decatur public library

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

BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 11, 1970

I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING OF NOVEMBER 13, 1970

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
C. NEW CENTRAL LIBRARY BUILDING
D. PROPERTIES DISPOSITION

V. OLD BUSINESS

VI. NEW BUSINESS

A. ELECTION OF SECRETARY

VII. ADJOURNMENT

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

MRS. BRANDT
MR. BUTLER
MR. DICK
MR. FARRELL
MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - DECEMBER 11, 1970

The regular meeting of the Board of Library Directors of Decatur Public Library was held December 11, 1970 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	Mr. Dick	Dawn Ricchio (Herald & Review)
Mr. Butler	Mrs. Hedrick	Mr. Dumas
Mr. Farrell		Miss Schwegman
Mr. Miller		
Mr. Olsen		
Mr. Sappington		
Mr. Schuerman		

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

The minutes of the regular board meeting of November 13, 1970 were approved.

City Librarian Robert Dumas reported that the on again, off again, schedule of the library's closing has caused circulation to decline a little this month. Mr. Dumas further reported that he feels the move to the new building is running on schedule and that, barring any untoward accidents, things are going smoothly. He stated that he is most satisfied with the moving operation to date.

As Chairman of the Properties and Finance Committee, Mr. Butler gave an informational report on the situation of finances of the library through November 30, 1970 and bills approved through that date. Upon the motion of Mr. Butler that the report be approved, Mr. Sappington seconded the motion and it was unanimously approved by a roll-call vote.

Mr. Miller moved that the dedication of the new library building be held at 1:30 P.M. until 5:00 P.M. on January 3, 1971 and that the new library officially open at 9:00 A.M. January 4, 1971. Mr. Sappington seconded the motion and it was approved.

After a meeting with the Data Processing staff of the City of Decatur and a representative of the Circulation Department of the Library, Mr. Miller stated that efforts are being made to iron out problems on overdue notices. Mr. Miller stated that a representative of the Circulation Department of the library will meet each week with a person in the City Data Processing Department to discuss current problems.

Mr. Miller reported that institutions have been notified that furniture and equipment in the old building will be for sale after the move is completed, and that items not sold to institutions such as schools, libraries, and churches, will be sold at a public sale. A date for the sale has not been set.

As Chairman of the Nominating Committee for a Secretary of the Board, Mr. Olsen moved that Mrs. Brandt be nominated for the office. Mr. Sappington seconded the motion and it was approved, and Mrs. Brandt was duly elected.

Mr. Schuerman appointed Mr. Farrell to serve on the Properties and Finance Committee and Mrs. Hedrick to serve on the Policies, Public Relations and Personnel Committee. Mr. Schuerman stated that the New Building Committee will probably be disbanded soon. Mr. Butler is to continue as representative of the library board to the Rolling Prairie Library system and Mrs. Brandt will continue as the library's representative to the Friends of the Library organization.

Mr. Miller moved that a Resolution be prepared to thank the Friends of the Library organization for the pre-opening reception given by them in honor of the opening of the new library. Mrs. Brandt seconded the motion and it was approved.

The next regularly scheduled meeting of the board will be held on January 15, 1971 at 4:30 P.M. in the Board Room of the new library.

The meeting was adjourned at 5:15 P.M.

Robert H Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
17631	Chan Glosser, Postmaster	Nov Postage Reimbursement	$ .40
17632	Aetna Life Insurance Co.	Hospitalization & Life Ins	325.05
17633	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/2/70	9,792.76
17634	Treasurer, City of Decatur % Petty Cash Fund	Oct & Nov Reimbursement	104.35
17635	Treasurer, City of Decatur % General Operating Fund	Due Other Funds	2,500.00
17636	Treasurer, City of Decatur %Urban Renewal Performance Fund	Due Other Funds-Interest on Investment	10.37
17637	Illinois Power Co.	Nov Elec & Gas Service	433.20
17638	Treasurer, City of Decatur % Motor Fuel Tax Fund	Investment Purchase	51,720.80
17639	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/9/70	261.07
17640	Stappenbeck Bookbindery, Inc.	Book Binding	408.44
17641	Decatur Window Cleaning Co.	November Janitorial Service	1,010.78
17642	Bilyeu's Glass	Glass Repair at Evans	9.66
17643	Bud's Disposal	Nov Service - Main	6.25
17644	Norman's Laundry	Nov Service	1.49
17645	Bob's Repair Service	Bookmobile Brake Repair	5.50
17646	Eichenauer Electric Service	Bookmobile Repair	26.20
17647	Chan Glosser, Postmaster	1971 Bulk Mailing Permit	30.00
17648	Decatur Industrial Towel	November Service	7.40
17649	Gaylord Library Supplies	Date Machine Plates	26.00
17650	Bennett & Shade Co.	Workmen's Comp Insurance	295.00
17651	The Baker & Taylor Co.	Books	1,484.70
17652	R. R. Bowker Co.	Books	165.00
17653	Chicago Sun-Times	Subsciption	16.00
17654	Chilton Book Co.	Books	41.02

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT
17655	Commerce Clearing House, Inc.	Subsciption	$ 11.00
17656	General Microfilm Co.	Books	32.78
17657	Macon County Historical Society	Books	5.00
17658	Peter Eaton LTD	Books	2.52
17659	Rajo Publications, Inc.	Subscription Renewal	5.00
17660	Regent Book Co.	Books	65.55
17661	Supt. of Documents	Books	9.50
17662	The Regents of the University of California	Books	27.48
17663	University Microfilms	Books	6.25
17664	The H. W. Wilson Co.	Books	371.00
17665	Treasurer, City of Decatur % Urban Renewal Performance Fund	Investment Purchase	4,127.30
17666	Peat, Marwick, Mitchell & Co.	Auditing	600.00
17667	First National Bank of Decatur	Investment Purchase	50,000.00
17668	Treasurer, City of Decatur % Capital Improvement Fund	Due Other Funds-Interest on Investment	1,186.11
17669	Chicago Title & Trust Company	New Building Expenses	93,350.54
17670	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/16/70	9,785.91
17671	Schuerman Key Shop	Lock Installation	11.95
17672	Greanias, Booth & Lieberman	November Services	300.00
17673	Illinois Bell Telphone Co.	December Service	31.17
17674	Decatur Paper House	Office Supplies	7.57
17675	Haines & Essick Co.	Office Supplies	72.93
17676	Paxton's Service Press	Rubber Stamps	25.50
17677	Treasurer, City of Decatur % General Operating Fund	Nov Services Rendered	2,958.33
17678	Aetna Life Insurance Co.	Hospitalization & Life Ins.	325.05
17679	Millikin National	Investment Purchase	88,000.00
17680	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/23/70	266.96
17681	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/30/70	9,893.20
		TOTAL DECATUR PUBLIC LIBRARY VOUCHERS	$ 330,160.04

ACTIVITY: 940 CATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU December 31, 1970

EVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% of ESTIMATE
Fund Balance, May 1	18,000.00	0	38,131.75	(20,131.75)	
Tax Levy Receipts - Current	604,686.00	0	548,369.96	56,316.04	
Tax Levy Receipts - Prior	4,450.00	0	0	4,450.00	
Fines & Fees	11,000.00	661.96	6,788.55	4,211.45	
Non-Resident Fees	275.00	34.00	187.00	88.00	
Interest on Investments	5,000.00	3,397.37	9,097.95	(4,097.95)	
Lost & Damaged Books	600.00	34.22	427.52	172.48	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	385.00	41.00	320.52	64.48	
Miscellaneous	273,800.00*	36.35	218,860.94	54,939.06	
D.P.L. Corp(Const. Loan Proceeds)	741,911.00	93,350.54	500,754.28	241,156.72	
TOTAL REVENUE	1,660,147.00	97,555.44	1,322,938.47	237,208.53	79. 69

*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	UNENCUMBERE BALANCES
101	Regular Salaries	273,188.00		28,767.80	165,549.50	107,638.50
107	Hospitalization, Medical & Life Insurance	4,056.00		650.10	2,566.26	1,489.74
109	Temporary Salaries	24,118.00		1,232.10	18,271.59	5,846.41
201	Advertising	200.00		0	55.50	144.50
202	Printing & Binding	3,000.00		408.44	1,203.11	1,796.89
211	Service to Maintain Buildings	21,900.00		1,018.28	8,206.69	13,693.31
212	Service to Maintain Improvement Other Than Buildings	225.00		7.74	114.63	110.37
214	Service to Maintain Office Equipment	650.00		16.45	316.69	333.31
215	Service to Maintain Automotive Equipment	1,000.00		50.50	622.85	377.15
221	Auditing	600.00		600.00	600.00	0

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU December 31, 1970

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERE BALANCES
(940 continued)						
229	Other Professional Services	36,000.00		3,258.33	22,945.61	13,054.39
231	Electricity	19,000.00		433.20	2,313.59	16,686.41
233	Telephone & Telegraph	5,800.00		31.17	1,436.91	4,363.09
241	Training, Travel and Conferences	998.00		0	402.85	595.15
245	Postage	1,900.00		41.66	954.58	945.42
284	Professional Association Membership Fees	686.00		0	454.20	231.80
288	Rentals	165,811.00		1.50	83,177.40	82,633.60
310	Gas, Oil & Anti-Freeze	275.00		0	191.25	83.75
312	Janitorial Supplies	200.00		9.56	112.12	87.88
320	Materials to Main Buildings & Improvements	4,000.00		7.84	103.70	3,896.30
324	Materials to Maintain Automotive Equipment	800.00		18.36	515.66	284.34
330	Medical & Laboratory Supplies	10.00		.62	.62	9.38
345	Office Supplies	6,485.00		154.37	2,799.40	3,685.60
402	Contingencies	13,063.00		0	0	13,063.00
415	Service Recognition Payroll	425.00		0	540.00	(115.00)
423	Insurance	1,400.00		295.00	816.06	583.94
	TOTAL OPERATING EXPENDITURES	585,790.00		37,003.02	314,270.77	271,519.23
	CAPITAL OUTLAY					
502	Buildings	275,200.00		0	350.00	274,850.00
502A	DPL Corporation	741,911.00		93,350.54	721,162.32	20,748.68
515	Office Machinery	1,000.00		0	0	1,000.00
525	Books	56,246.00	22,560.66	2,261.90	26,922.88	6,762.46
	TOTAL CAPITAL OUTLAY	1,074,357.00	22,560.66	95,612.44	748,435.20	303,361.14
	GRAND TOTAL	1,660,147.00	22,560.66	132,615.46	1,062,705.97	574,880.37

STATISTICAL REPORT

December, 1970

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1970 -	10,656	1,342	5,897	17,895	302,519
1969 -	18,983	2,211	9,523	30,717	322,330

REGISTRATION

Resident	25,726	Non-Resident	1,903	
Added	137	Added	4	
	25,863		1,907	
Withdrawn	425	Withdrawn	20	
	25,438		1,887	27,325

TECHNICAL PROCESSING

Cataloging

New books added	125
New titles added	69
Books withdrawn	136
Books mended	40

Acquisitions

Books checked in	249
Pamphlets checked in	23
Telephone directories	66
Gifts	6