

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

APRIL 14, 1972

- I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MARCH 17, 1972
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - 1. Submission of bills
 - 2. Bookmobile bids
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - 1. Increased participation in EEA
 - C. NEW CENTRAL LIBRARY BUILDING
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. APPOINTMENT OF NOMINATING COMMITTEE
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - APRIL 14, 1972

The regular meeting of the Board of Directors of the Decatur Public Library was held April 14, 1972 in the board room of the main library.

Members Present:

Mrs. Brandt
Mr. Dick
Mr. Farrell
Mrs. Hedrick
Mr. Miller
Mr. Whitacre

Members Absent:

Mr. Brechnitz
Mr. Butler
Mr. Schuerman

Others Present:

Russ Peterson
(Herald and Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:40 P.M. by Mr. Miller.

The minutes of the regular board meeting of March 17, 1972 were approved.

It was reported by Mr. Dumas that the statistics for this month are pretty much what they have been right along with the exception of the central juvenile circulation being down slightly, which is a surprise as it is the first time we have had a drop in the Children's Department circulation in some time. The total number of books cataloged is slightly higher than it has been. New titles was down a little because of a considerable backlog of revisional filing that had to be accomplished. However, the record is still better than it has been in the past. The money expended for books was in the neighborhood of \$9,000 this month which brings our year-to-date figure up to \$80,000. We expect by the end of this month we will have spent approximately \$90,000 which is close to what we had projected, and is a pretty respectable figure. The Children's Librarian reports two pre-school story hours in operation. The afternoon group is full and there are about 5 openings left in the morning session, and this is expected to fill up.

As Chairman of the Properties and Finance Committee, Mr. Farrell gave an informational report on the summary of income and expenditures through March 31, 1972 and bills approved through March 31, 1972. The motion for approval of the report by Mr. Farrell was seconded by Mrs. Hedrick and was unanimously approved by a roll-call vote.

Mr. Farrell moved that the following amounts be transferred from Object Code 288, Rentals: \$85.00 to Object Code 310, Gas, Oil and Antifreeze; \$2,600.00 to Object Code 320, Materials to Maintain Buildings and Improvements; and \$45.00 to Object Code 415, Service Recognition Payroll. Mr. Dick seconded the motion and it was approved.

It was announced by Mr. Farrell that two bids had been received for the trailer-type bookmobiles, one from Mobile International of Tulsa, Oklahoma, and the other from Bro Dart of Williamsport, Pennsylvania. The Mobile International

bid was low at \$10,300 each. Mr. Farrell moved that the board purchase the two trailers from Mobile International at the price of \$10,300 each, subject however to a favorable report of inspection of one of the units in operation by a member of the Board. Mr. Dick seconded the motion and it was unanimously approved by a roll-call vote. Mr. Miller noted that the board is going to get two bookmobile units for the price of one self-contained bookmobile. Mrs. Hedrick had graciously offered to make the trip of inspection of the bookmobiles; therefore, Mr. Miller appointed her as a representative of the board to view the units in action.

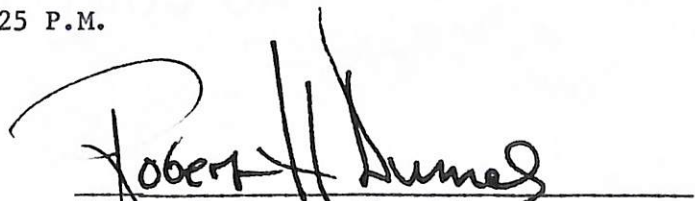
As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt moved that the library's participation in the Emergency Employment Act program be increased by five clerical positions. Mrs. Hedrick seconded the motion. In discussion, Mr. Whitacre voiced some disapproval of hiring more people for the library staff just because funds are available from the federal government. Mr. Dick also registered some reluctance to enlarge the program. Mr. Dumas stated that the work is there to be done whether we get the people or not. The motion was approved by a unanimous vote.

Mr. Miller reported that he had been advised by Peat, Marwick, Mitchell & Co. that the audit the state is requesting of expenditures of grant money on the new building will be between \$500 and a thousand dollars. Since the state is asking for a complete listing of all disbursements in the audit, Mr. Farrell, a former public accountant, thought this to be a fair price.

The board was advised by Mr. Miller that a special meeting would be held on April 21 at 4:30 to consider the bids for two prime movers for the new bookmobile trailers, and to award the contract for these trucks.

A nominating committee for the slate of new officers for the coming year was selected by Mr. Miller as follows: Mr. Farrell, Chairman, Mrs. Hedrick and Mr. Whitacre.

The meeting was adjourned at 5:25 P.M.



Robert H. Dumas, City Librarian

For Secretary of the Board

Official Proclamation

CITY OF
DECATUR, ILLINOIS

WHEREAS: THE modern public library serving the people of the community from the earliest days of their childhood through the vigor of their active years and the maturity of their retirement acts as stimulator and resource for self commitment to life-long education. The public library in prosecuting its mission acquires a variety of information and cultural materials in a number of different media amongst which books and other printed material hold aprincipal place; and

WHEREAS: In recognition of the primacy of the printed word, the President of the United States has inaugurated the Right to Read Program aimed at utilization of all resources for the development of reading skills; and

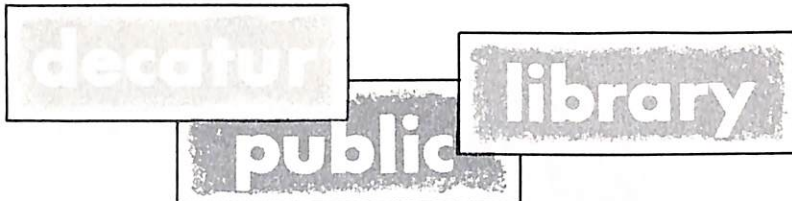
WHEREAS: In addition the President, in accordance with a joint resolution of the Congress, has proclaimed 1972 as International Book Year, during which a major international effort to eliminate illiteracy will be launched under the sponsorship of UNESCO.

NOW THEREFORE, I, JAMES H. RUPP, MAYOR, hereby proclaim April 16-22, 1972, as Library Week in Decatur.

Done at the City Hall this 10th day of April, 1972

SEAL OF THE
CITY OF DECATUR

_____, Mayor



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

SPECIAL BOARD OF DIRECTORS MEETING

AGENDA

APRIL 21, 1972

- I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT
- II. PROPERTIES AND FINANCE COMMITTEE
 - A. Consideration of bids for bookmobile prime movers and award of contract
 - B. Amendment to the motion of April 14, 1972, regarding the award of the contract to furnish trailer-type mobile libraries.
- III. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Brandt
Mr. Butler
Mr. Brechnitz
Mr. Dick
Mrs. Hedrick
Mr. Farrell
Mr. Miller
Mr. Whitacre

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Special Board of Director's Meeting - April 21, 1972

A special meeting of the Board of Directors of the Decatur Public Library was held April 21, 1972 in the board room of the main library.

Members Present:

Mrs. Brandt
Mr. Brechnitz
Mr. Butler
Mr. Dick
Mr. Farrell
Mrs. Hedrick
Mr. Miller
Mr. Whitacre

Members Absent:

Mr. Schuerman

Others Present:

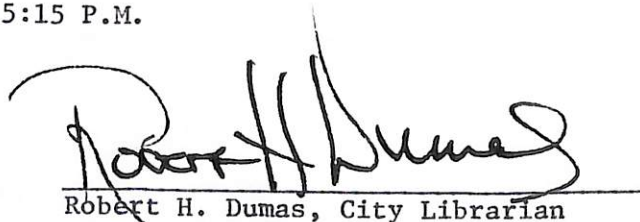
Mr. Dumas
Miss Schwegman

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

As Chairman of the Properties and Finance Committee, Mr. Farrell moved that the International Harvester Company bid of \$8,264.68 for two trailer transporter trucks be accepted by the board, subject to a favorable report of inspection of the trailer-type mobile units by a member of the board. Mr. Butler seconded the motion and it was unanimously approved by a roll-call vote.

Mr. Dick volunteered to make the trip to Tulsa, Oklahoma to inspect the trailers on Monday, April 24, 1972, in accordance with the above motion.

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



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

April, 1972

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1972 -	25,095	2,906	13,296	41,297	452,788
1971 -	23,597	2,831	13,196	39,627	485,123

REGISTRATION

Resident	27,749	Non-Resident	1,408	
Added	898	Added	32	
	<u>28,647</u>		<u>1,440</u>	
Withdrawn	740	Withdrawn	50	
	<u>27,907</u>		<u>1,390</u>	<u>29,297</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,142
New titles added	376
Books withdrawn	1,731
Books mended	2,629

Acquisitions

Books checked in	1,730
Records checked in	10
Pamphlets	78
Microfilm reels	168
Telephone directories	29
Gifts	2

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending April 30, 1972

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
22239	Soy Capital Bank & Trust Co.	Investment Purchase	\$ 76,000.00
22240	Treasurer, City of Decatur % Northeast Sewer Fund	Due Other Funds-Investment	13,785.63
22241	Treasurer, City of Decatur % Water Surplus Fund	Due Other Funds-Investment	603.74
22242	Treasurer, City of Decatur % Broadacre Sewer Fund	Due Other Funds-Investment	7,043.75
22243	Treasurer, City of Decatur % Oak Ridge Point Sewer Fund	Due Other Funds-Investment	1,106.88
22244	Treasurer, City of Decatur % MVPS Bond & Interest Fund	Due Other Funds-Investment	11,068.75
22245	Chan Glosser, Postmaster	March Postage - Meter	5.60
22246	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	645.00
22247	Treasurer, City of Decatur % Payroll Fund	Period Ending 4/5/72	12,983.10
22248	Illinois Power Co.	March Electrical & Gas Service	1,371.11
22249	VOID		
22250	Treasurer, City of Decatur % General Operating Fund	April Data Processing Charges	2,854.24
22251	Treasurer, City of Decatur % Payroll Fund	Period Ending 4/12/72	276.03
22252	Treasurer, City of Decatur % Illinois Municipal Retirement Fund	Feb & March Charges EEA Employee	100.70
22253	Machula Business Interiors	New Library Expenses 1971 DPL Bond Fund	2,669.68
22254	Treasurer, City of Decatur	Petty Cash Reimbursement Books - 34.22	106.41
22255	American Oil Co.	Gasoline for Bookmobiles	26.44
22256	Journal of American Folklore	Additional Book Charge	1.40
22257	Citizens National Bank	Investment Purchase	18,000.00
22258	Treasurer, City of Decatur % Payroll Fund	Period Ending 4/19/72	12,623.15

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
22259	Treasurer, City of Decatur % Illinois Municipal Retirement Fund	April Charges - EEA Employee	\$ 49.88
22260	Chan Glosser, Postmaster	April Postage - Meter	.30
22261	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	615.00
22262	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement <u>Books</u> - 11.45	73.30
22263	Machula Business Interiors	New Library Expenses 1971 DPL Bond Fund	295.80
22264	General Binding Corporation	New Library Expenses 1971 DPL Bond Fund	361.44
22265	Christy-Foltz, Inc.	New Library Expense 1971 DPL Bond Fund	42.68
22266	Decatur Herald & Review	Advertising	6.80
22267 thru 22273	VOID		
22274	Treasurer, City of Decatur % Payroll Fund	Period Ending 4/27/72	375.40
22275	Decatur Herald & Review	Advertising	7.60
22276	Industrial Printing, Inc.	Printing	310.00
22277	Stappenbeck Bookbindery, Inc.	Book Rebinding	1,922.16
22278	Bodine Electric of Decatur, Inc.	Service Call-Fan Motor	17.50
22279	Decatur Window Cleaning Co.	March Janitorial Service	1,503.38
22280	Gentry's Rug & Carpet Service	Carpet Shampooing	1,404.20
22281	Marco Sales, Inc.	Compressors	800.00
22282	National Fire Sprinkler Corp.	Loading Dock Leak Repair	28.73
22283	Otis Elevator Co.	Elevator Maintenance	123.70
22284	T. A. Brinkoetter & Sons, Inc.	Plumbing Repairs & Service	730.30
22285	Eichenauer Electric Service	Electrical Repair	46.71
22286	Addressograph Multigraph Corp.	Multilith Machine Service	79.70
22287	3M B.P.S.I.	Microfilm Equipment Service	35.18
22288	Illini Office Equipment Co.	Typewriter Repair	12.00
22289	Weidenbacher Olds	Automotive Repair & Grease	17.15

YOU NO: PAYMENTS MADE TO:FOR:AMOUNT:

22290	Barnett Sign Service	Sign Painting	\$ 36.00
22291	R. E. Gadberry Disposal	Feb & March Service: Evans	8.00
22292	Schuerman Radio Co.	TV and Antenna Repair	62.85
22293	Greanias, Booth & Lieberman	March Services	150.75
22294	Illinois Bell Telephone Co.	Phone Service	435.93
22295	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
22296	Downtown Decatur Council, Inc.	April Parking	180.00
22297	Englewood Companies	Electrical Supplies	392.82
22298	Fas-In Corporation	Paper Holders	12.85
22299	R. D. McMillen Enterprises	Floor Mat	62.50
22300	Dick Blick	Office Supplies	8.39
28201	Bro-Dart, Inc.	Office Supplies	16.50
28202	Creighton's Jewelry Store	Engraved Brass Plates	15.25
28203	Gaylord Bros, Inc.	Office Supplies	319.90
28204	Haines & Essick Co.	Office Supplies	41.10
28205	VNLW Materials	Office Supplies	51.70
28206	Block & Company, Inc.	Sign Holder	42.32
28207	Striglos Office Equipment	Electric Typewriters	976.50
28208	International Harvester	Trailer Transporters	8,264.68
28209	Mobile International	Mobile Libraries	16,480.00
28210	Richard Abel & Co.	Books	286.00
28211	Adler's Foreign Books, Inc.	Books	3.75
28212	The American Forestry Assoc.	Books	4.00
28213	American Hotel Register Co.	Books	10.66
28214	American Welding Society	Books	88.60
28215	The Architectural Forum	New Subscription	12.00
28216	Arkansas Almanac	Books	5.35
28217	The Association for the Study of Negro Life & History, Inc.	New Subscription	7.00
28218	Ayer Press	Books	42.63

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28219	The Baker & Taylor Co.	Books	8,190.55
28220	V. C. Bergling	Books	10.04
28221	Books for Libraries	Books	44.00
28222	Charles T. Branford Co.	Books	8.00
28223	Bro-Dart, Inc.	Books	7.78
28224	Citizens Information Service	Books	9.36
28225	VOID		
28226	The MacMillan Co.	Books	165.00
28227	Commodity Research Bureau, Inc.	Books	13.23
28228	CRC Press	Books	671.04
28229	The Drama Review	New Subscription	7.50
28230	Doubleday & Company	Books	359.62
28231	E. P. Dutton & Co.	Books	46.95
28232	Eastin-Phelan	Books	6.79
28233	Encyclopedia Britannica	Books	479.31
28234	Forest Press, Inc.	Books	45.91
28235	General Learning Corp.	Books	288.78
28236	Goodheart-Willcox Co.	Books	10.44
28237	G. K. Hall & Co.	Books	93.85
28238	Book Division of Hearst Magazines	Books	34.75
28239	D. C. Heath & Co.	Books	26.21
28240	The Journal of Social Issues	New Subscription	15.00
28241	Loyola University Press	Books	38.26
28242	McGraw-Hill Book Co.	Books	17.92
28243	George Vincent McMahon	Books	9.90
28244	Mid-West Library Service	Books - Microfilm	134.52
28245	Music Exchange	Books	15.90
28246	National Business Education Assoc	New Subscription	15.00
28247	National Record Plan	Books - Records	101.79
28248	Pendragon House	Books	6.24

VQU NO: PAYMENTS MADE TO:FOR:AMOUNT:

28249	Psychology Today	Subscription	\$ 12.00
28250	Purnell Library Service	Books	676.00
28251	Rand McNally & Co.	Books	8.26
28252	Random House, Inc.	Books	1.60
28253	Research & Education Assoc.	Books	5.95
28254	Sage Publications	New Subscription	15.00
28255	Science Research Associates	Books	9.90
28256	Sociology & Social Research	New Subscription	6.00
28258	Song Hits, Inc.	New Subscription	3.50
28257	St. John's University Press	Books	3.50
28259	Superintendent of Documents	Books	115.65
28260	Teachers College Press	Books	8.20
28261	Thomas Publishing Co.	Books	44.75
28262	TV Guide	New Subscription	5.50
28263	University Microfilms	Books - Microfilms	1,172.00
28264	West Publishing Co.	Books	12.00
28265	J. Whitaker & Sons, Ltd.	Subscription Renewals	34.50
28266	The Williams & Wilkins Co.	Books	29.00
28267	The H. W. Wilson Co.	Books	410.00
28268	Yale University Press	Books	8.50

TOTAL DECATUR PUBLIC
LIBRARY FUND VOUCHERS\$ 211,804.00

PERIOD MAY 1, 1970 THRU APRIL 30, 1972

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	0	656,979.33	(11,979.33)	
Tax Levy Receipts-Prior	5,000.00	0	5,879.98	(879.98)	
Fines & Fees	16,000.00	2,019.11	14,863.13	1,136.87	
Non-Resident Fees	400.00	0	236.00	164.00	
Interest on Investments	15,000.00	863.47	17,572.27	(2,572.27)	
Lost & Damaged Books	600.00	164.95	1,386.45	(786.45)	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	400.00	16.20	106.12	293.88	
Miscellaneous *	37,110.00	125.35	5,694.37	31,415.63	
TOTAL REVENUE	<u>765,550.00</u>	<u>3,189.08</u>	<u>850,502.31</u>	<u>84,952.31</u>	111.10

* Includes \$36,140 from
Federal 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	336,587.00		24,676.83	299,221.21	37,365.79
107	Hospitalization, Medical and Life Insurance	6,068.00		1,230.00	6,061.65	6.35
109	Temporary Salaries	20,253.00		1,177.30	14,452.22	5,800.78
102	Overtime	150.00		0	10.02	139.98
201	Advertising	100.00		14.40	72.94	27.06
202	Printing & Binding	5,200.00		2,232.16	5,137.47	62.53
211	Service to Maintain Buildings	31,313.00		4,476.74	31,178.64	134.36
212	Service to Maintain Improvements Other Than Buildings	1,274.00		118.54	719.89	554.11
214	Service to Maintain Office Equipment	1,318.00		126.88	992.16	325.84
215	Service to Maintain Automotive Equipment	1,000.00		36.45	859.20	140.80
221	Auditing	600.00		0	600.00	0

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

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PERIOD MAY 1, 1971 THRU APRIL 30, 1972

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		150.75	1,893.96	1,606.04
230	Payment to City for Data Processing	34,250.00		2,854.24	34,250.00	0
231	Electricity	21,500.00		1,371.11	20,597.97	902.03
234	Water	400.00		0	281.09	118.91
233	Telephone & Telegraph	5,500.00		435.93	5,126.87	373.13
241	Travel, Training and Conferences	1,170.00		25.20	678.34	491.66
245	Postage	2,310.00		211.29	2,306.56	3.44
284	Professional Association Membership Fees	786.00		0	786.00	0
288	Rentals	53,166.00		180.00	3,839.30	49,326.70
310	Gas, Oil & Anti-Freeze	360.00		29.34	342.46	17.54
312	Janitorial Supplies	400.00		6.49	253.94	146.06
320	Materials to Maintain Buildings & Improvements	5,460.00		669.11	5,454.24	5.76
324	Materials to Maintain Automotive Equipment	800.00		0	494.27	305.73
330	Medical & Laboratory Supplies	5.00		0	.21	4.79
345	Office Supplies	6,600.00		492.75	6,203.00	397.00
402	Contingencies	997.49		0	0	997.49
415	Service Recognition Payroll	845.00		0	845.00	0
423	Insurance	5,350.00		0	4,202.26	1,147.74
TOTAL OPERATING EXPENDITURES		576,390.49		40,515.51	446,860.87	100,401.62
<u>CAPITAL OUTLAY</u>						
502	Buildings	36,410.00		0	0	36,410.00
510	Automotive Equipment	32,177.51		24,744.68	28,054.19	4,123.32
515	Office Machinery & Equipment	1,576.00		1,018.82	1,571.12	4.88
525	Books	118,124.00		13,962.51	93,974.48	24,149.52
TOTAL CAPITAL OUTLAY		159,159.51		39,726.01	123,599.79	64,687.72
GRAND TOTAL		735,550.00		80,241.52	570,460.66	165,089.34

ACTIVITY: 941 DECATUR PUBLIC LIBRARY BOND FUND

PERIOD JUNE 1, 1971 THRU April 30, 1972

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Sale of Bonds	795,000.00	0	795,000.00	0	
Accrued Interest	2,766.56	0	2,766.56	0	
Miscellaneous	0	57.50	1,211.12	(1,211.12)	
TOTAL REVENUE	<u>797,766.56</u>	<u>57.50</u>	<u>798,977.68</u>	<u>(1,211.12)</u>	100.15

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1971-1972 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
58	Loan	712,968.65		0	712,968.65	0
58A	Other Expenses	84,797.91		3,369.60	68,580.74	16,217.17
	TOTAL EXPENDITURES	<u>797,766.56</u>		<u>3,369.60</u>	<u>781,549.39</u>	<u>16,217.17</u>