

decatur

library

public

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JUNE 17, 1966

- I CALL TO ORDER
W. A. SAPPINGTON, PRESIDENT
- II MR. ELLIS ARNOLD, MAYOR
CITY OF DECATUR
- III APPROVAL OF MINUTES OF BOARD MEETING MAY 27, 1966
- IV PRESENTATION OF AUDITOR'S REPORT
NORMAN NALEFSKI OF SLEEPER, NALEFSKI, AND CATLIN
- V RECOMMENDATION OF BID FOR PURCHASE OF BOOKS FOR DECATUR
PUBLIC LIBRARY
FRANK LAMBRICK, CITY PURCHASING AGENT
- VI REPORT FROM DECATUR CIVIL SERVICE COMMISSION, PREPARED BY
DAVID R. KIRK, SECRETARY OF THE COMMISSION
- VII CITY LIBRARIAN'S REPORT
EDNA F. JONES, ACTING CITY LIBRARIAN
- VIII COMMITTEE REPORTS
 - A. FINANCE
 - B. POLICY
 - C. PERSONNEL
 - D. PROPERTIES
- IX UNFINISHED BUSINESS
- X NEW BUSINESS
- XI ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. OLSEN
MRS. POGUE
MRS. RUSSELL
MR. SAPPINGTON
MRS. STERN
MR. TEBUSSEK
MR. WEST

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF BOARD OF DIRECTORS' MEETING - JUNE 17, 1966

The regular meeting of the Board of Directors of the Decatur Public Library was held on June 17, 1966 in the Boyd Room of the Main Library.

MEMBERS PRESENT:

Mr. W. A. Sappington
Mr. Robert Grohne
Mrs. Joseph Russell
Mr. W. L. Tebussek
Mr. Robert West
Mrs. Roger Pogue
Mrs. Erich Stern

MEMBERS ABSENT:

Mr. W. L. Olsen
Mr. David Pilcher

OTHERS PRESENT:

Mr. Ellis Arnold
Mr. Frank Lambrick
Mrs. Mary K. Weidner
Miss Edna Jones
Miss Carola White
Mrs. Ida Redden
Mrs. Hattie Houck
Miss Mary Anne Johnson
(Decatur Herald)
Miss Nancy Williams
Mrs. Eunice Ensign
Mrs. Ozella Vogler
Mrs. Dorthia Turnbo

The meeting was called to order at 4:10 P.M. by Mr. Sappington, President.

Mr. Ellis Arnold, Mayor of the City of Decatur, presented citations to outgoing Board members, Mr. David Pilcher and Mrs. Erich Stern. Certificates of appointment to the Board were presented by Mr. Arnold to Mr. Sappington, Mr. Tebussek, and Mr. Olsen.

Minutes of the May 27, 1966 Board meeting were read and approved as presented.

Mr. Frank Lambrick, City Purchasing Agent, recommended that the lowest bid, that of Baker and Taylor, for the purchase of books be accepted. Miss Jones indicated that she concurred in the recommendation except for the purchase of children's books. She considered the bid of New Method Book Bindery for pre-bound juvenile books as the best one for the library in the long run, since juvenile books with ordinary library binding would have to be rebound sooner (and would also not be available for circulation while at the bindery) than would "pre-binds." It was pointed out that a "pre-bind" is more expensive than the same title would be if purchased with "library binding" through Baker and Taylor. Mr. Grohne indicated that it was the aim of the Board to get the most books for the library's money. A motion to accept this bid was made by Mr. Grohne; the motion was seconded and passed.

A report prepared by David Kirk, Secretary of the Civil Service Commission, was read by Mr. Sappington. During the month, four persons were hired for the Library-- Jewell Sangster, Douglas Suhonen, Mike Ellison, and Miriam Meeks. There were two resignations from the Library's

staff--Marjorie Dobrinick and Marilyn Byrd. There are eight vacancies remaining on the Library Staff:

- (1) Clerk-Stenographer
- (1) Librarian III
- (3) Librarian I's
- (3) Library Clerks

In the City Librarian's report, Miss Jones noted that the last of several hundred overdue book notices dating from April and May would be sent out by the end of the next week. She indicated that after two weeks the Library would be back on its normal schedule of sending them out after books are three weeks overdue. Most of the books which were not reshelfed in March and April when library pages were laid off, have been reshelfed. Catherine Yamamoto, Chief of Children's Services, will attend the American Library Association Conference in New York City, July 10-16.

The Board approved acceptance of three Neighborhood Youth Corps workers to work in the Library for ten weeks beginning Monday, June 20, 1966.

Mr. Robert West, Chairman of the Finance Committee, reported that bills for May totaled \$16,738.22 of which \$14,310.21 was for salaries.

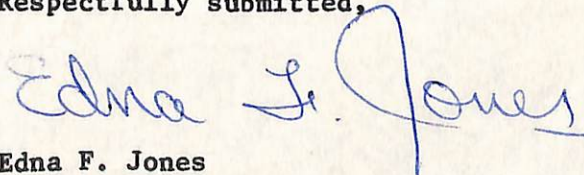
Mr. Sappington reported he had met with a representative from International Business Machines Corporation (IBM) late in May. They discussed the planned cost justification study of the Data Processes installation at Decatur Public Library.

The annual audit for the Library was not presented, in order to give the Finance Committee an opportunity to study it.

An executive session was called by Mr. Sappington to consider the applications for the position of City Librarian that have been received by the Board.

The meeting adjourned at 6 P.M.

Respectfully submitted,



Edna F. Jones
Acting City Librarian

SUMMARY OF INCOME AND EXPENDITURES
FIRST MONTH ENDING MAY 31, 1966

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ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>REVENUE</u>	<u>ESTIMATED REVENUE</u>	<u>RECEIVED TO-DATE</u>	<u>% OF EST.</u>
Surplus May 1st 1966 *	17,556.00	11,226.58	63.95
Tax Levy Receipts-Current	303,800.00	48,934.88	16.11
Tax Levy Receipts-Prior	4,600.00	0.00	0.00
Fines & Fees	13,000.00	902.83	6.95
Non-Resident Fees	676.00	35.00	5.18
Interest on Investments	600.00	0.00	0.00
Illinois State Library Reimbursement	400.00	0.00	0.00
Lost & Damaged Books	694.00	30.59	4.41
Reserves	108.00	3.40	3.15
Memorial Books	35.00	0.00	0.00
Prints Made on Copy Machine	317.00	23.80	7.51
Plastic Bags	90.00	0.71	0.79
Postage	366.00	9.00	2.46
Rolling Prairie Libraries	3,000.00	0.00	0.00
Miscellaneous	2,028.00	1.53	0.08
 TOTAL REVENUE	 347,270.00	 61,168.32	 17.61

*Does not include cash on
hand at Library on 5/1/66

1966 - 1967 BUDGET
ACTIVITY: 940 DECATUR PUBLIC
LIBRARY

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>APPROPRIATION</u>	<u>EXPENDITURES TO-DATE</u>	<u>UNENCUMBERED BALANCES</u>
940.101	Regular Salaries	200,276.94	13,228.68	187,048.26
940.109	Temporary Salaries	25,415.00	1,081.53	24,333.47
	<u>CONTRACTUAL SERVICES</u>		<u>14,310.21</u>	
940.201	Advertising	100.00	0.00	100.00
940.202	Printing & Binding	2,500.00	0.00	2,500.00
940.211	Service to Maintain Buildings	10,750.00	833.00	9,917.00
940.212	Service to Maintain Improvements Other Than Buildings	150.00	6.00	144.00
940.214	Service to Maintain Office Equipment	924.00	0.00	924.00
940.215	Service to Maintain Automotive Equipment	600.00	22.57	577.43
940.221	Auditing Services	600.00	0.00	600.00
940.229	Other Professional Services	2,000.00	0.00	2,000.00
940.231	Electricity	3,000.00	244.12	2,755.88
940.233	Telephone & Telegraph	2,446.36	193.62	2,252.74
940.241	Travel Expense	610.00	0.00	610.00
940.244	Freight & Cartage	200.00	0.00	200.00
940.245	Postage	1,400.00	90.00	1,310.00

1966 - 1967 BUDGET
ACTIVITY: 940 DECATUR PUBLIC
LIBRARY

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OBJECT CODE NO.	OBJECT OF EXPENDITURES	APPROPRIATION	EXPENDITURES TO-DATE	UNENCUMBERED BALANCES
940.284	Professional & Technical Service Fees & Costs	342.50	0.00	342.50
940.288	Rentals	11,400.00	198.89	11,201.11
940.299	Contractual Services Not Otherwise Classified	150.00	26.90	123.10
<u>COMMODITIES</u>				
940.302	Books, Publications, and Maps	41,040.00	444.16	40,595.84
940.310	Gas, Oil, & Anti-Freeze	303.00	30.32	272.68
940.312	Janitorial Supplies	25.00	5.37	19.63
940.320	Materials to Maintain Buildings and Other Improvements	1,300.00	211.81	1,088.19
940.324	Materials to Maintain Automotive Equipment	600.00	0.00	600.00
940.330	Medical & Laboratory Supplies	15.00	0.00	15.00
940.345	Office Supplies	5,600.00	121.25	5,478.75
<u>OTHER CHARGES</u>				
940.402	Contingencies	3,000.00	0.00	3,000.00
940.423	Other Insurance	4,500.00	0.00	4,500.00
TOTAL - OPERATING EXPENDITURES		<u>319,247.80</u>	<u>16,738.22</u>	<u>302,509.58</u>
<u>CAPITAL OUTLAY</u>				
940.515	Office Machinery and Equipment	<u>2,516.50</u>	<u>0.00</u>	<u>2,516.50</u>
TOTAL - CAPITAL OUTLAY		<u>2,516.50</u>	<u>0.00</u>	<u>2,516.50</u>
GRAND TOTAL		<u>321,764.30</u>	<u>16,738.22</u>	<u>305,026.08</u>

SUMMARY OF INCOME AND EXPENDITURES
FIRST MONTH ENDING MAY 31, 1966

ACTIVITY: 955 MUNICIPAL BAND FUND

REVENUE	ESTIMATED REVENUE	RECEIVED TO-DATE	% OF EST.
Surplus May 1st 1966	418.00	418.37	100.09
Tax Levy Receipts-Current	18,200.00	2,945.72	16.19
Tax Levy Receipts-Prior	300.00	0.00	0.00
TOTAL REVENUE	<u>18,918.00</u>	<u>3,364.09</u>	<u>17.78</u>