

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 17, 1971

- I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING NOVEMBER 12, 1971
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - 1. RESOLUTION RE EMERGENCY EMPLOYMENT ACT
 - C. NEW CENTRAL LIBRARY BUILDING
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - DECEMBER 17, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held December 17, 1971 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Brechnitz
Mr. Schuerman
Mr. Whitacre

Others Present:

Curt Greene
(Herald & Review)
Mr. Dumas
Miss Schwegman

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

Mr. Miller announced that the tour of the Technical Services Division of the library by the board members preceding this meeting was excellent and informative and that he would like to do this again of another division of the library preceding the January board meeting.

The minutes of the regular board meeting of November 12, 1971 were approved.

It was reported by Mr. Dumas that circulation gained in November by approximately 3000. In percentages, Extension was down 20%, Main Youth up 72%, Main Juvenile up 37% and Main Adult up 22%. Mr. Dumas stated that the trend toward transfer of patronage from Extension to the Central Library is evident also in the registration statistics which are at a high mark. Registration increased overall by 321 to a total of 29,258, while Extension registration showed a registration of 68 compared with an expiration of 81 for a net loss. Readers Assistance statistics at Main also show a dramatic increase: 120% in Home Reading, 90% in Reference, 20% in Youth and 77% in the Children's Room. The Children's librarian also reports an increase in class visits (9 last year; 13 this year) which has brought 340 youngsters to the library. Seventy-one children have attended 5 story hours during the month where they listened to 18 different stories. None were held in November of 1970. Technical Services continues production at a high level. Mrs. Veach reports about \$317 collected in old debts. She judges that the response to our mailings is about 50%.

As Chairman of the Properties and Finance Committee, Mr. Farrell gave an informational report on the summary of income and expenditures through November 30, 1971 and bills approved through November 30, 1971. The motion for approval of the report by Mr. Farrell was seconded by Mr. Butler and was unanimously approved by a roll-call vote.

Mr. Dumas announced that the State has allocated a certain amount of federal funds to each regional library of which a part is to be given to individual libraries in the system. The amount available to Decatur Public is approximately \$4,500. We are spending practically all of this money on business books and industrial reference material Mr. Dumas stated.

The question of the relationship of the Decatur Public Library to Maconland Junior College was posed by Mr. Miller. Mr. Dumas stated that the Adult Services Division of the library is now making an assessment of the projected needs of the junior college in hopes of providing the best services available for the college in much the same way that the library now serves the public schools of the city. Mr. Dumas further stated that the library cannot hope to serve the college in any other way but in a supplementary role.

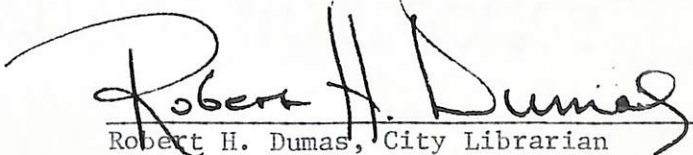
Mr. Farrell reported that the Industrial Appraisal Company of St. Louis places the replacement value of the new library building at slightly more than \$1,100,000, and that the library is currently insured for \$2,000,000. Mr. Farrell further stated that we have put \$1,400,000 in the building including furnishing, land and all and that the appraisers probably have not considered the purchase price of the building. Mr. Miller requested that a meeting be scheduled in the near future between a principal of the appraisal company, the library attorney, the insurance broker, the architect, and the board in order to iron out the differences between the appraisal report and the value placed on the building by the board for insurance purposes.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt moved that a resolution regarding the library's participation under The Emergency Employment Act of 1971 be approved by the board. Mr. Dick seconded the motion and it was approved. A copy of this resolution becomes a part of these minutes.

It was reported by Mr. Dick that he had met with the architect (Mr. Bradley) and Mr. Dumas during the past month to discuss 4 or 5 items in the new building that are yet to be changed to meet requirements. He stated that we are hoping we can get the items finalized within the next month. Mr. Dick further stated that there are a couple of items yet to be taken care of by Remington Rand on the adjustable shelving.

Mr. Miller announced that there will be another tour of a division of the library at 4:00 o'clock preceding the next board meeting to be held in January, and that there is a possibility of a special meeting of the board in the event we can get the appraiser's representative here for a meeting.

Mr. Miller wished the board members a Merry Christmas and a Happy New Year, and the meeting was adjourned at 5:20 P.M.


Robert H. Dumas, City Librarian

For Secretary of the Board

R E S O L U T I O N

RESOLVED that the President and Secretary or the Vice President and Secretary are hereby authorized and directed to execute for and in the name of the Board of Library Directors of the City of Decatur, Illinois the following agreement regarding participation under The Emergency Employment Act of 1971:

AGREEMENT

For and in consideration of the receipt, and continued receipt, by it of funds from the United States of America acting by and through the Department of Labor, under and pursuant to the provisions of The Emergency Employment Act of 1971, whereby The City of Decatur, Illinois, has been designated Program Administrative Agency and the Mayor thereof has been designated Program Agent, it is hereby agreed by and between said City and Mayor, and by participating recipient The Board of Library Directors of the City of Decatur, Illinois, acting by and through its duly authorized representatives, it being a sub-agent or employing agency under said provisions, that it will as such sub-agent or employing agency adhere to the conditions and requirements established for the use of the funds granted and received by it under the provisions of said Act and the rules and regulations promulgated pursuant thereto.

THE BOARD OF LIBRARY DIRECTORS OF
THE CITY OF DECATUR, ILLINOIS

BY

Albert T. Miller

ATTEST:

Carol G. Schmidt

STATE OF ILLINOIS)
) SS.
COUNTY OF MACON)

CERTIFIED COPY OF RESOLUTION

I, Carol A. Brandt, Secretary of The Board of Library Directors of the City of Decatur, Illinois, do hereby certify that at a duly convened meeting of the said Board held on the 17th day of December, 1971, at the Decatur Public Library, Decatur, Illinois, the following Resolution was adopted:

RESOLVED that the President and Secretary or the Vice President and Secretary are hereby authorized and directed to execute for and in the name of The Board of Library Directors of the City of Decatur, Illinois the following agreement regarding participation under The Emergency Employment Act of 1971:

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IN WITNESS WHEREOF I have hereunto set my hand this

17th day of December, 1971.

Carol A. Brandt
Secretary, The Board of Library
Directors of The City of Decatur,
Illinois

STATISTICAL REPORT

December, 1971

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1971 -	19,615	2,455	8,212	30,282	285,064
1970 -	10,654	1,342	5,897	17,895	302,576

REGISTRATION

Resident	27,708	Non-Resident	1,502	
Added	<u>555</u>	Added	<u>25</u>	
	28,263		1,527	
Withdrawn	<u>634</u>	Withdrawn	<u>64</u>	
	27,629		1,463	<u>29,092</u>

TECHNICAL PROCESSING

Cataloging

New books added	908
New titles added	286
Books withdrawn	1287
Books mended	382

Acquisitions

Books checked in	998
Records checked in	10
Pamphlets	114
Telephone Directories	64
Microfilm reels	5
Gifts	4

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending December 30, 1971

<u>VOL NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
24149	First National Bank of Decatur	Investment Purchase	\$ 50,000.00
21872	Chan Glosser, Postmaster	November Postage	3.70
21873	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/1/71	11,834.25
21874	Spangler, Beall, Salogga & Bradley	New Library Expense	1,135.73
21875	Aetna Life Insurance Co.	Hospitalization & Life Ins	600.00
21876	Texaco, Inc.	Gasoline	38.55
21877	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/8/71	247.50
21878	Treasurer, City of Decatur % Payroll Fund	Service Recognition Payroll	25.00
21879	Illinois Power Co.	Gas & Elec Service	990.40
21880	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/15/71	12,211.21
21881	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/22/71	422.40
21882	Millikin National Bank	Investment Purchase	15,000.00
21883	Treasurer, City of Decatur % General Operating Fund	Dec Data Processing Chgs	2,854.16
21884	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (58.43 Book Account)	183.98
21885	Stappenbeck Bookbindery, Inc.	Book Binding	57.24
21886	Decatur Window Cleaning Co.	Nov Janitorial Service	1,941.50
21887	Longbons Roofing Co.	Gutter Repair: Evans	14.49
21888	Otis Elevator Co.	Elevator Maintenance	119.36
21889	T. A. Brinkoetter & Sons	Prevenative Maintenance for Nov and Service	167.90
21890	R. E. Gadberry Disposal	Service Aug thru Nov: Evans	16.00
21891	3M Business Products Sales, Inc.	Reader Printer Supplies & Repair	351.19
21892	Weidenbacher Olds	Automotive Repair & Service	11.40

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21893	Greanias, Booth & Lieberman	Nov Services	\$ 120.00
21894	Illinois Bell Telephone Co.	Phone Service	418.58
21895	United Travel Service	Airline Tickets	44.52
21896	Chan Glosser, Postmaster	Bulk Mailing Permit & Postage	230.00
21897	Downtown Decatur Council, Inc.	December Parking	180.00
21898	Black & Company	Sprayer	4.85
21899	Boland Electric Supply Co.	Lights	34.14
21900	Decatur Electric Supply	Lights	109.47
21901	Miller-O'Neill	Window Blinds	8.45
21902	Westron Corporation	Lamps	928.48
21903	John W. Lewis, Sec of State	Auto Licenses	15.00
21904	Allied Office Service	Office Supplies	39.66
21905	Bro-Dart, Inc.	Office Supplies	20.80
21906	Datavue Products Corp.	Office Supplies	33.75
21907	Decatur Paint & Varnish	Two rolls Glenstyle Paper	2.87
21908	Fordham Equipment Co.	Office Supplies & Book Jackets	1,023.05
21909	Paxton's Service Press	Rubber Stamps	11.15
21910	Haines & Essick Co.	Office Supplies & Books (15.85)	46.54
21911	Adler's Foreign Books, Inc.	Books	9.05
21912	American Medical Association	Books	18.79
21913	Baker & Taylor Co.	Books	4,467.62
21914	Books for Libraries, Inc.	Books	329.25
21915	R. R. Bowker Co.	Books	420.00
21916	Bro-Dart, Inc.	Books	59.06
21917	Chilton Book Company	Books	41.05
21918	Commerce Clearing House Inc.	Books	6.52
21919	Congressional Quarterly, Inc.	Books	4.00
21920	Doubleday & Company	Books	349.44
21921	John Edwards, Publisher	Books	21.00
21922	General Microfilm Company	Books	106.82

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21923	Harvard University Press	Books	\$ 4.36
21924	Hillcrest Enterprises	Books	8.95
21925	The Horn Book, Inc.	Books	6.30
21926	Inland Book Distributors	Books	8.05
21927	Kroch's & Brentano's	Books	22.50
21928	Libraries Unlimited, Inc.	Books	8.71
21929	Macon Music, Inc.	Music Booklets	25.83
21930	National Directory Service	Books	5.41
21931	New York Graphic Society Ltd.	Books	498.00
21932	The New York Times	Microfilms	324.00
21933	Old Time Bottle Publishing Co.	Books	3.95
21934	Regent Book Co.	Books	9.18
21935	Sincere Press	Books	53.70
21936	Smithsonian Institute	Books	5.00
21937	The Sporting News	Books	21.00
21938	Stryker-Post Publications, Inc.	Books	15.72
21939	Supt. of Documents	Books	9.75
21940	The H. W. Wilson Company	Books	434.00
21941	Aetna Life Insurance Co.	Hospitalization & Life Ins	615.00
21942	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/29/71	12,665.76
TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS			\$ <u>122,075.04</u>

PERIOD MAY 1, 1970 THRU DECEMBER 31, 1971

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	31,282.74	594,372.10	50,627.90	
Tax Levy Receipts-Prior	5,000.00	0	0	5,000.00	
Fines & Fees	16,000.00	1,015.23	8,644.86	7,355.14	
Non-Resident Fees	400.00	32.00	168.00	232.00	
Interest on Investments	15,000.00	1,520.40	6,093.37	8,906.63	
Lost & Damaged Books	600.00	101.95	795.63	(195.63)	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	400.00	1.40	55.52	344.48	
Miscellaneous *	37,110.00	125.54	1,505.46	35,604.54	
TOTAL REVENUE	765,550.00	34,079.26	759,419.60	6,130.40	99.20

* 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		35,974.73	200,824.25	135,762.75
107	Hospitalization, Medical and Life Insurance	5,488.00		1,215.00	4,231.65	1,256.35
109	Temporary Salaries	20,253.00		1,406.39	9,121.61	11,131.39
102	Overtime	150.00		0	10.02	139.98
201	Advertising	100.00		0	54.94	45.06
202	Printing & Binding	4,000.00	960.25	57.24	1,465.25	1,574.50
211	Service to Maintain Buildings	31,313.00	2,203.71	19,172.23	12,140.77	
212	Service to Maintain Improvements Other Than Buildings	1,274.00		30.86	528.32	745.68
214	Service to Maintain Office Equipment	1,318.00		49.50	437.96	880.04
215	Service to Maintain Automotive Equipment	1,000.00		7.75	665.60	334.40
221	Auditing	600.00		0	0	600.00

PERIOD MAY 1, 1971 THRU DECEMBER 31, 1971

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		120.00	1,656.21	1,843.79
230	Payment to City for Data Processing	34,250.00		2,854.16	22,833.28	11,416.72
231	Electricity	17,500.00		990.40	14,403.93	3,096.07
234	Water					
233	Telephone & Telegraph	5,500.00		418.58	3,401.00	2,099.00
241	Travel, Training and Conferences	1,170.00		44.52	546.52	623.48
245	Postage	2,160.00		243.13	1,572.73	587.27
284	Professional Association Membership Fees	758.00		0	658.00	100.00
288	Rentals	131,164.00		180.00	3,025.30	128,138.70
310	Gas, Oil & Anti-Freeze	275.00		47.73	227.54	47.46
312	Janitorial Supplies	400.00		3.24	133.67	266.33
320	Materials to Maintain Buildings & Improvements	1,500.00		1,141.60	1,803.99	(303.99)
324	Materials to Maintain Automotive Equipment	800.00		19.65	312.10	487.90
330	Medical & Laboratory Supplies	5.00		.21	.21	4.79
345	Office Supplies	6,600.00		1,534.62	3,562.39	3,037.61
402	Contingencies	4,690.49		0	0	4,690.49
415	Service Recognition Payroll	785.00		25.00	645.00	140.00
423	Insurance	3,250.00		0	3,677.06	(427.06)
TOTAL OPERATING EXPENDITURES		<u>616,390.49</u>	<u>960.25</u>	<u>48,568.02</u>	<u>294,970.76</u>	<u>320,459.48</u>
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	0	1,316.00
525	Books	78,124.00	2,223.13	7,361.29	52,802.72	23,098.15
TOTAL CAPITAL OUTLAY		<u>119,159.51</u>	<u>2,223.13</u>	<u>7,361.29</u>	<u>56,112.23</u>	<u>60,824.15</u>
GRAND TOTAL		<u>735,550.00</u>	<u>3,183.38</u>	<u>55,929.31</u>	<u>351,082.99</u>	<u>381,283.63</u>

ACTIVITY: 941 DECATUR PUBLIC LIBRARY BOND FUND

PERIOD JUNE 1, 1970 THRU DECEMBER 31, 1971

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	61.25	956.75	(956.75)	
TOTAL REVENUE	<u>797,766.56</u>	<u>61.25</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		1,135.73	64,862.03	19,935.88
	TOTAL EXPENDITURES	<u>797,766.56</u>		<u>1,135.73</u>	<u>777,830.68</u>	<u>19,935.88</u>