decatur public library

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

# BOARD OF DIRECTORS MEETING

## AGENDA

FEBRUARY 13, 1970

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

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING JANUARY 16, 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

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

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - FEBRUARY 13, 1970

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON FEBRUARY 13, 1970 IN THE BOARD ROOM OF THE MAIN LIBRARY.

| MEMBERS PRESENT: | MEMBERS ABSENT: | OTHERS PRESENT: |
|---|---|---|
| MRS. BRALLEY | MR. FREYFOGLE | MR. DUMAS |
| MRS. BRANDT | MR. SCHUERMAN | MISS SCHWEGMAN |
| MR. BUTLER | | |
| MR. DICK | | |
| MR. MILLER | | |
| MR. OLSEN | | |
| MR. SAPPINGTON | | |

THE MEETING WAS CALLED TO ORDER AT 4:35 P.M. BY MR. MILLER, VICE PRESIDENT.

THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 16, 1970 WERE APPROVED.

A COMMUNICATION FROM THE BOY SCOUTS OF AMERICA WAS READ BY MR. DUMAS THANKING THE BOARD FOR MAKING AVAILABLE TO THE SCOUTS SALVAGE MATERIAL FROM THE OLD SEARS BUILDING.

MRS. BRANDT REPORTED THAT SHE HAD BEEN INFORMED THAT SHE IS THE NEWLY APPOINTED BOARD REPRESENTATIVE TO THE FRIENDS OF THE LIBRARY ORGANIZATION.

CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. BUTLER, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH JANUARY 31, 1970, AND BILLS APPROVED THROUGH JANUARY 31, 1970. THE MOTION FOR APPROVAL OF THE REPORT BY MR. BUTLER WAS SECONDED BY MRS. BRALLEY AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. BUTLER FURTHER MOVED THAT:

$335.00 BE TRANSFERRED TO ACCOUNT 423, OTHER INSURANCE, FROM ACCOUNT 402, CONTINGENCIES

$38.00 BE TRANSFERRED TO ACCOUNT 284, PROFESSIONAL AND TECHNICAL SERVICE FEES AND COSTS, FROM ACCOUNT 402, CONTINGENCIES, AND

$20,000.00 BE TRANSFERRED TO ACCOUNT 288, RENTALS, FROM ACCOUNT 502, BUILDINGS.

MR. OLSEN SECONDED THE MOTION AND IT WAS APPROVED.

MR. MILLER REPORTED THAT THINGS ARE MOVING ALONG VERY NICELY AT THE SEARS BUILDING AND ENCOURAGED BOARD MEMBERS TO GO OVER AND HAVE A LOOK. MR. MILLER STATED THAT THE BUILDING LOOKS MUCH LARGER NOW THAT DISPLAY ITEMS ARE OUT. IN DISCUSSIONS WITH MR. ED BOOTH IT WAS REPORTED THAT THE CONSTRUCTION LOANS WITH THE BANKS ARE ROLLING ALONG AND MR. MILLER STATED THAT HE WOULD EXPECT THAT BY NEXT WEEK THE LOANS SHOULD BE FINALIZED.

MR. DUMAS REPORTED THAT CIRCULATION WAS DOWN THIS LAST MONTH DUE TO THE SEVERE WEATHER AND THE BOOKMOBILES BEING INCAPACITATED. MR. DUMAS FURTHER REPORTED THAT THE DEADLINE FOR THE CITY DATA PROCESSING CENTER TO TAKE OVER LIBRARY DATA PROCESSING HAS BEEN SET FOR MARCH 1, 1970 AND THAT IT HAS BEEN DECIDED THAT THE TANDEM OPERATION WITH THE LIBRARY WILL BE OMITTED. SEVERAL OF THE BOARD MEMBERS FELT VERY STRONGLY THAT THE PARALLEL DATA PROCESSING OPERATION BETWEEN THE CITY AND THE LIBRARY SHOULD NOT BE OMITTED. THEREFORE, MR. MILLER AS CHAIRMAN STATED THAT HE WOULD ENTERTAIN A MOTION TO THIS EFFECT. MR. BUTLER MADE THE MOTION AS FOLLOWS:

> THAT THE LIBRARY BOARD WANTS AT LEAST A 30 DAY PARALLEL RUN OF THE LIBRARY'S DATA PROCESSING WORK BETWEEN THE CITY OF DECATUR COMPUTER CENTER AND THE LIBRARY DATA PROCESSING UNIT.

MR. DICK SECONDED THE MOTION AND IT WAS APPROVED. MR. DUMAS STATED THAT HE WOULD SO INFORM MR. LOFTUS, CITY OF DECATUR FINANCE DIRECTOR, AND MR. LUNDELL OF THE IBM CORPORATION.

THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, MARCH 13, 1970 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

THE MEETING WAS ADJOURNED AT 4:50 P.M.

Robert H. Dumas

ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

# STATISTICAL REPORT

February, 1970

## CIRCULATION

| | Adult | Youth | Juvenile | Total | Y-Date |
|---|---|---|---|---|---|
| Total Books 1970 - | 23,319 | 2,734 | 14,278 | 40,331 | 404,609 |
| 1969 - | 22,216 | 3,268 | 15,046 | 40,530 | 398,646 |

## REGISTRATION

| | | | | |
|---|---|---|---|---|
| Resident | 25,631 | Non-Resident | 2,073 | |
| Added | 629 | Added | 89 | |
| | 26,260 | | 2,162 | |
| Withdrawn | 739 | Withdrawn | 40 | |
| | 25,521 | | 2,122 | 27,643 |

## TECHNICAL PROCESSING

### Cataloging

| | |
|---|---|
| New books added | 693 |
| New titles added | 335 |
| Books withdrawn | 170 |
| Books mended | 470 |

### Acquisitions

| | |
|---|---|
| Books checked in | 744 |
| Pamphlets checked in | 84 |
| Microfilm reels | 6 |

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending February 28, 1970

| VOU NO: | PAYMENTS MADE TO | FOR: | AMOUNT: |
|---|---|---|---|
| 13384 | Treasurer, City of Decatur | Payroll | $ 344.25 |
| 13385 | Irish-Behnke & Co. | Coverage for Alterations and Remodeling | 1,883.00 |
| 13886 | Chan Glosser, Postmaster | Postage | 250.00 |
| 13387 | DPL Corporation | Payment per lease agreement | 52,600.00 |
| 13388 | Treasurer, City of Decatur | Payroll | 9,441.81 |
| 13389 | Supt. of Documents | Magazine | 7.00 |
| 13390 | Illinois Library Association | Membership Renewal | 96.00 |
| 13391 | Treasurer, City of Decatur | Payroll | 368.27 |
| 13392 | Illinois Power Co. | Service | 525.01 |
| 13393 | Treasurer, City of Decatur | Reimburse Petty Cash | 57.86 |
| 13394 | Treasurer, City of Decatur | Payroll | 9,855.25 |
| 13396 | V O I D | | |
| 13397 | V O I D | | |
| 13398 | Decatur Window Cleaning Co. | January Service | 1,111.00 |
| 13399 | Camfield's Disposal | January Service | 5.00 |
| 13400 | Norman's Launderers | Rags | 1.69 |
| 13401 | Eichenhauer Electric Service | Repair Adaptor-Bookmobile | 37.09 |
| 13402 | V O I D | | |
| 13403 | Greanias, Booth & Lieberman | December Services | 768.75 |
| 13404 | Illinois Bell Telephone | Service 1/25 - 2/25 & 2/4 - 3/4 | 197.61 |
| 13405 | United Travel Service | Chicago trip | 38.00 |
| 13406 | IBM Corporation | Machine Rental | 658.00 |
| 13407 | V O I D | | |
| 13408 | Black & Company | Supplies | 1.80 |
| 13409 | Decatur Paper House | Office Supplies | 49.06 |

| VOU NO: | PAYMENTS MADE TO: | FOR: | AMOUNT: |
|---|---|---|---|
| 13410 | Demco | Supplies | 21.84 |
| 13411 | Grayarc Company, Inc. | Envelopes | 170.10 |
| 13412 | Jefferson Stationers, Inc. | Office Supplies | 62.21 |
| 13413 | Linkweiler's | Various Office Supplies | 27.28 |
| 13414 | Wood Printing Service | Book Ørder Forms & Cards | 352.50 |
| 13415 | Bennett & Shade Co. | Audit 12/28/68 to 12/28/69 | 160.00 |
| 13461 | Gaylord Bros., Inc. | Paper Trimmer & Elec. Eraser | 41.45 |
| 13417 | American Car Price Magazine | Renewal Subscription | 12.00 |
| 13418 | American Found for the Blind | Directory | 6.00 |
| 13419 | Baker & Taylor Co. | Books | 2,444.19 |
| 13420 | R. R. Bowker Company | Books | 57.30 |
| 13421 | British Book Centre, Inc. | Books | 5.40 |
| 13422 | Central Microfilm Service | Microfilm Service | 15.99 |
| 13423 | Decatur Herald & Review | Microfilm copy-Jan-Dec 1970 | 335.21 |
| 13424 | Decuments Index | Subscriptions | 60.00 |
| 13425 | Doubleday & Company | Books | 18.97 |
| 13426 | Norman H. Farnsworth | Books | 5.00 |
| 13427 | Gale Research Company | Books | 11.71 |
| 13428 | General Microfilm Company | Books | 155.75 |
| 13429 | Book Div of Hearst Magazines | Magazines | 15.92 |
| 13430 | Institute for Research | Research Monographs | 9.82 |
| 13431 | Martindale-Hubbell, Inc. | Books | 83.20 |
| 13432 | A. C. McClurg & Co. | Books | 4.91 |
| 13433 | William Morrow & Company, Inc. | Books | 110.81 |
| 13434 | The New York Times | Microfilm copy-Feb 70 thru Jan 71 | 325.00 |
| 13435 | Peter Eaton Ltd. | Books | 96.00 |
| 13436 | Rand McNalley & Company | Books | 37.43 |
| 13437 | Charles Scribners Sons | Books | 216.90 |
| 13438 | Industrial Printing | Loan cards & book lists | 192.00 |
| 15838 | Chan Glosser, Postmaster | Postage Reimbursement | 1.32 |
| | | TOTAL LIBRARY VOUCHERS | $83,352.66 |

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1969 THRU FEBRUARY 28, 1970

| REVENUE ITEMS: | ESTIMATED REVENUE | CURRENT MONTH | TOTAL RECEIPTS | UNCOLLECTED ESTIMATED REVENUE | % OF ESTIMATE |
|---|---|---|---|---|---|
| Fund Balance May 1, 1969 | 75,587.00 | 0.00 | 75,088.05 | 498.95 | |
| Tax Levy Receipts-Current | 394,100.00 | 0.00 | 395,221.30 | (1,121.30) | |
| Tax Levy Receipts-Prior | 3,200.00 | 0.00 | 2,911.22 | 288.78 | |
| Fines & Fees | 10,800.00 | 913.72 | 9,538.09 | 1,261.91 | |
| Non-resident Fees | 455.00 | 17.00 | 273.16 | 181.84 | |
| Interest on Investments | 3,000.00 | 826.63 | 7,363.60 | (4,363.60) | |
| Lost & Damaged Books | 360.00 | 85.90 | 622.24 | (262.24) | |
| Memorial Books | 41.00 | 0.00 | 25.00 | 16.00 | |
| Prints made on Copy Machine | 345.00 | 49.86 | 360.06 | (15.06) | |
| Miscellaneous | 700.00 | 71.65 | 1,163.34 | (463.34) | |
| TOTAL REVENUE | 488,588.00 | 1,964.76 | 492,566.06 | (3,978.06) | 100.81 |

| 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 | | 18,500.64 | 204,938.65 | 80,390.35 |
| 107 | Hospitalization, Medical, & Life Insurance | 4,160.00 | | 259.25 | 2,606.22 | 1,553.78 |
| 109 | Temporary Salaries | 31,302.00 | | 1,508.94 | 18,978.18 | 12,323.82 |
| 201 | Advertising | 200.00 | | 0.00 | 123.40 | 76.60 |
| 202 | Printing & Binding | 4,000.00 | | 192.00 | 1,832.59 | 2,167.41 |
| 211 | Service to Maintain Buildings | 14,500.00 | | 1,117.91 | 11,993.14 | 2,506.86 |
| 212 | Service to Maintain Improvements Other Than Buildings | 225.00 | | (.22) | 225.00 | 0.00 |
| 214 | Service to Maintain Office Equipment | 625.00 | | 0.00 | 375.50 | 249.50 |
| 215 | Service to Maintain Automotive Equipment | 900.00 | | 37.09 | 485.14 | 414.86 |
| 221 | Auditing | 600.00 | | 0.00 | 600.00 | 0.00 |
| 229 | Other Professional Services | 25,500.00 | | 768.75 | 6,929.56 | 18,570.44 |
| 231 | Electricity | 6,000.00 | | 951.11 | 3,410.04 | 2,589.96 |

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1969 THRU FEBRUARY 28, 1970

| OBJECT CODE NO. | OBJECT OF EXPENDITURES | 1969-1970 BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | EXPENDITURES CURRENT MONTH | EXPENDITURES YEAR TO DATE | UNENCUMBERED BALANCES |
|---|---|---|---|---|---|---|
| 233 | Telephone & Telegraph | 3,000.00 | | 197.61 | 2,040.19 | 959.81 |
| 241 | Training, Travel, and Conferences | 1,179.00 | | 38.00 | 581.24 | 597.76 |
| 244 | Freight & Cartage | 100.00 | | 0.00 | 0.00 | 100.00 |
| 245 | Postage | 1,400.00 | | 251.32 | 1,338.28 | 61.72 |
| 284 | Professional Association Membership Fees | 515.00 | | 96.00 | 490.00 | 25.00 |
| 288 | Rentals | 87,629.00 | | 53,258.00 | 84,007.26 | 3,621.74 |
| 307 | Fuel for Heating | 2,200.00 | | 0.00 | 0.00 | 2,200.00 |
| 310 | Gas, Oil, & Anti-Freeze | 250.00 | | 0.00 | 208.69 | 41.31 |
| 312 | Janitorial Supplies | 200.00 | | 0.00 | 105.98 | 94.02 |
| 320 | Materials to Maintain Buildings & Improvements | 3,500.00 | | 0.00 | 2,740.61 | 759.39 |
| 324 | Materials to Maintain Automotive Equipment | 900.00 | | 0.00 | 491.31 | 408.69 |
| 330 | Medical & Laboratory Supplies | 10.00 | | 0.00 | 0.00 | 10.00 |
| 345 | Office Supplies | 7,767.00 | | 726.24 | 4,648.37 | 3,118.63 |
| 402 | Contingencies | 11,336.00 | | 0.00 | 0.00 | 11,336.00 |
| 423 | Insurance | 6,676.00 | | 160.00 | 6,501.00 | 175.00 |
| | TOTAL OPERATING EXPENDITURES | 500,003.00 | | 78,062.64 | 355,650.35 | 144,352.65 |
| | CAPITAL OUTLAY | | | | | |
| 515 | Office Machinery | 750.00 | | 0.00 | 750.00 | 0.00 |
| 502 | Buildings | 57,247.00 | | 1,883.00 | 2,127.27 | 55,119.73 |
| 525 | Books | 54,000.00 | 150.00 | 4,034.51 | 38,149.42 | 15,700.58 |
| | TOTAL CAPITAL OUTLAY | 111,997.00 | 150.00 | 5,917.51 | 41,026.69 | 70,820.31 |
| | GRAND TOTAL | 612,000.00 | 150.00 | 83,980.15 | 396,677.04 | 215,172.96 |