



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

NOVEMBER 15, 1968

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING OCTOBER 11, 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. BUTLER
MR. DICK
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON
MR. SCHUERMAN

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - NOVEMBER 15, 1968

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD NOVEMBER 15, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MRS. BRALLEY
MR. BUTLER
MR. DICK
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON
MR. SCHUERMAN

MEMBERS ABSENT:

NONE

OTHERS PRESENT:

MARY O'CONNELL
(HERALD REVIEW)
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 OCTOBER 11, 1968 WERE APPROVED.

MR. DUMAS STATED THAT CIRCULATION FOR THE FIRST HALF OF THE FISCAL YEAR 1968-1969 HAS DOUBLED THE TOTAL INCREASE FOR THE PREVIOUS YEAR. DURING 1967-1968 THE LIBRARY HAD AN INCREASE OF 8,000 IN CIRCULATION AND FOR THE FIRST 6 MONTHS THIS YEAR THE INCREASE IS 16,000. HE STATED THAT IT WAS PREMATURE TO MAKE PREDICTIONS FOR THE YEAR, BUT IT SHOULD BE VERY SATISFACTORY.

AS TO FILLING THE VACANCY FOR THE HEAD OF THE TECHNICAL SERVICES DEPARTMENT, MR. DUMAS STATED THAT HE HAD RECEIVED 3 APPLICATIONS FOR THE JOB WITHIN THE LAST 2 MONTHS, AND THAT THINGS LOOK PRETTY GOOD THESE DAYS. ALL 3 APPLICANTS ARE QUALIFIED FOR THE POSITION, PERHAPS OVER-QUALIFIED. HOWEVER, MR. DUMAS SAID HE DOUBTED THAT ANY OF THE POSITIONS WOULD BE FILLED BY THE END OF THE YEAR.

AS CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. BUTLER MADE THE FOLLOWING MOTION:

THAT \$100.00 BE TRANSFERRED FROM CODE 402, CONTINGENCIES, TO CODE 215, SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT, AND
THAT \$100.00 BE TRANSFERRED FROM CODE 402, CONTINGENCIES, TO CODE 324, MATERIALS TO MAINTAIN AUTOMOTIVE EQUIPMENT.

MR. BUTLER STATED THAT THE BOOKMOBILES WERE THE PRINCIPAL CAUSE OF THE EXPENSES. MR. FREYFOGLE SECONDED THE MOTION AND IT WAS APPROVED.

MR. BUTLER GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH OCTOBER 31, 1968 AND BILLS APPROVED THROUGH OCTOBER 29, 1968. THE MOTION FOR APPROVAL OF THE REPORT BY MR. BUTLER WAS SECONDED BY MR. FREYFOGLE AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD DECEMBER 13, 1968 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

THE MEETING WAS ADJOURNED AT 4:50 P.M.

A handwritten signature in black ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, stylized "R" and "D".

ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

STATISTICAL REPORT

November, 1968

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1968 -	19,825	3,171	15,331	38,327	284,798
1967 -	16,630	3,364	14,356	34,350	264,758

REGISTRATION

Resident	26,076	Non-Resident	3,024	
Added	<u>934</u>	Added	<u>75</u>	
	27,010		3,099	
Withdrawn	<u>954</u>	Withdrawn	<u>222</u>	
	26,056		2,877	<u>28,933</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,199
New titles added	602
Books withdrawn	716
Books mended	232

Acquisitions

Books checked in	582
Pamphlets	6
Telephone books	6
Microfilm reels	8

REQUISITION AGING REPORT

Purchase Orders have not been received
for the following requisitions as of
November 30, 1968

November	0
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City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the period ending November 30, 1968:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10971	Treasurer-City of Decatur	Payroll	576.43
10972	Gus Sobottka	Lawn Care-Evans Branch	31.50
10973	Treasurer-City of Decatur	Payroll	8,658.70
10974	-do-	-do-	667.55
10975	-do-	Reimburse Petty Cash Items	44.06
10976	Postmaster, Decatur	Reimburse Postage Meter	6.20
10977	U.S.Gov. Printing Office	Books	9.95
10978	Postmaster, Decatur	Reimburse Postage Meter	200.00
10979	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	259.05
10980	Treasurer-City of Decatur	Payroll	8,926.73
10981	Illinois Power Company	Electric & Gas Service	180.18
10983	Treasurer-City of Decatur	Payroll	654.18
10984	American Library Association	Personnel advertising and Books	133.00
10985	R.R.Bowker Co	-do-	212.45
10986	Burdick Plumbing & Heating	Service Furnace	17.50
10987	Decatur Window Cleaning	October Building Maintenance	1,053.78
10988	Hubbard Electric Co	Service Lighting	604.98
10989	Orkin	Pest Control Service	9.00
10990	Gadberry Disposal Service	Oct. & Nov. Service	6.00
10991	H & H Disposal Service	Service to 11/30/68	6.00
10992	Camfields Disposal Service	Service to 11/1/68	5.00
10993	Normans Laundry	Oct. Laundry Service	1.59
10994	Hubbard Electric Co.	Service Bookmobile Hook-up	127.70

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10995	Secretary of State	Vehicle Licenses	10.00
10996	General Tire Service	Tires & Tire Service	81.87
10997	D & R Battery Co	Replace Battery & Rebuild Starter on Bookmobile	43.45
10998	Treasurer-City of Decatur %General Operating Fund	Charges for 1968-69	500.00
10999	Spangler, Beall, Salogga, Bradley & Albers	Feasability Report	860.95
11000	Illinois Bell Telephone Co	Phone Service	211.61
11350	Swartz Homes Inc	Nov. Rent-Dill Branch	187.88
11351	IBM Corporation	Machine Rental	678.00
11352	Industrial Towel Service	Oct. Service	9.25
11353	Addressograph Multigraph Corp	Service & Supplies	119.31
11354	Amsterdam Pen Co	Library Pens	79.30
11355	Decatur Paper House	Envelopes	8.70
11356	Demco Inc	Printed Forms	210.00
11357	Baker & Taylor Co	Books	2,250.00
11358	Christian Science Monitor	-do-	24.00
11359	Commerce Clearing House	-do-	4.00
11360	Cornell University	-do-	18.00
11361	Decatur Herald & Review	Film Strips	34.47
11362	Clark Subscription Agency	Magazine Subscriptions	1,890.65
11363	General Microfilm Service	Microfilm Service	51.19
11364	Manchester Guardian	Books	13.00
11365	Marquis Who's Who	-do-	24.80
11366	-do-	-do-	22.80
11367	A.C. McClurg Co	-do-	94.93
11367	McGraw Hill Books Co	-do-	24.50
11369	Midwest Publishers	-do-	15.40

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
11370	Moody's Investor Service	Annual Library Service	415.00
11371	Northwestern University Press	Books	9.24
11372	Punch Publications Ltd	-do-	15.00
11373	State Capital Information	Books	250.00
11374	University Microfilms	Microfilm Service	11.50
11375	H.W.Wilson Co	Books	11.00
TOTAL LIBRARY FUND VOUCHERS			<u>\$30,571.33</u>

CITY OF DECATUR, ILLINOIS

MONTHLY FINANCE REPORT

FOR THE PERIOD

MAY 1ST, 1968 THRU NOVEMBER 30, 1968

1968 - 1969
SEVENTH MONTH

OTHER AGENCIES

ACTIVITY: 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 1	66,000.00	0.00	79,465.10	(13,465.10)	
Tax Levy Receipts-Current	353,000.00	16,116.30	313,547.10	39,452.90	
Tax Levy Receipts-Prior	4,000.00	0.00	0.00	4,000.00	
Fines and Fees	10,250.00	923.44	6,373.98	3,876.02	
Non-Residential Fees	340.00	49.10	301.10	38.90	
Interest on Investments	4,170.00	0.00	1,188.37	2,981.63	
Lost and Damaged Books	730.00	47.25	236.86	493.14	
Memorial Books	70.00	0.00	22.68	47.32	
Prints Made on Copy Machine	270.00	44.40	208.19	61.81	
Postage	170.00	14.25	100.94	69.06	
Miscellaneous	500.00	48.92	650.93	(150.93)	
TOTAL REVENUE	<u>439,500.00</u>	<u>17,243.66</u>	<u>402,095.25</u>	<u>37,404.75</u>	<u>91.49</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	17,243.56	130,689.84	108,971.16
107	Hospitalization, Medical, and Life Insurance	3,320.00	0.00	259.05	1,714.60	1,605.40
109	Temporary Salaries	28,103.00	0.00	2,240.03	13,136.15	14,966.85
201	Advertising	500.00	0.00	103.00	326.60	173.40
202	Printing and Binding	4,000.00	1,415.87	0.00	1,158.81	1,425.32
211	Service to Maintain Buildings	14,000.00	0.00	1,475.88	8,253.41	5,746.59
212	Service to Maintain Improvements Other Than Buildings	100.00	0.00	6.59	97.95	2.05
214	Service to Maintain Office Equipment	887.00	0.00	43.34	571.76	315.24
215	Service to Maintain Automotive Equipment	600.00	0.00	100.00	600.00	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	1,360.95	9,387.41	112.59
231	Electricity	3,200.00	0.00	180.18	1,584.14	1,615.86
233	Telephone and Telegraph	3,000.00	0.00	211.61	1,428.59	1,571.41
241	Travel Expense	831.00	0.00	0.00	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	209.88	850.46	949.54
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	6,114.16	4,864.84
310	Gas, Oil & Anti-Freeze	300.00	0.00	3.84	108.28	191.72
312	Janitorial Supplies	300.00	0.00	9.25	119.54	180.46
320	Materials to Maintain Buildings and Other Improvements	2,000.00	0.00	284.97	1,189.24	810.76
324	Materials to Maintain Automotive Equipment	525.00	0.00	154.31	525.00	0.00
330	Medical and Laboratory Supplies	10.00	0.00	0.00	8.23	1.77
345	Office Supplies	6,350.00	65.68	379.68	5,603.55	680.77
402	Contingencies	17,800.00	0.00	0.00	0.00	17,800.00
423	Other Insurance	1,050.00	0.00	0.00	265.45	784.55
TOTAL OPERATING EXPENDITURES		<u>350,071.00</u>	<u>1,481.55</u>	<u>25,132.00</u>	<u>184,596.04</u>	<u>163,993.41</u>
<u>CAPITAL OUTLAY</u>						
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	<u>49,704.00</u>	<u>953.32</u>	<u>5,439.33</u>	<u>28,985.41</u>	<u>19,765.27</u>
TOTAL CAPITAL OUTLAY		<u>149,929.00</u>	<u>953.32</u>	<u>5,439.33</u>	<u>29,125.41</u>	<u>119,850.27</u>
GRAND TOTAL		<u>500,000.00</u>	<u>2,434.87</u>	<u>30,571.33</u>	<u>213,721.45</u>	<u>283,843.68</u>