

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

APRIL 16, 1971

- I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MARCH 12, 1971
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - 1. APPROVAL OF BILLS & PRESENTATION OF FINANCIAL STATEMENT
 - 2. TRANSFER OF FUNDS
 - 3. MOTIONS RE AWARD OF BIDS
 - 4. MOTION RE REWARD FOR APPREHENSION OF VANDALS
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. APPOINTMENT OF NOMINATIONS COMMITTEE
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. MILLER
MR. OLSEN
MR. SCHUERMAN
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - APRIL 16, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held April 16, 1971 in the board room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Farrell
Mrs. Hedrick
Mr. Miller
Mr. Olsen
Mr. Schuerman
Mr. Whitacre

Members Absent:

Mr. Dick

Others Present:

Karen Lobeck
(Herald & Review)
Mr. Dumas
Miss Schwegman

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

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

In his statistical report to the board, Mr. Dumas stated that the Technical Service department has cataloged 968 books this month, the highest number in 2-1/2 years; that nearly 500 volumes had been transferred, 120 volumes recataloged, 417 volumes mended, 426 prepared for bindery, and that the Order Department had received more than 2,200 items, which represents a phenomenal effort in selection and order processing given the size of the staff.

Mr. Dumas further reported that registration is up 55% from March of last year. Main circulation shows a 12% increase, but the Extension Division circulation continues to decline and represents a major area of concern. Bookmobiles were unable to make their stops on three occasions during the month, including a two day suspension for repairs the first part of April. The age and unreliability of the present mobile units suggests the need for new machines. This factor plus the declining circulation, the increased unit cost of circulation, etc. points up the need for a survey by the Board of our extension effort with a view to establishing priorities in the allocation of resources in order to achieve an optimum service program.

The Children's librarian reports the successful conclusion of the pre-school story hour in March. A story hour program for children aged 6-13 began March 29 and attendance is still growing.

Mr. Dumas stated that there has been a persistent disciplinary problem in the new building since we opened, and Miss Meyer reports much staff time and energy has been required contending with the problem. She has recommended that consideration be given to employing a guard in order to relieve staff for the pursuit of their normal duties. Miss Peach, the new Reference Librarian who began work in February, has now completed her initial training and is assuming her responsibilities as a department head. Mr. Wayne Puricelli was examined and certified

to the library and will assume his duties as Head of the Home Reading Department on July 1.

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

It was further moved by Mr. Butler that \$6,000 be transferred to Account No. 229, Other Professional Services and Fees, \$50.00 to Account No. 310, Gas, Oil and Anti-freeze, and \$2.00 to Account No. 330, Medical and Laboratory Supplies, from Account No. 231, Electricity. Mr. Olsen seconded the motion and it was approved.

Mr. Butler moved that the Library Board accept the bid proposal of Weidenbacher Olds for one Cutlass Cruiser, Model No. 3636, as per specifications, at a net cost of \$3,309.51. Mr. Olsen seconded the motion, and it was unanimously approved by a roll-call vote.

Mr. Butler further moved that the Library Board accept the bid proposal of the Decatur Window Cleaning Co. for janitorial services at the main library and the Evans Branch, as per specifications, at a cost of \$1,297.50 per month for the main library and \$128.00 per month for the Evans Branch. Mr. Olsen seconded the motion and it was unanimously approved by a roll-call vote.

A motion was made by Mr. Butler that the Library Board establish a \$100 reward for information leading to the arrest and conviction of any person vandalizing, stealing, or destroying library property. In discussion of the motion, Mr. Whitacre raised the question as to whether or not tax money, or public funds, could be used as reward money. Mr. Olsen moved that the motion be tabled until legal counsel could be sought on this point of legality.

Mr. Farrell reported that the Lloyd Thomas Company of Chicago had been contacted regarding appraisal of the library building for insurance purposes. The Lloyd Thomas estimate for the original appraisal was \$1,600 and \$160 a year thereafter to keep the appraisal up to date. Mr. Farrell stated that his committee plans to get a few more estimates for evaluation.

The proper marking of the traffic island in front of the library was discussed. Mr. Schuerman stated he would get in touch with Mr. Dick, who in turn might contact Fred Salogga, Architect, or the proper city engineer to take care of the matter.

Mr. Schuerman announced that Mrs. Brandt has been appointed as chairman of the Policies, Public Relations and Personnel Committee and that Mr. Whitacre will also serve as a member of this committee.

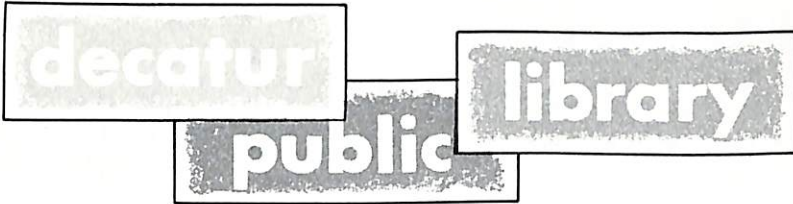
A nominating committee composed of Mr. Butler, Chairman, Mrs. Brandt, and Mr. Dick, with Mr. Schuerman as an ex officio member, was appointed by Mr. Schuerman to select a slate of officers for the next year.

The meeting was adjourned at 5:30 P.M.



Robert H. Dumas, City Librarian

For Secretary of the Board



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

SPECIAL MEETING OF LIBRARY BOARD OF DIRECTORS

AGENDA

April 26, 1971

I. OLD BUSINESS

Properties and Finance Committee

- A. Report re tabled motion regarding establishment of reward for information leading to the arrest and conviction of any person vandalizing library property.

II. NEW BUSINESS

- A. Discussion of memorandum from various library board presidents with reference to pending legislation in the State Assembly

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

SPECIAL MEETING OF LIBRARY BOARD OF DIRECTORS

April 26, 1971

A special meeting of the Board of Directors of the Decatur Public Library was held April 26, 1971 in the Board Room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Farrell
Mr. Miller
Mr. Olsen
Mr. Whitacre

Members Absent:

Mr. Dick
Mrs. Hedrick
Mr. Schuerman

Others Present:

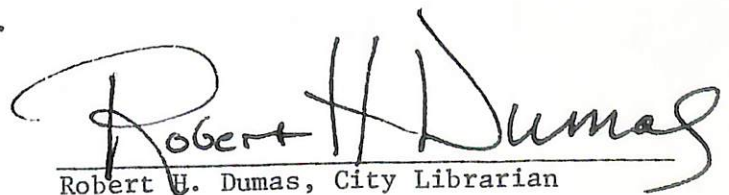
Dawn Ricchio
(Herald & Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:32 P.M. by Mr. Miller, Vice President.

Mr. Miller asked for a report from the Properties and Finance Committee. Mr. Butler reported that he had contacted Attorney Ed Booth and was advised that the library could offer a reward of money for information leading to the arrest and conviction of any person vandalizing library property. Mr. Butler read a resolution to this effect and moved that the resolution be approved. Mr. Olsen seconded the motion and it was approved. A signed copy of this resolution becomes a part of these minutes.

The meeting was then opened to discussion by Mr. Miller of a memorandum received from various library board presidents with reference to pending legislation in the State Assembly, namely, House Bills 1178, 1179, 1180, 1181 and 1182. Mr. Whitacre stated that he had contacted Mr. Trezza, Director of the Illinois State Library, who informed him that the State Library does not interfere with local library matters covered by the bills such as selection of books and setting of non-resident fees. Mr. Trezza seemed to feel that the bills represented a fight between system member libraries and non-system member libraries and recommended that the Decatur Board not vote to support the bills. Mr. Dumas stated that he had had no interference from the State Librarian, but would hate to think we might have trouble in the future, and that perhaps the bills were preventative legislation. Mr. Farrell stated that he saw nothing in the bills to become alarmed about, and that he thought no action necessary. Therefore, due to lack of a motion, no action was taken concerning the memorandum.

The Meeting was adjourned at 5:00 P.M.


Robert H. Dumas, City Librarian

For Secretary of the Board

RESOLUTION AUTHORIZING REWARD

WHEREAS, in recent weeks a considerable amount of library property has been damaged and destroyed by vandalism, and

WHEREAS, this Board has concluded that the offer of a reward leading to the arrest and conviction of anyone destroying or damaging library property may be a deterrent to such vandalism,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF LIBRARY DIRECTORS OF THE CITY OF DECATUR, ILLINOIS, AS FOLLOWS:

Section 1. This Board does hereby authorize the payment of a reward in the amount of One Hundred Dollars (\$100.00) for information leading to the arrest and conviction of anyone damaging or destroying library property.

Section 2. The City Librarian is authorized and directed to take all steps necessary to implement the said offer of reward, including the securing and placement of appropriate signs advising the public of the reward offered.

Section 3. The reward shall be offered in substantially the following form:

One Hundred Dollars (\$100.00) reward for information leading to the arrest and conviction of anyone damaging or destroying library property.

PRESENTED and ADOPTED this 26th day of April, 1971.

Albert L. Miller
Vice-President, Board of Library Directors
of the City of Decatur, Illinois

Carol G. Brandt
Secretary, Board of Library Directors
of the City of Decatur, Illinois

STATISTICAL REPORT

April, 1971

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1971 -	23,599	2,831	13,197	39,627	485,063
1970 -	26,711	2,920	16,669	46,309	498,924

REGISTRATION

Resident	27,066	Non-Resident	1,894	
Added	<u>811</u>	Added	<u>40</u>	
	27,877		1,934	
Withdrawn	<u>664</u>	Withdrawn	<u>54</u>	
	27,213		1,880	<u>29,093</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,020
New titles added	382
Books withdrawn	218
Books mended	671

Acquisitions

Books checked in	978
Pamphlets checked in	114
Telephone directories	58
Microfilm reels	11
Gifts	5

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
21285	Chan Glosser, Postmaster	March Postage	\$ 4.00
21286	Aetna Life Insurance Co.	Hospitalization & Life Ins	364.45
21287	Decatur Herald & Review	Classified Advertising	2.00
21288	Treasurer, City of Decatur % Payroll Fund	Per End 3/31/71	188.63
21289	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement	67.62
21290	Illinois Power Co.	March Electrical Service	642.61
21291	Treasurer, City of Decatur % Payroll Fund	Per End 4/7/71	10,922.26
21292	Aetna Life Insurance Co.	Hospitalization & Life Ins	374.30
21293	Treasurer, City of Decatur % Payroll Fund	Per End 4/21/71	10,625.00
21294	Treasurer, City of Decatur % General Operating Fund	March & April Services	5,916.67
21295	Treasurer, City of Decatur % Payroll Fund	Per End 4/14/71	183.94
21296	Stappenbeck Bookbindery, Inc.	Book Binding	1,259.24
21297	William A. Wait	Frame for Map	42.60
21298	Bilyeu's Paint & Glass	Glass Repair at Evans	16.19
21299	C C Fire Equipment Co.	Fire Extinguisher Inspections	18.50
21300	Decatur Window Cleaning Co.	March Janitorial Service	2,149.09
21301	Eichenauer Electric Service	Electrical Repair	101.05
21302	Otis Elevator Co.	Feb & March Service	119.36
21303	Dash Disposal	March Service: Main	6.50
21304	R. E. Gadberry Disposal	Feb & March Service: Evans	8.00
21305	Addressograph Multigraph Corp.	Service & Parts	45.25
21306	3M Business Products Sales, Inc.	Service on Microfilm Equipment	19.50
21307	Bob's Repair Service	Bookmobile Repair & Service	187.33
21308	General Tire Company	Tire Repair on Bookmobile	4.00

<u>YOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
21309	Greanias, Booth & Lieberman	March Services Rendered	\$ 900.00
21310	Illinois Bell Telephone Co.	April Service	415.17
21311	Chan Glosser, Postmaster	Postage for Meter	200.00
21312	American Library Association	Advance Registration	35.00
21313	Downtown Decatur Council, Inc.	April Parking	200.00
21314	Linxweiler Business Equipment	Drapery Liner for Story Room	84.80
21315	Chicago Kansas City Freight Lines	Freight Bill	8.00
21316	Decatur Blue Print Co.	Art Supplies	46.55
21317	Fidelity Products Co.	Platform Truck	77.95
21318	Gaylord Library Supplies	Office Supplies	180.25
21319	Haines & Essick Co.	Office Supplies	45.41
21320	Jefferson Stationers, Inc.	Office Supplies	53.40
21321	Paxton's Service Press	Date Stamps	32.10
21322	Rebco Audio Visual Co.	Office Supplies	52.00
21323	Sattley's Office Machines, Inc.	Office Supplies	15.00
21324	Wood Printing Service	Book Order Cards	80.50
21325	J. D. Johnson & Son, Inc.	Binder on Liability Ins.	45.00
21326	Goldblatt's	Color Television	454.00
21327	Illini Office Equipment Co.	Electric Typewriters	1,000.00
21328	A & A Distributors, Inc.	Books	10.42
21329	Allyn & Bacon, Inc.	Books	6.75
21330	Americana Annual Corp.	Books	8.65
21331	American Library Association	Books	10.00
21332	American Technical Society	Books	17.82
21333	Amherst Book Store	Books	30.00
21334	Archery World	Subscription Renewal	3.00
21335	Ayer Press	Books	42.63
21336	The Baker & Taylor Co.	Books	6,325.96
21337	Barron's Educational Series, Inc.	Books	3.34
21338	Books for Libraries	Books	1,821.75

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
21339	R. R. Bowker Co.	Books	\$ 184.00
21340	Bowmar Records, Inc.	Books	13.80
21341	Bro-Dart, Inc.	Books	54.74
21342	Doubleday & Co., Inc.	Books	11.13
21343	Gale Research Co.	Subscription Renewal	25.00
21344	General Microfilm Co.	Books	143.94
21345	Harper & Row, Publishers, Inc.	Books	37.17
21346	Harper's Magazine, Inc.	Subscription Renewal	5.25
21347	Lee Publications	Books	10.14
21348	Le Monde, Paris France	Subscription	20.00
21349	McGraw-Hill Book Co.	Books	317.12
21350	Michalen Press	Books	15.47
21351	William Morrow & Co.	Books	262.00
21352	National Council of the Churches of Christ	Books	7.97
21353	VOID		
21354	New Statesman	Subscription Renewal	22.00
21355	New York Times	New York Times on Microfilm	2,488.00
21356	Pacific Books, Publishers	Books	4.23
21357	Publisher Services, Inc.	Subscription Renewal	4.50
21358	Rand McNally & Co.	Books	20.51
21359	Regent Book Company, Inc.	Books	90.08
21360	Peter Smith Publishers, Inc.	Books	4.12
21361	Sincere Press	Books	27.80
21362	Charles Scribner's Sons	Books	19.89
21363	T.F.H. Publications, Inc.	Books	40.15
21364	Thomas Publishing Co.	Books	44.75
21365	Trail-R-Club of America	Books	16.09
21366	Trailer Topics	Subscription	5.00
21367	University Microfilms	Books	28.50
21368	The Viking Press, Inc.	Books	5.98

VOU NO: PAYMENTS MADE TO:FOR:AMOUNT

21369	Wallace-Homestead Book Co.	Books	\$ 20.04
21370	West Publishing Co.	Books	1,777.50
21371	J. Whitaker & Sons, Ltd.	Subscription Renewal	15.25
21372	James T. White & Co.	Books	35.75
21373	The H. W. Wilson Co.	Subscription	109.00
21374	Haines & Essick Co.	Office Supplies	11.20
21375	Chan Glosser, Postmaster	April Postage	1.00
21376	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement	87.42
21377	Treasurer, City of Decatur % Payroll Fund	Per End 4/28/71	201.00

TOTAL DECATUR PUBLIC
LIBRARY FUND VOUCHERS

\$ 51,661.03

ACTIVITY: 94 DECATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU APRIL 30, 1971

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% of ESTIMATE
Fund Balance, May 1, 1970	18,000.00	0	38,231.34	(20,231.34)	
Tax Levy Receipts - Current	604,686.00	0	601,925.66	2,760.34	
Tax Levy Receipts - Prior	4,450.00	0	3,431.06	1,018.94	
Fines & Fees	11,000.00	1,805.64	12,440.22	(1,440.22)	
Non-Resident Fees	275.00	.12	271.12	3.88	
Interest on Investments	5,000.00	165.28	12,794.64	(7,794.64)	
Lost & Damaged Books	600.00	118.37	671.21	(71.21)	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	385.00	59.65	406.07	(21.07)	
Miscellaneous	273,800.00*	602.40	336,039.62	(62,239.62)	
D.P.L. Corp(Const. Loan Proceeds)	741,911.00	0	641,410.87	100,500.13	
TOTAL REVENUE	1,660,147.00	2,751.46	1,647,621.81	12,525.19	99.25

*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		21,293.43	246,854.23	26,333.77
107	Hospitalization,					
	Medical & Life Insurance	4,056.00		485.04	4,056.00	0
109	Temporary Salaries	24,118.00		1,081.11	22,816.43	1,301.57
201	Advertising	200.00		2.00	66.28	133.72
202	Printing & Binding	3,000.00		792.60	2,998.87	1.13
211	Service to Maintain Buildings	21,900.00		2,303.56	16,153.34	5,746.66
212	Service to Maintain Improvement Other Than Buildings	225.00		18.97	183.35	41.65
214	Service to Maintain Office Equipment	650.00		58.85	437.64	212.36
215	Service to Maintain Automotive Equipment	1,000.00		168.20	868.16	131.84
221	Auditing	600.00		0	600.00	0

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU APRIL 30, 1971

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
229	Other Professional Services	42,000.00		7,325.91	40,194.71	1,805.29
231	Electricity	40,861.00		642.61	4,948.29	5,912.71
233	Telephone & Telegraph	5,800.00		415.17	3,905.10	1,894.90
241	Training, Travel and Conferences.	998.00		38.00	975.62	22.38
245	Postage	1,900.00		258.12	1,866.60	33.40
284	Professional Association Membership Fees	686.00		0	567.20	118.80
288	Rentals	165,811.00		200.00	165,742.72	68.28
310	Gas, Oil & Anti-Freeze	325.00		5.60	283.20	41.80
312	Janitorial Supplies	450.00		4.08	398.08	51.92
320	Materials to Maintain Buildings & Improvements	4,000.00		142.78	611.40	3,388.60
324	Materials to Maintain Automotive Equipment	800.00		86.23	797.00	3.00
330	Medical & Laboratory Supplies	12.00		0	11.90	.10
345	Office Supplies	6,485.00		643.78	5,737.77	747.23
402	Contingencies	0				0
415	Service Recognition Payroll	725.00		0	725.00	0
423	Insurance	1,400.00		45.00	1,373.06	26.94
TOTAL OPERATING EXPENDITURES		571,190.00		36,011.04	523,171.95	48,018.05
<u>CAPITAL OUTLAY</u>						
502	Buildings	1,017,111.00		454.00	924,594.52	92,516.48
510	Automotive Equipment	4,600.00		0	0	4,600.00
515	Office Machinery	1,000.00		1,000.00	1,000.00	0
525	Books	66,246.00		14,195.99	49,885.57	16,360.43
TOTAL CAPITAL OUTLAY		1,088,957.00		15,649.99	975,480.09	113,476.91
GRAND TOTAL		1,660,147.00		51,661.03	1,498,652.04	161,494.96