

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 11, 1968

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 13, 1968
- III. COMMUNICATIONS
- 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:

MRS. BRALLEY
MR. DICK
MR. FREYFOGLE
MR. OLSEN
MR. SCHUERMAN
MR. SAPPINGTON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - OCTOBER 11, 1968

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON OCTOBER 11, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MRS. BRALLEY
MR. DICK
MR. FREYFOGLE
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN

MEMBERS ABSENT:

MR. BUTLER
MR. MILLER
MRS. RUSSELL

OTHERS PRESENT:

MARY O'CONNELL
(HERALD REVIEW)
MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:30 P.M. BY MR. OLSEN.

THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 13, 1968 WERE APPROVED.

MR. DUMAS STATED THAT CIRCULATION IS STILL GAINING AND LOOKS AS IF THE AVERAGE CIRCULATION IS GOING TO CROSS THE DOWNWARD TREND ON THE CHART SOON. CIRCULATION IS LOOKING MUCH BETTER THAN HE HAD HOPED FOR MR. DUMAS REPORTED.

AS A MEMBER OF THE PROPERTIES AND FINANCE COMMITTEE, MR. DICK GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH SEPTEMBER 30, 1968 AND BILLS APPROVED THROUGH SEPTEMBER 30, 1968. THE MOTION FOR APPROVAL OF THE REPORT BY MR. DICK WAS SECONDED BY MRS. BRALLEY AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. SCHUERMAN OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE MADE THE FOLLOWING MOTION:

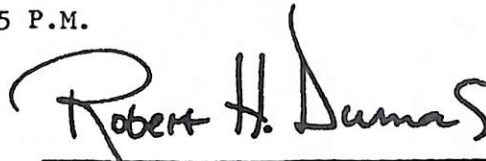
THE DECATUR PUBLIC LIBRARY BOARD OF DIRECTORS RECOGNIZES THAT THE ADMINISTRATIVE STAFF OF THE CITY OF DECATUR HAS EMBARKED ON A FEASIBILITY STUDY ON THE USE OF DATA PROCESSING EQUIPMENT FOR THE CITY OF DECATUR. IN THE EVENT THIS FEASIBILITY STUDY IS SUCCESSFUL AND THE CITY OF DECATUR INSTALLS DATA PROCESSING EQUIPMENT, THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WOULD REQUEST THE CITY DATA PROCESSING STAFF TO PROVIDE THE LIBRARY WITH DATA PROCESSING SERVICES, IN LIEU OF THE LIBRARY HAVING ITS OWN DATA PROCESSING FUNCTION, AND PROVIDED THAT THE CITY OF DECATUR WOULD EMPLOY THOSE LIBRARY PERSONNEL WHO ARE THEN ENGAGED IN DATA PROCESSING FUNCTIONS FOR THE DECATUR PUBLIC LIBRARY.

MRS. BRALLEY SECONDED THE MOTION AND IT WAS APPROVED.

AS CHAIRMAN OF THE NEW CENTRAL LIBRARY BUILDING COMMITTEE, MR. SCHUERMAN REPORTED THAT ARCHITECTS HAD BEEN CONSULTED ON THE MODERNIZING OF THE PRESENT BUILDING, ADDING TO IT AND BRINGING IT UP TO STANDARDS. THE CONCLUSION WAS THAT IT WAS UNECONOMICAL. THIS WAS OFFICIALLY REPORTED TO THE CITY COUNCIL ALONG WITH OTHER STATISTICS. MR. SCHUERMAN STATED THAT HIS COMMITTEE IS CONTINUING TO STUDY OTHER WAYS TO OBTAIN BETTER FACILITIES.

THE NEXT REGULAR MONTHLY BOARD MEETING WILL BE HELD NOVEMBER 15, 1968 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

THE MEETING WAS ADJOURNED AT 4:45 P.M.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, looping "R" and a distinct "S" at the end.

ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

STATISTICAL REPORT

October, 1968

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1968 -	20,355	3,367	14,743	38,465	246,471
1967 -	17,033	3,280	13,746	34,059	230,408

REGISTRATION

Resident	26,049	Non-Resident	3,156	
Added	<u>854</u>	Added	<u>88</u>	
	26,903		3,244	
Withdrawn	<u>827</u>	Withdrawn	<u>220</u>	
	26,076		3,024	<u>29,100</u>

TECHNICAL PROCESSING

Cataloging

New books added	745
New titles added	379
Books withdrawn	283
Books mended	174
Books to bindery	67
Books from bindery	73

Acquisitions

Books checked in	798
Pamphlets	12
Paperbacks	10
Telephone books	14
Microfilm reels	14

REQUISITION AGING REPORT

Purchase Orders have not been received
for the following requisitions as of
October 31, 1968:

October	0
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CITY OF DECATUR, ILLINOIS

MONTHLY FINANCE REPORT

FOR THE PERIOD

MAY 1ST, 1968 THRU OCTOBER 31, 1968

1968 - 1969
SIXTH MONTH

OTHER AGENCIES

ACTIVITY: 94.0 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 1	66,000.00	0.00	79,465.10	(13,465.10)	
Tax Levy Receipts-Current	353,000.00	41,928.57	297,430.80	55,569.20	
Tax Levy Receipts-Prior	4,000.00	0.00	0.00	4,000.00	
Fines and Fees	10,250.00	1,023.34	5,450.54	4,799.46	
Non-Residential Fees	340.00	56.00	252.00	88.00	
Interest on Investments	4,170.00	0.00	1,188.37	2,981.63	
Lost and Damaged Books	730.00	25.91	189.61	540.39	
Memorial Books	70.00	0.00	22.68	47.32	
Prints Made on Copy Machine	270.00	28.21	163.79	106.21	
Postage	170.00	16.65	86.69	83.31	
Miscellaneous	500.00	221.86	602.01	(102.01)	
TOTAL REVENUE	<u>439,500.00</u>	<u>43,300.54</u>	<u>384,851.59</u>	<u>54,648.41</u>	<u>87.57</u>

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1968-1969 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
101	Regular Salaries	239,661.00	0.00	16,636.33	113,446.28	126,214.72
107	Hospitalization, Medical, and Life Insurance	3,320.00	0.00	251.62	1,455.55	1,864.45
109	Temporary Salaries	28,103.00	0.00	1,283.07	10,896.12	17,206.88
201	Advertising	500.00	40.00	76.00	223.60	236.40
202	Printing and Binding	4,000.00	1,415.87	187.23	1,158.81	1,425.32
211	Service to Maintain Buildings	14,000.00	0.00	1,089.90	6,777.53	7,222.47
212	Service to Maintain Improvements Other Than Buildings	100.00	0.00	6.59	91.36	8.64
214	Service to Maintain Office Equipment	887.00	0.00	37.00	528.42	358.58
215	Service to Maintain Automotive Equipment	500.00	0.00	309.27	500.00	0.00

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1968-1969 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
221	Auditing Service	700.00	0.00	0.00	460.00	240.00
229	Other Professional Services	9,500.00	0.00	0.00	8,026.46	1,473.54
231	Electricity	3,200.00	0.00	207.15	1,403.96	1,796.04
233	Telephone and Telegraph	3,000.00	0.00	200.46	1,216.98	1,783.02
241	Travel Expense	831.00	0.00	43.20	342.87	488.13
244	Freight and Cartage	100.00	0.00	0.00	0.00	100.00
245	Postage	1,800.00	0.00	14.83	640.58	1,159.42
284	Professional and Technical Service Fees and Costs	455.00	0.00	0.00	60.00	395.00
288	Rentals	10,979.00	0.00	865.88	5,248.28	5,730.72
310	Gas, Oil & Anti-Freeze	300.00	0.00	8.45	104.44	195.56
312	Janitorial Supplies	300.00	7.37	9.85	110.29	182.34
320	Materials to Maintain Buildings and Other Improvements	2,000.00	0.00	287.79	904.27	1,095.73
324	Materials to Maintain Automotive Equipment	425.00	0.00	295.19	370.69	54.31
330	Medical and Laboratory Supplies	10.00	0.00	8.23	8.23	1.77
345	Office Supplies	6,350.00	345.68	840.33	5,223.87	780.45
402	Contingencies	18,000.00	0.00	0.00	0.00	18,000.00
423	Other Insurance	1,050.00	0.00	51.45	265.45	784.55
TOTAL OPERATING EXPENDITURES		<u>350,071.00</u>	<u>1,808.92</u>	<u>22,709.82</u>	<u>159,464.04</u>	<u>188,798.04</u>
CAPITAL OUTLAY						
502	Buildings	100,000.00	0.00	0.00	0.00	100,000.00
515	Office Machinery and Equipment	225.00	0.00	0.00	140.00	85.00
525	Library Books	49,704.00	4,301.37	6,319.04	23,546.08	21,856.55
TOTAL CAPITAL OUTLAY		<u>149,929.00</u>	<u>4,301.37</u>	<u>6,319.04</u>	<u>23,686.08</u>	<u>121,941.55</u>
GRAND TOTAL		<u>500,000.00</u>	<u>6,110.29</u>	<u>29,028.86</u>	<u>183,150.12</u>	<u>310,739.59</u>

City of Decatur, Illinois

Decatur Public Library

BILLS TO BE APPROVED FOR THE PERIOD ENDING OCTOBER 29, 1968:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
10892	Postmaster, Decatur	Reimburse Postage Meter	6.64
10893	Treasurer-City of Decatur	Reimburse Petty Cash Items	111.50
10894	Treasurer-City of Decatur	Payroll	410.85
10895	Dougherty's Super Service	Repairs to Bookmobile	279.80
10896	Treasurer-City of Decatur	Payroll	8,584.62
10897	Aetna Life Insurance	Employee Hospitalization and Life Insurance	251.62
10898	Illinois Power Co	Electric & Gas Service	207.15
10899	Federal Mutual Insurance Co	Boiler Insurance	51.45
10900	Treasurer-City of Decatur	Payroll	456.72
10901	Treasurer-City of Decatur	Payroll	8,467.21
10902	Barnett Sign Company	Letter Door, Evans Branch	12.00
10903	Stappenbeck Bookbindery	Book Binding	187.23
10904	Orkin Extermination Co	Sep & Oct Service	18.00
10905	Decatur Window Cleaning	September Building Maintenance	1,053.78
10906	Camfields Disposal Service	Service to 10/1/68	5.00
10907	Normans Laundry	Wash Towels	1.59
10908	Servicemaster of Decatur	Clean Furniture	37.00
10909	Kilborn Motors Inc	Inspect & Service all Vehicles	130.00
10910	Longbons Inc	Repair Bookmobile Steps	202.71
10911	Illinois Bell Telephone	Phone Service	200.46
10912	Chef & Brewer Restaurant	Committee Meeting	43.20
10913	Swartz Homes Inc	October Rent-Dill Branch	187.88
10914	IBM Corporation	Machine Rental & Data Cards	1,475.90

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10915	Industrial Towel Service	September Service	9.85
10916	Decatur Electric Supply Co	Lamps & Misc. Electrical	256.13
10917	Decatur Paper House Inc	Envelopes	25.78
10918	A & A Distributors Inc	Books	7.84
10919	Bacon Pamphlet Service	-do-	4.52
10920	The Baker & Taylor Co	-do-	4,548.54
10921	R.R.Bowker Co	-do- & Personnel Ads	100.95
10922	British Book News	Books	5.00
10923	Chicago Tribune	Annual Subscription	30.00
10924	Congressional Quarterly	-do-	132.00
10925	Doubleday & Co Inc	Books	260.50
10926	Editorial Research Reports	-do-	108.00
10927	Facts on File Inc	-do-	127.50
10928	General Microfilm Service	Microfilm Service	77.42
10929	V O I D		
10930	Illinois Audubon Society	Books	3.00
10931	Journal of Commerce	-do-	36.00
10932	Journal of Library History	-do-	10.00
10933	Library Journal	-do-	150.00
10934	A.C.McClurg & Co	-do-	49.13
10935	McGraw Hill Publications	-do-	40.00
10936	National Council of Teachers of English	-do-	7.00
10937	New York Times	Annual Subscription	75.00
10938	The Newleader	Books	8.00
10939	Northwood-Illustrated Service	-do-	24.00
10940	Official Airline Guide	-do-	30.00
10941	O'Malley's Books Store	-do-	14.00

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
10942	Public Affairs Information	Books	50.00
10943	Publishers Weekly	-do-	74.50
10944	V O I D		
10945	St Louis Post Dispatch	Annual Subscription	31.00
10946	St Martins Press Inc	Books	0.18
10947	South Western Publishing	-do-	29.03
10948	Standard Rate & Data Service	-do-	121.00
10949	Standard & Poors Corporation	-do-	96.00
10950	State Capital Information Serv	-do-	36.00
10951	Queen Magazine Ltd.	-do-	16.00
10952	The Sunday Times	Annual Subscription	5.14
10953	Track & Field News	Books	6.00
10954	University Microfilm	Microfilm Service	28.00
10955	University of Minnesota Press	Books	13.54
		TOTAL LIBRARY FUND VOUCHERS	<u>\$29,028.86</u>