

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

COMMITTEES OF THE BOARD OF DIRECTORS
JANUARY 1971

NAME	TERM OF OFFICE	TELEPHONE	ADDRESS	ZIP CODE #
MR. ROBERT L. SCHUERMAN PRESIDENT	1969-1972-	423-0510 (H) 423-4411 (B)	8 ALLEN BEND PLACE NORTH 22ND STREET	62521 62521
MR. ALBERT L. MILLER VICE PRESIDENT	1969-1972	428-2040 (H) 423-4492 (B)	51 DELWOOD COURT NORTH 27TH STREET	62521 62526
MRS. JAMES A. BRANDT SECRETARY	1969-1972	877-2007 (H)	3987 NEWCASTLE DR	62526
MR. HORACE H. BUTLER	1970-1973	428-5753 (H) 428-2138 (B)	2025 RAMSEY DRIVE 900 E. DIVISION ST	62526 62526
MR. CARL DICK, JR.	1968-1971	423-2780 (H) 428-7723 (B)	26 SOUTH SHORE DRIVE 2060 E. ELDORADO	62521 62521
MR. EDWARD J. FARRELL	1970-1973	422-3296 (H)	305 BAY SHORE	62521
MRS. GALE C. HEDRICK	1970-1973	422-4372 (H) 429-4216 (B)	136 POINT BLUFF 363 SOUTH MAIN	62521 62521
MR. WILLIAM L. OLSEN	1968-1971	429-4379 (H) 428-7791 (B)	164 WESTDALE PLACE 1275 EAST SANGAMON	62522 62521
MR. WARREN A. SAPPINGTON	1967-1971	428-1986 (H) 428-6629 (B)	328 SOUTH WESTLAWN 250 NORTH WATER	62522 62523

COMMITTEE ON PROPERTIES AND FINANCE

MR. BUTLER, CHAIRMAN
MR. DICK
MR. FARRELL
MR. OLSEN

COMMITTEE ON POLICIES, PUBLIC RELATIONS AND PERSONNEL

MR. SAPPINGTON, CHAIRMAN
MRS. BRANDT
MRS. HEDRICK
MR. MILLER

COMMITTEE ON NEW CENTRAL LIBRARY BUILDING

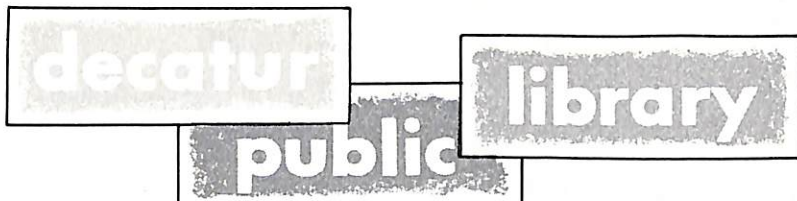
MR. DICK, CHAIRMAN
MR. MILLER
MR. SAPPINGTON

REPRESENTATIVE TO THE ROLLING PRAIRIE LIBRARY SYSTEM

MR. BUTLER

REPRESENTATIVE TO THE FRIENDS OF DECATUR PUBLIC LIBRARY

MRS. BRANDT



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 15, 1971

- I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING DECEMBER 11, 1970
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
 - D. PROPERTIES DISPOSITION
- V. OLD BUSINESS
 - A. RESOLUTION TO FRIENDS OF THE LIBRARY
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. DICK
MR. FARRELL
MRS. HEDRICK
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JANUARY 15, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held January 15, 1971 in the board room of the main library.

Members Present:

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

Members Absent:

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 December 11, 1970 were approved.

Mr. Dumas reported that during the time we have been in this building we have never been so busy in the history of the library. The circulation is up about 2-1/2 times and is in excess of any previous circulation of the library. The number of new registrations in a week and a half is equivalent to the number of registrations we would take in several months in the old building. In all levels of business, we are going over the top. Mr. Dumas further reported that in normal times we allow about 50% of the time for behind-the-scenes work, but the staff has had no time to do anything except take care of the public since we have been here. Mr. Dumas stated he would like to take this occasion to express his appreciation to the movers who did such a beautiful job of getting the things to the new building - faster than the staff could get them shelved. The movers were extremely cooperative and they did a beautiful job. The staff performed beautifully too.

Due to public demand, Mr. Dumas announced the children's room in the library will be open on Tuesdays and Thursdays until 9:00 P.M. beginning February 3, 1971. Children's Librarian Patricia Anderson has organized a story hour for preschool-age children. The sessions will be on Wednesday for six weeks, beginning February 3. Mr. Dumas said Mrs. Anderson is also making plans for a story hour for school-age children which will meet after school or on Saturdays.

It was further announced by Mr. Dumas that Miss Janis Peach of Champaign has been named Head of the library's Reference Department. Miss Peach, who will receive a Masters Degree in Library Science from the University of Illinois in January, will start to work at the library shortly after she receives her degree.

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

Mr. Sappington read a resolution to the Friends of the Decatur Public Library expressing the appreciation of the Board to the Friends for their pre-opening reception in the new library given for the Board and the City Council. Mr. Sappington moved that the resolution be approved and become a part of these minutes. Mr. Olsen seconded the motion and it was approved.

A second resolution was read by Mr. Sappington expressing the appreciation of the Board to the staff of the Decatur Public Library for their efforts in the physical moving from the old to the new library. Mr. Sappington moved that the resolution be approved and become a part of these minutes. Mr. Butler seconded the motion and it was approved.

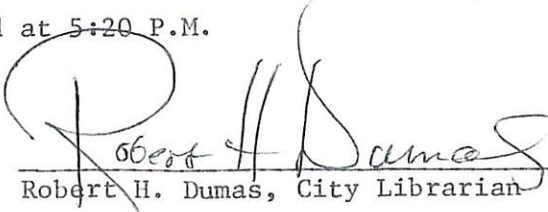
As chairman of the New Central Library Building Committee, Mr. Dick reported that the formal dedication of the new library held January 3, 1971 went very well despite inclement weather, and that since then he had heard nothing but complimentary remarks about the building. Mr. Dick further reported that the costs of the new library are within the \$1.2 million budget for purchase and renovation of the building presented to the City Council in December, 1969. He further stated that a final accounting to the Board will be made at a later date.

Mr. Dumas stated that Mr. Miller, Chairman of the Properties Disposal Committee, had asked him to report that we have pretty much disposed of those items to be sold to institutions and that the auction for the remaining furnishings and equipment will be held on January 30, 1971 with Mr. Hugh James as auctioneer.

It was moved by Mr. Sappington that the property remaining in the old library building be sold at public auction January 30, 1971, the hour and the terms of sale to be determined by the Chairman of the Properties Disposal Committee, conditioned, however, upon the requirement that no property be removed unless it is paid for in full, and also that the Chairman of the Properties Disposal Committee be authorized to enter into a contract with the auctioneer to be approved by counsel, Ed Booth. Mr. Dick seconded the motion, and it was approved.

Mr. Schuerman reviewed committee appointments as follows: Committee on Properties and Finance, Mr. Butler, Chairman, Mr. Dick, Mr. Farrell and Mr. Olsen; Committee on Policies, Public Relations and Personnel, Mr. Sappington, Chairman, Mrs. Brandt, Mrs. Hedrick and Mr. Miller; Committee on New Central Library Building, Mr. Dick, Chairman, Mr. Miller and Mr. Sappington; Representative to the Rolling Prairie Library System, Mr. Butler; and Representative to the Friends of Decatur Public Library, Mrs. Brandt.

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

WHEREAS the Friends of the Decatur Public Library have worked for and responded most favorably to the construction of the new central library, and

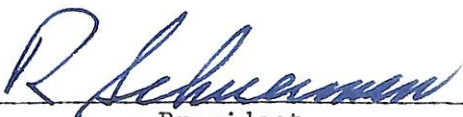
WHEREAS in celebration of the realization of this goal of a new central library the Friends have held a pre-opening reception for the Board of Library Directors and the City Council, and

INASMUCH as this reception was a successful and pleasant occasion permitting a large number of people to meet the City Council and Library Board and to view the new library,

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Decatur Public Library convey its thanks and appreciation to the Friends of the Decatur Public Library, and

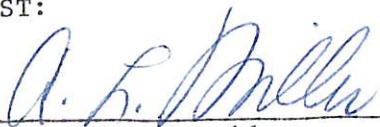
BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting and that a copy of this Resolution be sent to the Friends of the Decatur Public Library.

DATED this 15th day of January, 1971.



President

ATTEST:



Vice President

R E S O L U T I O N

INASMUCH as each and every member of the Staff of the Decatur Public Library manifested a willingness and desire to participate in moving the entire stock of the Decatur Public Library from the "old" to the "new" Main Library Building, during the four-week period, from December 8, 1970, to January 4, 1971, and

WHEREAS, it is the desire of the Board of Directors to make known its recognition that the Staff ably and willingly performed numerous unusual and oftentimes frustrating tasks, that were beyond the scope of their normal duties, including but not limited to marking, counting, unpacking, carrying, searching, stacking, cleaning, arranging and rearranging ad infinitum,

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Decatur Public Library, Decatur, Illinois, now, and by these presents, make known to the Staff of the Decatur Public Library, our gratitude and appreciation for the dedication and loyalty exhibited during the "big move".

BE IT FURTHER 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 15th day of January, 1971.



President

ATTEST:



Secretary

STATISTICAL REPORT

January, 1971

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1971 -	29,238	3,778	17,568	50,584	353,103
1970 -	25,578	2,888	13,472	41,938	364,268

REGISTRATION

Resident	25,438	Non-Resident	1,887	
Added	<u>430</u>	Added	<u>0</u>	
	25,868		1,887	
Withdrawn	<u>0</u>	Withdrawn	<u>0</u>	
	25,868		1,887	<u>27,755</u>

TECHNICAL PROCESSING

Cataloging

New books added	567
New titles added	310
Books withdrawn	128
Books mended	164

Acquisitions

Books checked in	525
Pamphlets checked in	78
Telephone directories	94
Microfilm reels	18
Gifts	4

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending January 31, 1971

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17682	Central Ill Transfer & Storage	Book Removal	\$ 13,775.00
17683	VOID		
17684	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/6/71	248.52
17685	John Lewis, Sec of State	Bookmobile Registrations	15.00
17686	Chan Glosser, Postmaster	Postage for Meter	200.00
17687	Illinois Bell Telephone Co.	December Service	254.68
17688	Aetna Life Insurance Co.	Hospitalization & Life Ins.	325.05
17689	Illinois Power Company	Gas & Lite Service	614.89
17690	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/13/71	9,648.49
17691	3 M Company	Equipment Parts Less Trade In	195.00
17692	Chicago Title & Trust Co.	New Library Construction Costs	126,252.21
17693	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/20/71	345.82
17694	Treasurer, City of Decatur % Payroll Fund	Petty Cash Reimbursement (35.58 in Book Account)	50.70
17695	Stappenbeck Bookbindery, Inc.	Book Binding	228.21
17696	Wood Printing Service	Open House Invitations & Programs	129.70
17697	Decatur Window Cleaning Co.	Dec Service: Main & Evans	678.49
17698	Orkin Exterminating Co.	1971 Pest Control	102.60
17699	Bud's Disposal	Dec Service at Main	6.25
17700	Dolson Outdoor Advertising Co.	Sign Lettering	7.50
21101	R. E. Gadberry Disposal	Dec Service at Evans	8.00
21102	Schuerman Key Shop	Show Case Keys & Service	10.50
21103	Greanias, Booth & Lieberman	Dec Services	350.00
21104	Illinois Bell Telephone Co.	January Service	950.93
21105	Decatur Paper House	Janitorial & Office Supplies	57.55

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
21106	Downtown Decatur Council, Inc.	Parking: 12/9 thru 1/31	\$ 333.00
21107	Decatur Industrial Towel	Dec Service	77.40
21108	American Instructional Materials	File Boxes	14.60
21109	Gaylord Bros., Inc.	Office Supplies & Machine Rental	672.70
21110	Linxweiler Business Equipment	Hanging Folders	64.26
21111	Allied Office Service	Duplicator less Trade-In	975.00
21112	The Flexible Company	Equipment Parts	39.61
21113	Gentry's Rug & Carpet Service	Carpet Cleaning	147.00
21114	Illini Office Equipment Co.	Typewriters	2,138.00
21115	Jones Motor Co., Inc.	Freight Bill	9.75
21116	Otis Elevator Company	Elevator Service & Testing	422.00
21117	Rebco Audio Visual Co.	Projectors, Screene etc.	2,479.00
21118	The Baker & Taylor Co.	Books	1,332.89
21119	R. R. Bowker Co.	Books	119.00
21120	Bro-Dart, Inc.	Books	117.33
21121	Chicago Daily News	Balance of Subscription Rate	5.00
21122	Christian Science Monitor	Subscription Renewal	30.00
21123	Columbia University Press	Books	6.93
21124	Credit Bureau of Decatur, Inc.	Subscription Renewal	54.00
21125	The Daily Pantagraph	Subscription Renewal	21.00
21126	Dodd, Mead & Co.	Books	16.44
21127	Doubleday & Co.	Books	19.10
21128	Ebsco Subscription Services	Balance on Subscription	1.40
21129	General Microfilm Co.	Books	47.04
21130	Haines & Essick Co.	Books	4.95
21131	Illinois State Journal & Register	Subscription Renewal	26.00
21132	Inland Book Distributors	Books	4.80
21133	Martindale-Hubbell, Inc.	Books	85.00
21134	VOID		
21135	National Directory Service	Books	5.40

<u>YOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21136	National Education Assoc of the U.S.	Subscription Renewal	\$ 7.00
21137	New York Times Library Information Division	Books	297.92
21138	The Official Museum Directory	Books	27.80
21139	Regent Book Company, Inc.	Books	73.29
21140	Rolling Stone	New Subscription	8.00
21141	Simon & Schuster, Inc.	Books	8.22
21142	Standard & Poor's Corp.	Subscription Renewals	444.58
21143	State Capital Information Service	Subscription Renewal	275.00
21144	Superintendent of Documents	Books	5.25
21145	Travis Reading Agency	Subscription Renewal	9.00
21146	University Microfilms	Books	28.50
21147	Western Publishing Co.	Books	2.50
21148	J. Whitaker & Sons, Ltd.	Subscription Renewal	16.20
21149	James T. White & Co.	Books	20.75
21150	The H. W. Wilson Co.	Subscription	14.00
21151	Treasurer, City of Decatur % General Operating Fund	December Service Charges	2,958.33
21152	K & M Rental Co.	Hertz Truck Rental	29.32
21153	Robert H. Dumas	Travel Reimbursement	177.26
21154	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/27/71	9,657.58
TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS			\$ <u>177,614.10</u>

PERIOD MAY 1, 1970 THRU JANUARY 31, 1971

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% of ESTIMATE
Fund Balance, May 1	18,000.00	0	38,131.75	(20,131.75)	
Tax Levy Receipts - Current	604,686.00	0	548,369.96	56,316.04	
Tax Levy Receipts - Prior	4,450.00	0	0	4,450.00	
Fines & Fees	11,000.00	1,669.65	8,458.20	2,541.80	
Non-Resident Fees	275.00	51.00	238.00	37.00	
Interest on Investments	5,000.00	2,249.99	11,347.94	(6,347.94)	
Lost & Damaged Books	600.00	53.48	481.00	119.00	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	385.00	17.50	338.02	46.98	
Miscellaneous	273,800.00*	135.49	218,996.43	54,803.57	
D.P.L. Corp(Const. Loan Proceeds)	741,911.00	126,252.21	627,006.49	114,904.51	
TOTAL REVENUE	<u>1,660,147.00</u>	<u>130,429.32</u>	<u>1,453,367.79</u>	<u>206,779.21</u>	87.54

*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		18,631.29	184,180.79	89,007.21
107	Hospitalization,					
	Medical & Life Insurance	4,056.00		325.05	2,891.31	1,164.69
109	Temporary Salaries	24,118.00		1,269.12	19,540.71	4,577.29
201	Advertising	200.00		0	55.50	144.50
202	Printing & Binding	3,000.00		357.91	1,561.02	1,438.98
211	Service to Maintain Buildings	21,900.00		781.09	8,987.78	12,912.22
212	Service to Maintain Improvement Other Than Buildings	225.00		21.75	136.38	88.62
214	Service to Maintain Office Equipment	650.00		22.50	339.19	310.81
215	Service to Maintain Automotive Equipment	1,000.00		0	622.85	377.15
221	Auditing	600.00		0	600.00	0

ACTIVITY: 940 DECOR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU JANUARY 31, 1971

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1970-1971 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
229	Other Professional Services	36,000.00		3,308.33	26,253.94	9,746.06
231	Electricity	19,000.00		614.89	2,928.48	16,071.52
233	Telephone & Telegraph	5,800.00		1,205.61	2,642.52	3,157.48
241	Training, Travel and Conferences	998.00		177.26	580.11	417.89
245	Postage	1,900.00		202.70	1,157.28	742.72
284	Professional Association Membership Fees	686.00		0	454.20	231.80
288	Rentals	165,811.00		887.32	84,064.72	81,746.28
310	Gas, Oil & Anti-Freeze	275.00		0	191.25	83.75
312	Janitorial Supplies	200.00		26.81	138.93	61.07
320	Materials to Maintain Buildings & Improvements	4,000.00		3.00	106.70	3,893.30
324	Materials to Maintain Automotive Equipment	800.00		16.67	532.33	267.67
330	Medical & Laboratory Supplies	10.00		0	.62	9.38
345	Office Supplies	6,485.00		300.28	3,099.68	3,385.32
402	Contingencies	13,063.00		0	0	13,063.00
415	Service Recognition Payroll	425.00		0	540.00	(115.00)
423	Insurance	1,400.00		0	816.06	583.94
TOTAL OPERATING EXPENDITURES		<u>585,790.00</u>		<u>28,151.58</u>	<u>342,422.35</u>	<u>243,367.65</u>
<u>CAPITAL OUTLAY</u>						
502	Buildings	1,017,111.00		146,420.57	867,932.89	149,178.11
515	Office Machinery	1,000.00		0	0	1,000.00
525	Books	56,246.00	21,227.77	3,037.24	29,960.12	5,058.11
TOTAL CAPITAL OUTLAY		<u>1,074,357.00</u>	<u>21,227.77</u>	<u>149,457.81</u>	<u>897,893.01</u>	<u>155,367.65</u>
GRAND TOTAL		<u>1,660,147.00</u>	<u>21,227.77</u>	<u>177,609.39</u>	<u>1,240,315.36</u>	<u>398,603.87</u>