

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JULY 17, 1970

- I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES
 - A. REGULAR BOARD MEETING JUNE 12, 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. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Director's Meeting - July 17, 1970

The regular meeting of the Board of Directors of the Decatur Public Library was held July 17, 1970 in the Board Room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Dick
Mr. Olsen
Mr. Sappington
Mr. Schuerman

Members Absent:

Mrs. Bralley
Mr. Miller

Others Present:

Dawn Ricchio
(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 June 12, 1970, were approved.

Mr. Dumas reported that the activity of the library roughly parallels that of last year, and that circulation is down a little. He further reported that the Technical Processes Department is fairly well on its way to completion of the new card catalog which is to be used in the new library facility.

Chairman of the Properties and Finance Committee, Mr. Butler, gave an informational report on the summary of income and expenditures through June 30, 1970 and bills approved through June 30, 1970. The motion for approval of the report by Mr. Butler was seconded by Mr. Dick and was unanimously approved by a roll-call vote.

Mr. Butler further moved that \$300.00 be transferred from the Contingencies account, Code 402, to the Service Recognition Payroll account, Code 415. Mr. Dick seconded the motion and it was approved.

A meeting of his committee with northwest area library patrons on July 8 was reported by Mr. Sappington, Chairman of the Policies, Public Relations and Personnel Committee. Mr. Sappington stated that his committee recognizes the inadequacy of bookmobile service in a city that is chopped up by highways, but because of the financial situation arising out of the construction of the new library building, the Dill Branch library cannot be reopened at this time. However, the Brettwood Village bookmobile stop which has been quite successful will continue in this area. Mr. Sappington further stated that after the completion of the new library facility, an in-depth study will be made regarding library service in the outlying areas.

Mr. Sappington stated that after a study of the salaries of department heads in the city it was determined that the City Librarian's salary should be brought in line with other comparable positions. Therefore Mr. Sappington moved that the salary of the City Librarian be raised from \$16,500 to \$18,000 annually effective May 1, 1970. Mrs. Brandt seconded the motion and it was unanimously approved by a roll-call vote.

A Resolution expressing the appreciation of the Library Board to Mr. George Albers, principal architect of the new central library building, was read by Mr. Sappington and he moved that the Resolution be forwarded to Mr. Albers by the Board. Mr. Dick seconded the motion and it was approved. A copy of this Resolution becomes a part of these minutes.

As Chairman of the New Central Library Building Committee, Mr. Dick stated that there were three items not in the budget for the construction of the new library facility which he would like to have approved by the Board. Mr. Dick moved that the following expenditures be approved as follows:

- (1) Roofing repair work at a cost of \$357.50;
- (2) Painting of concrete walls at a cost of \$424;
- (3) Stair railings on the No. 2 stairway be replaced at a cost of \$608.

Mr. Butler seconded the motion and it was approved.

Mr. Schuerman reported that Mr. Dick has volunteered to assume the responsibility for making arrangements for moving into the new building as a part of his duties on the building committee. Mr. Dick indicated that bids would be taken for the move, but that no definite plans have been made as yet.

The meeting was adjourned at 5:20 P.M.



Robert H. Dumas, City Librarian

For Secretary of the Board

RESOLUTION

WHEREAS, MR. GEORGE A. ALBERS served this Board of Directors of the Decatur Public Library, Decatur, Illinois, as an Architectural Designer from May 7, 1969, to June 5, 1970, and

WHEREAS, Mr. Albers manifested, in addition to his well recognized professional competency, a profound dedication that surpassed the rigorous demands of his calling, and

WHEREAS, it is the desire of this Board to formally commend Mr. Albers for achieving an imaginative and functional design for the new Decatur Public Library.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Decatur Public Library, Decatur, Illinois, now, and by this resolution, make known to Mr. George A. Albers, our gratitude and appreciation for creating a "design for excellence" for this Board and the City of Decatur, Illinois, and

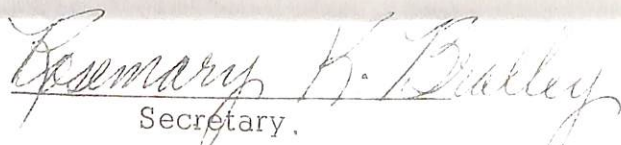
BE IT ALSO RESOLVED that this Board of Directors extend to Mr. George A. Albers our best wishes for every success as Vice President of Peckham-Guyton Associates, St. Louis, Missouri, and

BE IT FINALLY 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 17th day of July A.D., 1970.


President

ATTEST:


Secretary.

architects

73 Maryland Plaza
Saint Louis, Missouri 63108
314 367-7318



July 27, 1970

Board of Library Directors
Decatur Public Library
400 N. Main Street
Decatur, Illinois

Attn: Mr. R. L. Schuerman, President

Mr. Schuerman and Members of the Library Board:

Needless to say, I was most surprised to receive your resolution of commendation for my participation in the design of the new Decatur Public Library while associated with the firm of Spangler, Beall, Salogga, Bradley, Albers. While such accolades - if deserved - are usually reserved until the successful completion of the project, permit me this opportunity to extend my sincere appreciation to you, Mr. Dick and the entire Board for this expression of confidence, recognizing, of course, that any work of this magnitude is the result of the combined efforts of the entire firm.

It is also important to note that any successful project is the result of a collaboration of architect and client with mutually agreed upon goals. My experiences with all of you on the library board and Mr. Dumas have been some of the most enjoyable architect-client relationships in my professional career, and your contributions certainly are the foremost reason for the success of this project. As a former citizen of the City of Decatur it was most gratifying to experience the total commitment of all of you - as a responsible civic body - to provide the best in library facilities for the entire community. I'm confident that your efforts will be appreciated for generations to come. Continued best wishes as you pursue the completion of the project.

I will, of course, be following the progress of the library project to its successful completion and should you at any time have any questions with which I may be of assistance, please don't hesitate to call.

With kindest personal regards to all of you,

George A. Albers, AIA
Vice President

GAA/cr

STATISTICAL REPORT

July, 1970

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1970 -	23,341	3,532	19,756	46,629	131,291
1969 -	21,335	4,038	20,304	45,677	134,676

REGISTRATION

Resident	25,966	Non-Resident	1,833	
Added	<u>755</u>	Added	<u>53</u>	
	26,721		1,886	
Withdrawn	<u>894</u>	Withdrawn	<u>63</u>	
	25,827		1,823	<u>27,650</u>

TECHNICAL PROCESSING

Cataloging

New books added	863
New titles added	465
Books withdrawn	803
Books mended	298

Acquisitions

Books checked in	612
Pamphlets	66
Telephone directories	14
Microfilm reels	6
Gifts	6

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

<u>J NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17352	Treasurer, City of Decatur % 1966 Street Improvement Fund	Investment Purchase	\$ 60,765.00
17353	Chan Glosser, Postmaster	Postage Reimbursement	22.80
17354	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement	34.10
17355	Treasurer, City of Decatur % Payroll Fund	Per End 7/2/70	9,834.45
17356	Illinois Power Co.	June Service	225.93
17357	Treasurer, City of Decatur % Payroll Fund	Per End 7/8/70	773.36
17358	Treasurer, City of Decatur % Payroll Fund	Service Recognition Payroll	25.00
17359	Treasurer, City of Decatur % Public Benefit Fund	Investment Purchase	63,241.61
17360	Aetna Life Insurance Co.	Employees Hospitalization & Life Insurance	333.60
17361	Treasurer, City of Decatur % General Fund	May & June Library Service	5,916.66
17362	Chicago Title & Trust Co.	Work Completed on Building	96,687.57
17363	Texaco, Inc.	Gasoline	33.88
17364	Treasurer, City of Decatur % Payroll Fund	Per End 7/17/70	9,659.33
17365	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
17366	Continental Illinois Nat Bank	Investment Purchase	85,000.00
17367	Decatur Window Cleaning Co.	June Janitorial Service	1,010.78
17368	Schuerman Key Shop	Door & Door Stop Repair	19.95
17369	Treasurer, City of Decatur % Payroll Fund	Per End 7/22/70	852.21
17370	R. E. Gadberry Disposal	May & June Service-Evans	6.00
17371	VOID		
17372	Normans Launderers	June Service	.70
17373	Bud's Disposal	June Service-Main	5.00

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17374	Illini Office Equipment Co.	Service Cash Register	\$ 9.75
17375	IBM Corporation	Equipment Maintenance Agreement & Transportation Charges	529.65
17376	3 M B.P.S.I.	Office Machines Maintenance Agreement	85.00
17377	Eichenauer Electric Service	Ground Cable to Bookmobile II	73.50
17378	Longbons Roofing & Sheet Metal	Bookmobile II Repair	11.00
17379	Greanias, Booth & Lieberman	June Services Rendered	52.50
17380	Illinois Bell Telephone Co.	Phone Service to 8/4/70	199.47
17381	Robert H. Dumas	Travel Reimbursement	4.15
17382	Decatur Industrial Towel	June Service	7.40
17383	General Grocer Co. of Illinois	Case of Soap	5.45
17384	Smith-Scharff Paper Co.	Paper Towels	37.12
17385	Children's Book Council, Inc.	Bookmarks	5.75
17386	Paxton's Service Press	Rubber Stamps	7.55
17387	Sattley's Office Machines	Liquid Correction Fluid	27.00
17388	The Antiques Journal	Renewal - 10-70 to 9/71	5.00
17389	The Baker & Taylor Co.	Books	2,063.79
17390	R. R. Bowker Company	Books	9.95
17391	British Information Services	Books	22.03
17392	Bro-Dart, Inc.	Books	10.00
17393	CCM Information Corp.	Books	101.00
17394	Columbia University Press	Books	3.78
17395	Doubleday & Company, Inc.	Books	98.25
17396	F. W. Faxon Company, Inc.	Books	10.00
17397	Franklin Square Agency, Inc.	Books	3.00
17398	General Microfilm Company	Books	413.60
17399	Harvard University Press	Books	6.40
17400	A. C. McClurg & Co.	Books	37.82
17401	VOID		

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17402	National Geographic Society	Subscription Renewal	\$ 2.25
17403	R. L. Polk & Co.	City Directories	120.00
17404	REA Express	Freight on Books <i>map</i>	13.50
17405	Regent Book Company, Inc.	Books	120.18
17406	Superintendent of Documents	Books	5.85
17407	University Microfilms	Books	25.00
17408	The Weekly Underwriter	Books	21.20
17409	H. W. Wilson Company	Books	320.00
17410	Treasurer, City of Decatur % Payroll Fund	Per End 7/31/70	10,017.60
TOTAL LIBRARY VOUCHERS			\$ <u>349,133.45</u>

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU JULY 31, 1970

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% of ESTIMATE
Fund Balance, May 1st	18,000.00	0	38,131.75	(20,131.75)	
Tax Levy Receipts - Current	604,686.00	133,496.92	446,956.55	157,729.45	
Tax Levy Receipts -Prior	4,450.00	0	0	4,450.00	
Fines & Fees	11,000.00	818.55	2,664.54	8,335.46	
Non-Resident Fees	275.00	0	68.00	207.00	
Interest on Investments	5,000.00	247.50	247.50	4,752.50	
Lost & Damaged Books	600.00	43.10	154.28	445.72	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	385.00	38.70	89.10	295.90	
Miscellaneous	273,800.00*	59.74	109,318.60	164,481.40	
D.P.L. Corp (Constr. Loan Proceeds)	741,911.00	96,687.57	250,024.78	491,886.22	
TOTAL REVENUE	1,660,147.00	231,392.08	847,655.10	812,491.90	51.06

*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		226,606.21	62,978.93	210,209.07
107	Hospitalization ,					
	Medical & Life Insurance	4,056.00		333.60	636.25	3,419.75
109	Temporary Salaries	24,118.00		4,530.74	9,232.95	14,885.05
201	Advertising	200.00		0	21.20	178.80
202	Printing & Binding	3,000.00		13.50	195.62	2,804.38
211	Service to Maintain Buildings	21,900.00		1,030.73	3,063.79	18,836.21
212	Service to Maintain Improvement Other Than Buildings	225.00		11.70	31.08	193.92
214	Service to Maintain Office Equipment	650.00		262.75	262.75	387.25
215	Service to Maintain Automotive Equipment	1,000.00		88.50	127.60	872.40
221	*Auditing	600.00		0	0	600.00

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

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PERIOD MAY 1, 1970 THRU JULY 31, 1970

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMB BALANCES
(940 continued)						
229	Other Professional Services					
231	Electricity	36,000.00		5,969.16	6,636.66	29,363.34
233	Telephone & Telegraph.	19,000.00		225.93	516.37	18,483.63
241	Training, Travel and Conferences	5,800.00		199.47	609.71	5,190.29
245	Postage	998.00		4.15	394.85	603.15
284	Professional Association Membership Fees	1,900.00		226.83	483.78	1,416.22
288	Rentals	686.00		15.20	15.20	670.80
310	Gas, Oil & Anti-Freeze	164,299.00		361.65	528.90	163,770.10
312	Janitorial Supplies	275.00		33.88	83.83	191.17
320	Materials to Maintain Buildings & Improvements	200.00		49.97	66.62	133.38
324	Materials to Maintain Automotive Equipment	4,000.00		2.23	37.23	3,962.77
330	Medical & Laboratory Supplies	800.00		0	0	800.00
345	Office Supplies	10.00		0	0	10.00
402	Contingencies	6,485.00		42.60	234.25	6,250.75
423	Insurance	15,000.00		0	0	15,000.00
415	Service Recognition Payroll	1,400.00		0	0	1,400.00
TOTAL OPERATING EXPENDITURES		585,790.00		25.00	125.00	(125.00)
CAPITAL OUTLAY				40,033.80	86,282.57	499,507.43
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		3,405.44	10,470.66	14,763.88
502A	DPL Corporation	741,911.00	31,011.46	96,687.57	250,024.78	491,886.22
TOTAL CAPITAL OUTLAY		1,074,357.00	31,011.46	100,093.01	260,495.44	782,850.10
GRAND TOTAL		1,660,147.00	1,011.46	140,126.81	346,778.01	1,282,357.53