



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 15, 1967

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING AUGUST 21, 1967
- III. COMMUNICATIONS
 - A. VARIOUS BULLETINS FROM THE SECRETARY OF STATE
- 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

MEMBERS EXPECTED TO BE PRESENT:

MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK

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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - SEPTEMBER 15, 1967

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON SEPTEMBER 15, 1967 IN THE BOYD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK

MEMBERS ABSENT:

MRS. RUSSELL
MR. WEST

OTHERS PRESENT:

MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:35 P.M. BY MR. OLSEN.

THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 21, 1967 WERE APPROVED.

MR. DUMAS STATED THAT CIRCULATION THIS MONTH IS STILL ABOVE LAST YEAR, BUT THAT THE TOTAL INCREASE WAS LOWER THAN IT HAS BEEN. THERE WAS AN INCREASE IN CENTRAL, BUT A DROP IN THE EXTENSION AGENCIES.

MR. MILLER, CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH AUGUST 31, 1967 AND BILLS APPROVED THROUGH AUGUST 22, 1967. THE REPORT WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

AS A MEMBER OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE, MR. SCHUERMAN MOVED THAT THE CITY LIBRARIAN BE AUTHORIZED AT HIS DISCRETION TO CANCEL FINES AND OTHER DELINQUENT RECORDS FOR MINORS WHO ARE CURRENTLY RESIDING IN WEBSTER HALL, CANTRELL HALL, OR OTHER SIMILAR INSTITUTION, PROVIDING THE DELINQUENCY OCCURRED PRIOR TO ESTABLISHMENT OF RESIDENCE AT SUCH AN INSTITUTION. THE MOTION CARRIED.

MR. SCHUERMAN FURTHER MOVED THAT THE CITY LIBRARIAN BE AUTHORIZED TO INSTITUTE CIVIL PROCEEDINGS AGAINST PATRONS WITH DELINQUENT ACCOUNTS. THE MOTION WAS DISCUSSED AND IT WAS DECIDED TO POSTPONE ACTION. HOWEVER, UPON THE ARRIVAL OF MR. SAPPINGTON, CHAIRMAN OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE, DISCUSSION OF THE MOTION WAS RE-OPENED. MR. SAPPINGTON STATED THAT HE BELIEVED THE MOTION SHOULD BE PASSED AS WRITTEN. HE THEREFORE MOVED THAT THE CITY LIBRARIAN BE AUTHORIZED TO INSTITUTE CIVIL PROCEEDINGS AGAINST PATRONS WITH DELINQUENT ACCOUNTS. THE MOTION WAS ADOPTED.

MR. SAPPINGTON MOVED THAT A FULL-TIME LIBRARY PAGE POSITION, IN PAY GRADE 5, BE CREATED. THE MOTION CARRIED.

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MR. SAPPINGTON MOVED THAT THE LIST OF PAID HOLIDAYS GRANTED TO LIBRARY EMPLOYEES BE AMENDED TO INCLUDE OCTOBER 12, COLOMBUS DAY. MR. FREYFOGLE STRONGLY OBJECTED TO THE MOTION. MR. OLSEN STATED THAT IT HAD BEEN THE POLICY OF THE BOARD IN THE PAST TO ALIGN ITSELF WITH THE POLICIES OF THE CITY INSOFAR AS POSSIBLE. MR. FREYFOGLE REQUESTED THAT A RE-EXAMINATION OF THE HOLIDAY SCHEDULE BE MADE IN ORDER TO KEEP THE LIBRARY OPEN AS MANY HOLIDAYS AS POSSIBLE. MR. SAPPINGTON STATED THAT THIS WOULD BE DONE. MR. DUMAS AGREED WITH THE DESIRABILITY OF REMAINING OPEN AS MANY HOLIDAYS AS POSSIBLE, BUT POINTED OUT THAT THE PRESENT STAFF SHORTAGE MADE FOR A DIFFICULT SITUATION. AFTER THIS DISCUSSION, THE MOTION CARRIED.

THE MEETING WAS ADJOURNED AT 6:45 P.M.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, sweeping "R" and a long, horizontal stroke extending to the right.

ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

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STATISTICAL REPORT

August, 1967

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1967:	17,600	5,380	16,495	39,475	165,372
1966:	16,138	5,849	15,729	37,716	155,987

DATA PROCESSING

Packs Made:	7,906 - replacement
	1,699 - new
	<u>435</u> - newly accessioned
	10,040 - total

REGISTRATION

Resident	29,257	Non-Resident	6,742	
Added	<u>739</u>	Added	<u>65</u>	
	29,996		6,807	
Withdrawn	<u>794</u>	Withdrawn	<u>125</u>	
	29,202		6,682	<u>35,884</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,587
New titles added	358
Books withdrawn	213
Books transferred	147
Books recataloged	11
Books mended	379

Acquisitions

Books checked in	1,643
Pamphlets checked in	127
Paperbacks checked in	18
Microfilm checked in	18
Lists processed	1

REQUISITION AGING REPORT

Purchase Orders have not been received
for the following requisitions as of
August 31, 1967:

July	4
August	<u>10</u>
Total	14

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARYBILLS TO BE APPROVED FOR THE PERIOD ENDING AUGUST 22, 1967:

<u>VOW NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07578	Treasurer-City of Decatur	Payroll	6,977.70
07579	Treasurer-City of Decatur	Payroll	360.67
07580	Dan Keith	Lawn Care-Dill Branch	3.00
07581	Treasurer-City of Decatur	Payroll	368.35
07582	Marathon Oil Co	Gasoline	15.14
07583	Decatur Herald & Review	Advertising	72.00
07584	Treasurer-City of Decatur	Payroll	6,468.21
07585	Treasurer-City of Decatur	Payroll	325.98
07586	Dan Keith	Lawn Care-Dill Branch	3.00
07587	Manpower Inc	Temporary Help	72.00
07588	Industrial Towel Service	July Service	16.43
07589	Illinois Bell Telephone	Phone Service	11.10
07590	Swartz Homes Inc	August Rent-Dill Branch	176.69
07591	V O I D		
07592	Capital Advertising Co	Plastic Bags	225.72
07593	Dick Blick Co	Pantograph & Watercolor Set	8.35
07594	Illinois Bell Telephone	Phone Service	189.92
07595	IBM Corp	Machine Rental	678.00
07596	Westervelt Paper Co	Sanitary Supplies	82.64
07597	Decatur Electric Supply	Lamps, Bulbs, & Starters	338.24
07598	Fordham Equipment Co	Book Jacket Covers	681.13
07599	Haines & Essick Co	Binders	24.96
0600	Illini Reefer Transit Co	Freight	5.50
07601	Bellm Freight Lines	Freight	24.90
07602	IBM Corp	IBM Cards	279.20

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DECATUR PUBLIC LIBRARYBILLS TO BE APPROVED FOR THE PERIOD ENDING AUGUST 22, 1967(cont'd):

<u>DU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07603	Paxton's Service Press	Rubber Stamps	35.35
07604	Sanks Insurance Co	Exhibition Floater Policy	33.00
07605	Bayless TV & Appliances	Air Conditioner	195.00
07606	A.M.Best Co	Books	40.55
07607	Baker Taylor Co	Books	2,280.45
07608	Children's Book Council	Books	7.50
07609	Collier-MacMillan	Books	43.28
07610	C.H.Hendershot	Books	11.50
07611	League of Women Voters, Ill.	Newsletter	1.75
07612	League of Women Voters, US	Newsletter	0.75
07613	Medical Economics Inc	Books	10.00
07614	National Education Assoc	Books	278.75
07615	News Gazette	Subscription	12.00
07616	R.L.Polk Co	Directories	270.00
07617	Rand McNally Co	Books	36.26
07618	Sportshelf	Books	2.15
07619	U.S.Government Printing	Books	4.75
07620	University Microfilms	Microfilm Service	86.00
07621	West Publishing Co	Books	55.00
07622	H.W.Wilson Co	Books	18.00
TOTAL LIBRARY VOUCHERS			<u>\$20,830.87</u>

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MONTHLY FINANCE REPORT
CITY OF DECATUR, ILLINOIS
FOR THE PERIOD
MAY 1ST, 1967 THRU AUGUST 31, 1967

1967 - 1968
FOURTH MONTH

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CITY OF DECATUR, ILLINOIS

MAY 1ST, 1967 THRU AUGUST 31, 1967

OTHER AGENCIESACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>REVENUE ITEMS:</u>	<u>ESTIMATED REVENUE</u>	<u>CURRENT MONTH</u>	<u>TOTAL RECEIPTS</u>	<u>UNCOLLECTED ESTIMATED REVENUE</u>	<u>% OF ESTIMATE</u>
Estimated Fund Balance May 1st	76,054.00	0.00	78,443.63	(2,389.63)	103.14
Tax Levy Receipts-Current	317,800.00	72,369.74	241,232.46	76,567.54	75.91
Tax Levy Receipts-Prior	4,800.00	0.00	0.00	4,800.00	0.00
Fines & Fees	14,500.00	963.78	3,476.31	11,023.69	23.97
Non-Resident Fees	400.00	35.00	112.00	288.00	28.00
Interest on Investments	8,000.00	0.00	0.00	8,000.00	0.00
Lost & Damaged Books	600.00	103.62	207.28	392.72	34.55
Memorial Books	50.00	8.65	31.89	18.11	63.78
Prints Made on Copy Machine	300.00	23.35	80.60	219.40	26.87
Postage	200.00	16.44	58.19	141.81	29.10
Miscellaneous	500.00	40.39	154.55	345.45	30.91
TOTAL REVENUE	423,204.00	73,560.97	323,796.91	99,407.09	76.51

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1967-1968 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
<u>PERSONAL SERVICES</u>						
940.101	Regular Salaries	222,819.01	0.00	13,445.91	51,484.21	171,334.80
940.107	Hospitalization, Medical, & Life Insurance	3,483.00	0.00	196.07	955.07	2,527.93
940.109	Temporary Salaries	23,931.06	0.00	1,400.53	6,564.21	17,366.85
<u>CONTRACTUAL SERVICES</u>						
940.201	Advertising	850.00	0.00	72.00	275.70	574.30
940.202	Printing & Binding	3,350.00	580.50	0.00	0.00	2,769.50
940.211	Service to Maintain Buildings	14,000.00	25.00	16.43	2,241.45	11,733.55

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
<u>CONTRACTUAL SERVICES</u>						
940.212	Service to Maintain Improvements Other than Buildings	300.00	10.00	9.29	37.94	252.06
940.214	Service to Maintain Office Equipment	709.00	6.00	0.00	305.67	397.33
940.215	Service to Maintain Automotive Equipment	450.00	35.00	0.00	414.80	0.20
940.221	Auditing Service	600.00	0.00	0.00	0.00	600.00
940.229	Other Professional Services	20,500.00	0.00	0.00	0.00	20,500.00
940.231	Electricity	3,000.00	0.00	202.69	781.03	2,218.97
940.233	Telephone & Telegraph	2,446.00	0.00	201.02	806.84	1,639.16
940.241	Travel Expense	1,000.00	0.00	0.00	528.69	471.31
940.244	Freight & Cartage	200.00	0.00	0.00	0.00	200.00
940.245	Postage	1,380.00	0.00	2.71	270.34	1,109.66
940.284	Professional & Technical Service Fees & Costs	398.00	0.00	0.00	77.00	321.00
940.288	Rentals	12,826.00	0.00	854.69	3,256.38	9,569.62
<u>COMMODITIES</u>						
940.310	Gas, Oil, & Anti-Freeze	300.00	0.00	24.03	77.61	222.39
940.312	Janitorial Supplies	25.00	0.00	0.00	13.29	11.71
940.320	Materials to Maintain Buildings and Other Improvements	1,900.00	0.00	413.39	674.53	1,225.47
940.324	Materials to Maintain Automotive Equipment	325.00	20.34	2.30	159.34	145.32
940.330	Medical & Laboratory Supplies	10.00	0.00	0.00	10.00	0.00
940.345	Office Supplies	5,600.00	225.78	1,305.23	3,411.22	1,963.00
<u>OTHER CHARGES</u>						
940.402	Contingencies	2,400.00	0.00	0.00	0.00	2,400.00
940.423	Other Insurance	1,010.00	0.00	33.00	33.00	977.00
14280	TOTAL - OPERATING EXPENDITURES	<u>323,812.07</u>	<u>902.62</u>	<u>18,179.29</u>	<u>72,378.32</u>	<u>250,531.13</u>

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
<u>CAPITAL OUTLAY</u>						
940.515	Office Machinery and Equipment	2,360.00	628.60	0.00	1,221.00	510.40
940.520	Other Machinery and Equipment	1,729.00	0.00	195.00	195.00	1,534.00
940.525	Library Books	<u>57,500.00</u>	<u>8,202.91</u>	<u>3,167.60</u>	<u>18,707.11</u>	<u>30,589.98</u>
TOTAL - CAPITAL OUTLAY		<u>61,589.00</u>	<u>8,831.51</u>	<u>3,362.60</u>	<u>20,123.11</u>	<u>32,634.38</u>
GRAND TOTAL		<u><u>385,401.07</u></u>	<u><u>9,734.13</u></u>	<u><u>21,541.89</u></u>	<u><u>92,501.43</u></u>	<u><u>283,165.51</u></u>

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