decatur public library

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

BOARD OF DIRECTORS MEETING

AGENDA

APRIL 17, 1970

I. CALL TO ORDER
ALBERT L. MILLER, VICE PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING MARCH 13, 1970

III. COMMUNICATIONS

IV. STATISTICAL REPORT

V. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
1. APPROVAL OF BILLS AND FINANCIAL REPORT
2. AMENDMENT TO PROPOSED BUDGET, 1970/1971
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
C. NEW CENTRAL LIBRARY BUILDING
1. PRESENTATION BY MR. ALBERS, ARCHITECT

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRALLEY
MRS. BRANDT
MR. DICK
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - APRIL 17, 1970

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

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
Mrs. Bralley	Mr. Butler	Mr. Albers
Mrs. Brandt	Mr. Schuerman	Mr. Dumas
Mr. Dick		Miss Schwegman
Mr. Freyfogle		
Mr. Miller		
Mr. Olsen		
Mr. Sappington		

The meeting was called to order at 4:30 P.M. by Mr. Miller, Vice President.

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

Mr. Miller stated that he had received a communication from the Rolling Prairie Library requesting the names of new officers of the board for the coming year and the name of the board representative to the Rolling Prairie system.

In a communication from Mr. Ed Booth, he stated that he is in the process of submitting a request to the state for $91,000.25. We should receive the money in about six weeks.

In his statistical report to the board Mr. Dumas stated that circulation is up again with an over-all increase of 6,260 for the year to date. The main library has shown an increase of 26,037 for the year to date.

Mr. Dumas reported that numerous problems exist between the library and the new City Computer Center. We are not receiving packs and notices on a regular basis and the city is issuing bills for books for fines of books that have been returned. Mr. Dumas stated that he fears the confidence of patrons in our circulation department is going to be utterly destroyed if corrections are not made quickly by the Computer Center. The Center is not doing work on a day to day basis and this is creating havoc in the library. Mr. Dumas stated that he has had several conferences with Mr. Cufaude to try to straighten out matters, but thus far very little has been done.

As a member of the Properties and Finance Committee, Mrs. Bralley gave an informational report on the summary of income and expenditures through March 31, 1970 and bills approved through March 31, 1970. The motion for approval of the report by Mrs. Bralley was seconded by Mr. Sappington and was unanimously approved by a roll-call vote.

Mr. Freyfogle of the Properties and Finance Committee made the following motion:

That the proposed library budget for fiscal 1970/1971 approved by the Library Board on March 13, 1970 be amended as follows:

(1) That the Estimated Revenue for fiscal 1970/1971 be amended by the addition of a line reading "DPL Corporation (Construction Loan Proceeds) $741,911" and that the grand total of estimated revenue be amended to read "$1,660,147".

(2) That on Budget Form No. 1 the Projected Expenditures for Fiscal 1970/1971, Item 3, Total Capital Outlay be amended to read "$1,074,357" and that the grand total of Projected Expenditures for the fiscal year be amended to read "$1,660.147".

(3) That on Budget Form No. 2, Object Code 502 - Buildings be amended to read: "$1,017,111" and that the Total Capital Outlay be amended to read "$1,074,357" and that the grand total of the appropriation request for fiscal 1970/1971 be amended to read "$1,660,147".

Mrs. Bralley seconded the motion and it was approved.

As Chairman of the Policies, Public Relations and Personnel Committee, Mr. Sappington announced that a meeting is to be held with patrons in the Dill Branch area on Thursday, May 7, 1970 at 7:30 P.M. in the library to talk about the service in that area. Mr. Sappington expressed the desire that as many board members attend the meeting as possible. Mr. Miller asked the City Librarian to have his secretary remind members of the meeting.

Mr. Freyfogle stated that in regard to the letter received from I.P.&D.S., New York consultants, asking that they be relieved of the remainder of their contract, a meeting was held with Illinois State Library officials to determine if the consultant services were necessary for the remainder of the construction period. A decision was reached that the library could proceed without such services.

A presentation of color selections and carpet samples for the new building was given by Mr. George Albers, Architect. Mr. Albers stated that they expect to offer bids next week on the furniture specifications.

Mr. Miller announced the appointment of the following committee to nominate a slate of new officers for fiscal 1970/1971: Bill Olsen, Chairman, Mr. Freyfogle, and Mr. Butler.

A combined monthly meeting and annual meeting of the board will be held Friday, May 15, 1970 at 4:00 P.M. in the Board Room of the main library. All news media in the area are to be notified of the meeting.

The meeting was adjourned at 5:45 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

March, 1970

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1970 -	27,371	3,188	17,457	48,016	452,615
1969 -	26,369	3,745	17,594	47,708	446,355

REGISTRATION

Resident	25,518	Non-Resident	2,069	
Added	1,172	Added	93	
	26,691		2,162	
Withdrawn	793	Withdrawn	45	
	25,897		2,117	28,014

TECHNICAL PROCESSING

Cataloging

New books added	692
New titles added	329
Books withdrawn	341
Books mended	526

Acquisitions

Books checked in	615
Pamphlets	234
Microfilm reels	9
Gifts	23

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1969 THRU MARCH 31, 1970

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance May 1, 1969	75,587.00	0	75,088.05	498.95	
Tax Levy Receipts-Current	394,100.00	0	395,221.30	(1,121.30)	
Tax Levy Receipts-Prior	3,200.00	0	2,911.22	288.78	
Fines & Fees	10,800.00	762.80	10,300.89	499.11	
Non-resident Fees	455.00	0	273.16	181.84	
Interest on Investments	3,000.00	742.24	8,105.84	(5,105.84)	
Lost & Damaged Books	360.00	51.89	674.13	(314.13)	
Memorial Books	41.00	0	25.00	16.00	
Prints made on Copy Machine	345.00	39.35	399.41	(54.41)	
Miscellaneous	700.00	131.11	1,294.45	(594.45)	
TOTAL REVENUE	488,588.00	1,727.39	494,293.45	(5,705.45)	101.17

OBJECT CODE NO	OBJECT OF EXPENDITURES	1969-1970 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	285,329.00	0	18,812.89	223,751.54	61,577.46
107	Hospitalization, Medical, & Life Insurance	4,160.00	0	259.25	2,865.47	1,294.53
109	Temporary Salaries	31,302.00	0	1,479.52	20,457.70	10,844.30
201	Advertising	200.00	0	0	123.40	76.60
202	Printing & Binding	4,000.00	0	87.05	1,919.64	2,080.36
211	Service to Maintain Buildings	14,500.00	0	1,305.49	13,291.72	1,208.28
212	Service to Maintain Improvements Other Than Buildings	275.00	0	28.69	260.60	14.40
214	Service to Maintain Office Equipment	625.00	0	185.80	561.30	63.70
215	Service to Maintain Automotive Equipment	900.00	0	188.10	673.24	226.76
221	Auditing	600.00	0	0	600.00	0
229	Other Professional Services	25,500.00	0	696.83	7,626.39	17,873.61
231	Electricity	6,000.00	0	426.30	3,836.34	2,163.66

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1969 THRU MARCH 31, 1970

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1969-1970 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBER BALANCES
233	Telephone & Telegraph	3,000.00	0	203.01	2,243.20	756.80
241	Training, Travel, and Conferences	1,179.00	0	21.00	602.24	576.76
244	Freight & Cartage	100.00	0	0	0	100.00
245	Postage	1,400.00	0	7.59	1,345.87	54.13
284	Professional Association Membership Fees	515.00	0	0	490.00	25.00
288	Rentals	87,629.00	0	0	84,007.26	3,621.74
307	Fuel for Heating	2,200.00	0	0	0	2,200.00
310	Gas, Oil, & Anti-Freeze	250.00	0	0	208.69	41.31
312	Janitorial Supplies	200.00	0	7.40	113.38	86.62
320	Materials to Maintain Buildings & Improvements	3,500.00	0	164.91	2,905.52	594.48
324	Materials to Maintain Automotive Equipment	900.00	0	100.33	591.64	308.36
330	Medical & Laboratory Supplies	10.00	0	0	9.86	.14
345	Office Supplies	7,767.00	0	371.86	5,020.23	2,746.77
402	Contingencies	11,286.00	0	0	0	11,286.00
423	Insurance	6,676.00	0	158.00	6,659.00	17.00
	TOTAL OPERATING EXPENDITURES	500,003.00	0	24,513.88	380,164.23	119,838.77
	CAPITAL OUTLAY					
515	Office Machinery	750.00	0	0	750.00	0
502	Buildings	57,247.00	0	0	2,127.27	55,119.73
525	Books	54,000.00	150.00	2,660.21	40,809.63	13,040.37
	TOTAL CAPITAL OUTLAY	111,997.00	150.00	2,660.21	43,686.90	68,160.10
	GRAND TOTAL	612,000.00	150.00	27,174.09	423,851.13	187,998.87

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

VO[illegible] NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
13395	Chicago Title & Trust Co.	Payment on Mortgage	$ 272,146.26
13440	Chan Glosser, Postmaster	Reimburse Postage	1.68
13441	Treasurer, City of Decatur % Payroll Fund	Payroll 3/4/70	376.29
13442	Illinois Power Company	March Service-Electricity	198.39
13443	Treasurer, City of Decatur % Payroll Fund	Payroll 3/13/70	9,767.01
13439	Aetna Life Insurance Co.	Employee Hospitalization and Life Insurance	259.25
13444	Treasurer, City of Decatur % Payroll Fund	Payroll 3/18/70	366.33
13445	Industrial Printing Co.	Printed Booklists	87.05
13446	Decatur Window Cleaning Co.	February Service	1,111.00
13[illegible]	Eichenauer Electric Service	Replace Ballasts	194.49
13448	Normans Launderers	February Balance	1.69
13449	Camfield's Disposal	Jan-Feb Service	5.00
13450	R. E. Gadberry Disposal	Jan-Feb Service	6.00
17101	Bob's Lockshop	Repair Work	16.00
17102	Allied Office Service	Office Equipment	86.80
17103	3M Business Products Sales	Maintenance Agreement Renewal 2/15/70 to 2/15/71	65.00
17104	V O I D		
17105	V O I D		
17106	Pitney-Bowes, Inc.	Postage Machine Rental	34.00
17107	Bob's Repair Service	Repair Automotive Equipment	90.49
17108	International Harvester	Repairs to Bookmobile	122.02
171[illegible]	International Harvester	Repair Brakes on Bookmobile	62.05
17110	Greanias, Booth & Lieberman	January Services	696.83
17111	Illinois Bell Telephone Co.	March Service	203.11

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
17112	Robert H. Dumas	Travel Reimbursement	$ 21.00
17113	Decatur Industrial Towel	February Service	7.40
17[illegible]4	Decatur Electric Supply	Lamps & Bulbs	163.37
17115	V O I D		
17116	Haines & Essick Co.	Office Supplies	85.74
17117	Striglos Office Equipment	Office Supplies	35.55
17118	Gaylord Bros., Inc.	Office Supplies	154.99
17119	V O I D		
17120	Demco	Office Supplies	66.80
17121	McBride's Express, Inc.	Freight Bill	15.92
17122	Addressograph Multigraph Corp.	Addressograph Ribbon	6.28
17123	Bennett & Shade Co.	Compensation Endorsement	158.00
17124	Miss Gladys Angleton	Books	21.00
17125	American Hotel Register Co.	Books	8.20
17126	The Baker & Taylor Co.	Books	1,654.30
17127	R. R. Bowker Co.	Books	7.95
17128	V O I D		
17129	Decatur Tribune	Subscription	5.00
17130	Doubleday & Company, Inc.	Books	3.81
17131	General Microfilm Co.	Books	577.40
17132	A. C. McClurg & Co.	Books	5.73
17133	Midwest Publishers	Books	16.50
17134	Peter Eaton Ltd.	Books	32.64
17135	Rand McNalley & Co.	Road Atlas	6.96
17136	Smithsonian Institute	Books	31.00
17137	Superintendent of Documents	Books	17.50
17138	Superintendent of Documents	Books	4.50
171[illegible]	U.S. Government Printing Office	Books	10.40
17140	University Microfilms	Books	38.00
17141	R. R. Bowker Co.	Books	16.95
17142	Gale Research Co.	Books	117.01

VOU NO:	PAYMENTS MADE TO:	FOR:		AMOUNT:
17143	Harper & Rowe, Publishers	Books	$	19.80
17144	Look Magazine	Subscription		10.05
17145	Nat. Council of the Churches of Christ in the US A	Books		7.61
17146	New Statesman	Subscription Renewal		20.00
17147	Standard & Poor's Corp.	Subscription		7.80
17148	Illinois Power Co.	February Service-Gas		227.91
17149	Treasurer, City of Decatur % Payroll Fund	Payroll 3/27/70		9,782.78
		TOTAL LIBRARY VOUCHERS	$	299,262.59