decatur public library

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

BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 11, 1970

I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING AUGUST 14, 1970

III. COMMUNICATIONS

IV. STATISTICAL REPORT

V. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
1. REVIEW OF BILLS THROUGH JULY 31, 1970
2. APPROVAL OF BILLS THROUGH AUGUST 31, 1970
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
C. NEW CENTRAL LIBRARY BUILDING

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - SEPTEMBER 11, 1970

The regular meeting of the Board of Directors of the Decatur Public Library was held September 11, 1970 in the Board Room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	Mr. Sappington	Dawn Ricchio (Herald & Review)
Mrs. Bralley		Mr. Bradley, Architect
Mr. Butler		Mr. Dumas
Mr. Dick		Miss Schwegman
Mr. Miller		
Mr. Olsen		
Mr. Schuerman		

The meeting was called to order at 4:35 P.M. by Mr. Schuerman.

The minutes of the regular board meeting of August 14, 1970 were approved.

Mr. Dumas reported that circulation is up this month in the main library, but that the extension agencies dropped a little, partly because of the closing down of Bookmobile II ten days for repairs, and the resignation of Mr. Kidd, a Library Assistant on Bookmobile II, and injuries sustained by Mrs. Redden, a clerk at the Evans Branch. Registration is up considerably this month which you wouldn't expect in the summer time. Mr. Dumas further reported that we have employed a permanent Children's Librarian, Mrs. Patricia Anderson.

As Chairman of the Properties and Finance Committee, Mr. Butler stated that the bills through July 31, 1970 had been reviewed by two members of his committee and that bills through August 31, 1970 had also been reviewed. The motion for approval of the financial report by Mr. Butler was seconded by Mr. Olsen and was unanimously approved by a roll-call vote.

Mr. Dick, as Chairman of the New Building Committee, requested Mr. Bradley, Architect, to give the board a report on the progress of the new building project. Mr. Bradley reported that the work on the new building is going quite well and that it would appear that work will be essentially completed by the end of October or the middle of November. Mr. Bradley asked for suggestions on the dedication plaque which is to be installed in the foyer of the new building. It was decided that initials and last names be used. It was also suggested that the Sears Roebuck Company be given some recognition on the plaque.

Mr. Dick reported that bids had been taken on several items which were in excess of $1,500. He moved that the only bid received on six microfilm reader printers and lenses from the 3M Company in the amount of $7,047.14 be approved and that the bid from Illini Office Equipment Company for five Remington typewriters in the amount of $2,126.00 be approved. Mrs. Bralley seconded the motion and it was approved.

As Chairman of the Committee for the Disposal of Present Library Properties, Mr. Miller moved that the City Librarian be authorized to offer to the Macon County Historical Commission various historical relics and momentoes currently forming part of the Library's Lincoln Collection. Selection of such items is to be made by the City Librarian and a detailed report submitted to the Board at the conclusion of the move. Mr. Olsen seconded the motion and it was approved.

Mr. Schuerman accepted with regret the resignation from the Board of Mrs. Rosemary Bralley, who is moving from the city.

Mr. Schuerman asked that Mr. Dumas be in charge of the dedication ceremony for the offical opening of the new library.

After adjournment of the regular meeting at 5:30 P.M., it was requested that the Board go into executive session. The regular meeting of the Board was reconvened at 5:55 P.M. and the attached resolution pertaining to the advertisement and sale of the present library building was proposed by Mr. Miller, seconded by Mr. Dick, and approved by the Board:

The meeting was adjourned at 6:00 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For the Secretary of the Board

STATISTICAL REPORT

September, 1970

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1970 -	23,027	2,665	12,555	38,247	209,732
1969 -	21,437	3,015	13,510	37,962	213,348

REGISTRATION

Resident	25,773	Non-Resident	1,845	
Added	740	Added	36	
	26,513		1,881	
Withdrawn	574	Withdrawn	26	
	25,939		1,855	27,794

TECHNICAL PROCESSING

Cataloging

New books added	641
New titles added	313
Books withdrawn	120
Books mended	376

Acquisitions

Books checked in	542
Pamphlets	169
Microfilm reels	9
Gifts	5

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending September 30, 1970

J NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
17418	Teaaco, Inc.	Gasoline for Bookmobiles	$ 30.96
17419	VOID		
17420	VOID		
17421	VOID		
17422	VOID		
17423	Treasurer, City of Decatur %Payroll Fund	Per End 9/2/70	551.89
17424	Treasurer, City of Decatur %Petty Cash Fund	Petty Cash Reimbursement	85.46
17425	Treasurer, City of Decatur %Decatur Public Library-Citizens	To Close Bank Account	37.44
17426	Illinois Power Company	August Electrical Service	275.44
17427	Treasurer, City of Decatur %Payroll Fund	August Service Recognition Payroll	130.00
17428	Treasurer, City of Decatur %Payroll Fund	Per End 9/11/70	8,965.42
17429	Continental Illinois Nat Bank	Investment Purchase	50,000.00
17430	Chicago Title & Trust Co.	Construction Bills	98,255.68
17431	Chicago Title & Trust Co.	Construction Bills	41,698.46
17432	Decatur Window Cleaning Co.	August Service	1,010.78
17433	Chan Glosser, Postmaster	Postage Reimbursement	1.80
17471	Treasurer, City of Decatur %Decatur Public Library Fund	To Close Bank Account	846.41
17472	Treasurer, City of Decatur %Payroll Fund	Per End 9/25/70	9,759.03
17473	Stappenbeck Bookbindery, Inc.	Book Binding	256.94
17474	Aetna Life Insurance Co.	Hospitalization & Life Insurance	320.00
17475	Treasurer, City of Decatur %General Operating Fund	August Services	2,958.33
17476	Federal Mutual Insurance Co.	Boiler Insurance	281.06
17477	Treasurer, City of Decatur %Payroll Fund	Per End 9/16/70	408.72

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
17478	Ebsco Subscription Service	Magazine Orders for 1971	$ 2,209.11
17479	Chan Glosser, Postmaster	Postage for Pitney-Bowes Postage Meter	200.00
17480	Bud's Disposal	Service from 7/1 to 9/1	5.00
17481	Normans Launderers	August Service	1.69
17482	Bob's Repair Service	Bookmobile Overhauls	645.65
17483	Greanias, Booth & Lieberman	August Services Rendered	302.90
17484	Illinois Bell Telephone Co.	September Service	198.20
17485	First National Bank of Decatur	Replace Lost Lock Box Key	5.00
17486	VOID		
17487	Pitney-Bowes, Inc.	Postage Meter Rental	27.00
17488	Decatur Industrial Towel	August Service	5.55
17489	Decatur Electric Supply	Electrical Supplies	1.34
17490	K R Delivery	Freight on Office Supplies	6.50
17491	Commerford Decal Company	Property Decals	151.25
17492	Decatur Paper House	Cardboard Boxes etc.	19.58
17493	Haines & Essick Co.	Office Supplies	99.48
17494	Sanks Insurance Agency	Equipment Floater Policy	56.00
17495	Baker & Taylor Co.	Books	1,969.04
17496	R. R. Bowker Company	Books	68.50
17497	General Microfilm Company	Books	141.57
17498	The Library of Congress	Books	52.50
17499	National Geographic Society	Books	7.00
17500	Peter Eaton Ltd.	Books	2.52
17501	Porter Sargent Publisher	Books	13.05
17502	Regent Book Company, Inc.	Books	7.23
17503	State Capital Information Service	Subscription to View	36.00
17504	University Microfilms	Books	11.50
17505	West Publishing Company	Books	35.00
18436	Treasurer, City of Decatur %General Operating Fund	Due Other Funds	15,000.00
		TOTAL LIBRARY VOUCHERS	$ 237,151.98

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU SEPTEMBER 30, 1970

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% of ESTIMAT
Fund Balance, May 1st	18,000.00	0	38,131.75	(20,131.75)	
Tax Levy Receipts - Current	604,686.00	0	446,956.55	157,729.45	
Tax Levy Receipts -Prior	4,450.00	0	0	4,450.00	
Fines & Fees	11,000.00	700.94	4,323.08	6,676.92	
Non-Resident Fees	275.00	34.00	119,00	156.00	
Interest on Investments	5,000.00	1,730.14	3,756.81	1,243.19	
Lost & Damaged Books	600.00	35.20	313.48	286.52	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	385.00	48.40	188.50	196.50	
Miscellaneous	273,800.00*	37.30	109,414.19	164,385.81	
D.P.L. Corp (Constr. Loan Proceeds)	741,911.00	124,698.46	374.723.24	367,187.76	
TOTAL REVENUE	1,660,147.00	127,284.44	977,926.60	682,220.40	58.91

*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	UNENCUMBE BALANCES
101	Regular Salaries	273,188.00		17,892.86	98,979.93	174,208.07
107	Hospitalization, Medical & Life Insurance	4,056.00		320.00	1,623.45	2,432.5
109	Temporary Salaries	24,118.00		1,792.20	14,386.39	9,731.6
201	Advertising	200.00		0	40.70	159.3
202	Printing & Binding	3,000.00		256.94	541.06	2,458.9
211	Service to Maintain Buildings	21,900.00		1,010.78	5,166.85	16,733.1
212	Service to Maintain Improvement Other Than Buildings	225.00		6.69	45.77	179.23
214	Service to Maintain Office Equipment	650.00		0	300.24	349.7
215	Service to Maintain Automotive Equipment	1,000.00		276.50	484.10	515.
221	Auditing	600.00		0	0	600

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU SEPTEMBER 30, 1970

BJECT ODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBE BALANCES
229	Other Professional Services	36,000.00		3,261.23	13,021.22	22,978.78
231	Electricity	19,000.00		275.44	1,043.69	17,956.31
233	Telephone & Telegraph	5,800.00		198.20	1,009.50	4,790.50
241	Training, Travel and Conferences	998.00		8.00	402.85	595.15
245	Postage	1,900.00		213.57	697.95	1,202.05
284	Professional Association Membership Fees	686.00		0	15.20	670.80
288	Rentals	164,299.00		38.00	83,148.90	81,150.10
310	Gas, Oil & Ani-Freeze	275.00		42.26	126.09	148.91
312	Janitorial Supplies	200.00		8.37	84.24	115.76
320	Materials to Maintain Buildings & Improvements	4,000.00		2.89	65.12	3,934.88
324	Materials to Maintain	800.00		366.40	384.15	415.85
330	Medical & Laboratory Supplies	10.00		0	0	10.00
345	Office Supplies	6,485.00		285.33	750.35	5,734.65
402	Contingencies	15,000.00		0	0	15,000.00
415	Service Recognition Payroll	0		130.00	255.00	(255.00)
423	Insurance	1,400.00		337.06	521.06	878.94
	TOTAL OPERATING EXPENDITURES	585,790.00	"	26,722.72	223,093.81	362,696.19
	CAPITAL OUTLAY					
502	Buildings	275,200.00		0	350.00	274,850.00
502A	DPL Corporation	741,911.00		139,954.14	483,920.24	257,990.76
515	Office Machinery	1,000.00		0	0	1,000.00
525	Books	56,246.00	27,046.63	4,591.27	17,719.64	11,479.73
	TOTAL CAPITAL OUTLAY	1,074,357.00	27,046.63	144,545.41	501,989.88	545,320.49
	GRAND TOTAL	1,660,147.00	27,046.63	171,268.13	725,083.69	908,016.68