc.	Office Supplies	15.56
17327	Jefferson Stationers, Inc.	Office Supplies	28.60
17328	Baker & Taylor Co.	Books	2,117.67
17329	R. R. Bowker Company	Books	27.50
17330	The British Book Centre, Inc.	Books	51.96
17331	Credit Bureau	Subscription	36.00
17332	Drake Publishers, LTD	Books	7.95
17333	Eastern Illinois Telephone Corp.	Books	1.05
17333	General Microfilm Co.	Books	267.60
17335	Harvard University Press	Books	3.38
17336	Hobart Brothers Co.	Books	2.18
17337	The Institute for Research	Books	9.82
17338	A. C. McClurg & Co.	Books	3.81
17339	McGraw-Hill Book Co.	Books	80.58
17340	Merrian E. Clark, Publisher	Books	3.75
17341	Michelin Tire Corporation	Books	14.70
17342	James T. White & Co.	Books	47.50
17343	Peter Eaton LTD	Books	9.00
17344	Texas Almanac Division Dallas Morning News	Books	2.35
17345	VOID		
17346	Trail-R-Club of America	Books	9.18
17347	University Microfilms	Books	13.50
17348	Vocational Guidance Manuals	Books	6.49
17349	Treasurer, City of Decatur %Payroll Fund	Service Recognition Payroll	100.00

VOU NO: PAYMENTS MADE TO:

FOR:

AMOUNT:

17350 Illinois Bell Telephone Co.

June Service

207.08

17351 General Microfilm

Books

228.00

TOTAL LIBRARY VOUCHERS

\$ 287,811.86

287,772.26