

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 11, 1972

- I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JANUARY 14, 1972
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - February 11, 1972

The regular meeting of the Board of Directors of the Decatur Public Library was held February 11, 1972 in the Board Room of the main library.

Members Present:

Mrs. Brandt
Mr. Brechnitz
Mr. Butler
Mr. Farrell
Mr. Miller
Mr. Schuerman
Mr. Whitacre

Members Absent:

Mr. Dick
Mrs. Hedrick

Others Present:

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 January 14, 1972 were approved.

In his statistical report to the board, Mr. Dumas stated that this was another month that isn't comparable with last year because last year we had just moved into the new building and people had been without books for a month. There is a substantial improvement in circulation this month over last month because January is always busier than December. Since the transfer of more funds to the book budget, Mr. Dumas reported, we are spending the money quite rapidly. Expenditures for the first ten days is close to \$4,000. Mending is way up this month - about 1100 books mended and approximately 1600 plastic jackets put on books, which is partly due to the new person being added from the Emergency Employment Program.

Mr. Dumas further reported that the Youth Assistant, Mrs. Berbaum, has now initiated a series of visits to the high schools in the city. She is talking to individual Freshman classes on the resources of the library and is generally building up good will and letting them know we are here. The story telling class started off with 20 participants and is now 14, which is probably where we will stay. Nine of these participants have expressed an interest in participating in the story telling in the parks this summer. In the pre-school story hour sessions they will get to practice what they have learned.

A telephone call to Mr. Lorenz of Industrial Appraisal was made Mr. Dumas stated but he was not in. He is to call back later and report on their progress. The cleaning of the carpets for the main library is to be let out on bids with three options: one bid for the first floor, one for the first floor and basement, and one for all the carpeting. Bids should be received by the beginning of this next week.

Mr. Dumas stated he had been in contact with Mr. Herschel Shelton of Mobile International in Broken Arrow, Oklahoma regarding the purchase by the library of 3 bookmobile trailers. Mr. Shelton recommended the best type of trailer is the type we had in mind originally, the house trailer configuration. It is an industrial-type trailer which is fully capable of supporting the load of a bookmobile. Mr. Shelton

said they will build any type that we want. He is going to send complete specifications and plans on the trailer so that we will be able to use these as a base specification when going out for bid. Mr. Dumas further reported that he had contacted Mr. Mike Sexton, the librarian at San Antonio, where such trailers have been in use. Mr. Sexton stated that they had had no trouble at all with the trailers, and that he recommended them without reservation. Mr. Miller stated that the City Council said to proceed full steam ahead. They were very much in favor of our going ahead and getting the new equipment.

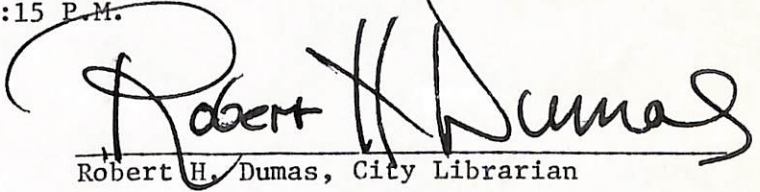
Chairman of the Properties and Finance Committee, Mr. Farrell, gave an informational report on the summary of income and expenditures through January 31, 1972 and bills approved through January 31, 1972. The motion for approval of the report by Mr. Farrell was seconded by Mr. Whitacre and was unanimously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

Mr. Farrell moved that the following amounts be transferred from Contingencies, Code 302: \$400 to Water, Code 234; \$28.00 to Professional Association Membership Fees, Code 284; and \$600 to Insurance, Code 323. Mr. Butler seconded the motion and it was approved.

Mr. Farrell further moved that \$15,000 be transferred from Rentals, Code 288, to Books, Code 525. Mr. Butler seconded the motion and it was approved.

Mr. Dumas stated that he would like some guidance from the board with respect to the salary allocations in the budget and that he would like to know how much flexibility he has in the expenditure of staff salaries as presently allocated. Mr. Miller stated that he thought this was a matter for the Policies, Public Relations and Personnel Committee to consider and to report to the board at a later date.

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


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 February 29, 1972

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
22030	Treasurer, City of Decatur % MVPS Bond Reserve Fund	Due Other Funds-Investment	\$ 26,802.74
22031	Treasurer, City of Decatur % Water Depreciation Fund	Due Other Funds-Investment	10,308.75
22032	Treasurer, City of Decatur % Urban Renewal Performance Bond	Due Other Funds-Investment	14,432.24
22033	Soy Capital Bank & Trust Company	Investment Purchase	75,000.00
22034	Chan Glosser, Postmaster	January Postage-Meter	2.60
22035	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/1/72	317.96
22036	J. W. Edwards, Inc.	Books	1,140.00
22037	Robert O. Hedges	Books	2,537.50
22038	Library of Congress	Subscription	760.00
22039	Treasurer, City of Decatur % Payroll Fund	Jan Service Recognition Payroll	155.00
22040	Congressional Quarterly, Inc.	Books	35.00
22041	Conde Nast Publications, Inc.	Subscription	36.00
22042	Superintendent of Documents	Books	19.00
22043	Chan Glosser, Postmaster	Postage for Postage Meter	380.00
22044	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/9/72	12,470.93
22045	Mr. Clyde Browning	Books	5.00
22046	Congressional Quarterly, Inc.	Books	12.00
22047	Illinois State Historical Society	Books	8.00
22048	Treasurer, City of Decatur % Employee's Insurance Fund	City's Share Hospitalization	615.00
22049	Illinois Power Co.	Gas & Electrical Service	1,733.17
22050	J. D. Johnson & Son, Inc.	Fleet Insurance	525.20
22051	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/16/72	321.35
22052	Longbons Roofings Co.	New Library Expense	158.00

22053	Treasurer, City of Decatur % General Operating Fund	Feb Data Processing Service	\$ 2,854.16
22054	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/23/72	12,827.78
22055	VOID		
22056	Treasurer, City of Decatur % Illinois Municipal Retirement Fund	Jan Retirement Chgs: EEA	45.32
22057	Stappenbeck Bookbindery, Inc.	Book Binding	364.53
22058	T. A. Brinkoetter & Son, Inc.	Boiler & Sprinkler System Repair	86.52
22059	Decatur Window Cleaning Co.	Jan Janitorial Service	1,503.38
22060	Otis Elevator Co.	Elevator Maintenance	123.70
22061	Bodine Electric Co.	Electrical Repair	145.92
22062	Linxweiler Business Equipment	Carpet Repair	418.70
22063	J. J. Swartz Co.	Furnace Repair: Evans	36.50
22064	R. E. Gadberry Disposal	Dec & Jan Service: Evans	8.00
22065	Treasurer, City of Decatur % Petty Cash Fund	Reimburse Petty Cash (36.66 Books)	137.57
22066	Bob's Repair Service	Bookmobile Repair	60.35
22067	Greanias, Booth & Lieberman	January Services:	35.00
22068	Illinois Bell Telephone Co.	Telephone Service	432.79
22069	Robert H. Dumas	Travel Reimbursement	62.62
22070	United Travel Service	Airline Ticket: Mr. Dumas	44.00
22071	Downtown Decatur Council, Inc.	February Parking	180.00
22072	Pitney Bowes	Postage Meter Rental	48.00
22073	General Grocer Co. of Illinois	Janitorial Supplies	7.10
22074	Robert Barclay, Inc.	Air Filters	47.52
22075	Englewood Companies	Electrical Supplies	27.75
22076	Westron Corporation	Lamps	78.54
22077	Advertisers Mfg. Co.	Sling Type Picture Carriers	62.99
22078	Demco Educational Corp.	Office Supplies	41.50
22079	Fordham Equipment Co.	Freight Charges for Previous Invoice	38.05
22080	Haines & Essick Co.	Office Supplies	4.36

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
22081	VOID		
22082	American Chamber of Commerce Researchers Association	Subscription	\$ 35.00
22083	American Civil Liberties Union	Subscription	27.00
22084	Antiques	Subscription	36.00
22085	Artforum	Subscription	15.00
22086	Baker & Taylor	Books	4,679.40
22087	Billboard Publications, Inc.	Subscription	24.00
22088	R. R. Bowker Co.	Books	49.00
22089	R. R. Bowker Co.	Subscription Renewal	60.00
22090	Bowling Green State University	Subscription	4.00
22091	The British Book Centre, Inc.	Books	6.50
22092	California Political Items Co.	Books	8.95
22093	CCM Information Corporation	Books	31.20
22094	Chain Store Publishing Corp.	Books	14.05
22095	The Chatham Bookseller	Books	17.35
22096	Columbia Records	Records	54.21
22097	Columbia University Press	Books	7.16
22098	Commerce Clearing House, Inc.	Subscription Renewal	15.00
22099	Congressional Quarterly	Books	4.95
22100	Congress Votes	Subscription	25.00
22101	Decatur Herald & Review	Microfilm	331.63
22102	Doubleday & Company	Books	20.04
22103	J. W. Edwards, Publisher	Books	125.00
22104	Eastin-Phelan	Books	525.19
22105	The Pantherama-Eisenhower	Yearbook	6.00
22106	The Explicator	Subscription	3.00
22107	Gale Research Co.	Books	55.50
22108	General Microfilm Co.	Microfilm	133.01
22109	Gregg International Publishers	Books	13.46

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
22110	Book Division of Hearst Magazine	Books	\$ 21.90
22111	Human Events	Subscription	15.00
22112	Illinois Manufacturer's Directory	Books	49.83
22113	Illinois State Journal	Subscription Renewal	26.00
22114	Insurance License Bureau	Books	50.00
22115	Lakewood Publications	Books	22.95
22116	Large Print, Ltd.	Books	8.16
22117	Mid-West Library Service	Books	59.72
22118	Model Rocketry, Inc.	Subscription Renewal	7.00
22119	National Record Plan	Records	604.01
22120	National School Public Relations Association	Books	4.00
22121	New Statesman	Subscription Renewal	22.00
22122	The New York Times	Microfilm	475.00
22123	Our Sunday Visitor	Books	4.02
22124	Peter Eaton	Books	55.88
22125	Pierian Press	Books	13.25
22126	Public Affairs Information Service	Subscription Renewal	75.00
22127	Rand McNalley Co.	Books	126.68
22128	Peter Smith Publishers	Books	16.10
22129	Structures Publishing Co.	Books	14.96
22130	Ten Speed Press	Books	49.90
22131	The Vestal Press	Books	7.00
22132	Robert Welch, Inc.	Subscription	8.00
22133	Wiesenberger Services, Inc.	Books	44.00
22134	Woodall's Trailer Travel	Subscription	5.00
22135	Yale University Press	Books	20.00
		TOTAL LIBRARY VOUCHERS	\$ <u>175,630.05</u>

STATISTICAL REPORT

February, 1972

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1972 -	25,564	3,005	12,966	41,535	367,012
1971 -	24,249	2,886	17,736	44,879	398,039

REGISTRATION

Resident	27,662	Non-Resident	1,443	
Added	<u>789</u>	Added	<u>36</u>	
	28,451		1,479	
Withdrawn	<u>47</u>	Withdrawn	<u>8</u>	
	28,404		1,471	<u>29,875</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,346
New titles added	512
Books Withdrawn	476
Books mended	1,223

Acquisitions

Books checked in	1,191
Records checked in	50
Microfilm reels	5
Gifts	6
Cassettes	19

PERIOD MAY 1, 1970 TH

FEBRUARY 29, 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	662,265.07	(17,265.07)	
Tax Levy Receipts-Prior	5,000.00	0	0	5,000.00	
Fines & Fees	16,000.00	941.19	11,323.52	4,676.48	
Non-Resident Fees	400.00	17.00	219.00	181.00	
Interest on Investments	15,000.00	2,168.74	8,262.11	6,737.89	
Lost & Damaged Books	600.00	133.86	1,058.11	(458.11)	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	400.00	.30	59.32	340.68	
Miscellaneous *	37,110.00	866.38	2,482.89	34,627.11	
TOTAL REVENUE	<u>765,550.00</u>	<u>4,127.47</u>	<u>833,454.68</u>	<u>67,904.68</u>	108.87

* 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		24,233.34	249,726.26	86,860.74
107	Hospitalization, Medical and Life Insurance	5,488.00		600.00	4,831.65	656.35
109	Temporary Salaries	20,253.00		1,297.30	11,520.92	8,732.08
102	Overtime	150.00		0	10.02	139.98
201	Advertising	100.00		0	54.94	45.06
202	Printing & Binding	4,000.00	595.72	364.53	1,993.78	1,410.50
211	Service to Maintain Buildings	31,313.00		2,070.60	23,467.44	7,845.56
212	Service to Maintain Improvements Other Than Buildings	1,274.00		29.53	557.85	716.15
214	Service to Maintain Office Equipment	1,318.00		0	459.96	858.04
215	Service to Maintain Automotive Equipment	1,000.00		46.25	752.05	247.95
221	Auditing	600.00		0	600.00	0

PERIOD MAY 1, 1971 THRU FEBRUARY 29, 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		35.00	1,706.21	1,793.79
230	Payment to City for Data Processing	34,250.00		2,854.16	28,541.60	5,708.40
231	Electricity	17,500.00		1,733.17	17,585.71	(85.71)
234	Water	400.00		0	281.09	118.91
233	Telephone & Telegraph	5,500.00		432.79	4,256.16	1,243.84
241	Travel, Training and Conferences	1,170.00		106.62	653.14	516.86
245	Postage	2,160.00		391.95	1,974.68	185.32
284	Professional Association Membership Fees	786.00		0	786.00	0
288	Rentals	91,164.00		228.00	3,433.30	87,730.70
310	Gas, Oil & Anti-Freeze	275.00		0	267.06	7.94
312	Janitorial Supplies	400.00		7.10	140.77	259.23
320	Materials to Maintain Buildings & Improvements	2,250.00		427.35	2,430.62	(180.62)
324	Materials to Maintain Automotive Equipment	800.00		25.18	403.46	396.54
330	Medical & Laboratory Supplies	5.00		0	.21	4.79
345	Office Supplies	6,600.00		176.43	4,112.65	2,487.35
402	Contingencies	2,912.49		0	0	2,912.49
415	Service Recognition Payroll	785.00		155.00	800.00	(15.00)
423	Insurance	3,850.00		525.20	4,202.26	(352.26)
TOTAL OPERATING EXPENDITURES		576,390.49	595.72	35,739.50	365,549.79	210,244.90
CAPITAL OUTLAY						
502	Buildings	36,410.00		0	0	36,410.00
510	Automotive Equipment	3,309.51		0	3,309.51	0
515	Office Machinery & Equipment	1,316.00		0	14.70	1,301.30
525	Books	118,124.00		12,721.12	70,953.58	47,170.42
TOTAL CAPITAL OUTLAY		159,159.51		12,721.12	74,277.79	84,881.72
GRAND TOTAL		735,550.00	595.72	48,460.62	439,827.58	295,126.70

ACTIVITY: 941 DECA R PUBLIC LIBRARY BOND FUND

PERIOD JUNE 1, 1970 THRU FEBRUARY 29, 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	0	956.75	(956.75)	
TOTAL REVENUE	<u>797,766.56</u>	<u>0</u>	<u>798,723.31</u>	<u>(956.75)</u>	100.12

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 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		158.00	65,020.03	19,777.88
	TOTAL EXPENDITURES	<u>797,766.56</u>		<u>158.00</u>	<u>777,988.68</u>	<u>19,777.88</u>