

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

NOVEMBER 17, 1967

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING OCTOBER 27, 1967
- III. COMMUNICATIONS
- IV. CITY LIBRARIAN'S REPORT
- V. STATISTICAL REPORT
- VI. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. TEBUSSEK
MR. WEST
MRS. RUSSELL

NEXT REGULARLY SCHEDULED BOARD MEETING TO BE HELD DECEMBER 15, 1967
AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

158
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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - NOVEMBER 17, 1967

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD NOVEMBER 17, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON
MR. TEBUSSEK

MEMBERS ABSENT:

MR. SCHUERMAN
MR. WEST

OTHERS PRESENT:

LINDA HUGHES
(HERALD & REVIEW)
CHARLOTTE HUSER
(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 27, 1967 WERE APPROVED.

IN HIS MONTHLY REPORT, MR. DUMAS STATED THAT DURING THE PAST TWO MONTHS A NUMBER OF PROCEDURAL AND ADMINISTRATIVE MEASURES AIMED AT IMPROVING BIBLIOGRAPHIC CONTROL AND BETTER PUBLIC SERVICE HAVE BEEN INITIATED OR COMPLETED. IN THE REFERENCE DEPARTMENT STATISTICS ARE NOW BEING ENTERED ON A NEW DAILY TALLY SHEET RATHER THAN IN THE OLD LOG BOOK FORM AND THE REVISION OF THE PROCEDURAL MANUAL FOR THE DEPARTMENT HAS BEEN BEGUN. INTENSIVE WEEDING OF DATED, SUPERCEDED, OR INAPPROPRIATE MATERIALS IN OUR GOVERNMENT DEPOSITORY COLLECTION HAS BEEN INITIATED. IN THE HOME READING DEPARTMENT A THREE MONTH OLD PROJECT OF SURVEYING AND EVALUATING THE FICTION HOLDINGS OF THE DEPARTMENT IS NEARING ITS CULMINATION. THE BOOK COLLECTION IN THE YOUTH ROOM IS IN THE PROCESS OF BEING ALTERED TO FIT ITS NEW SERVICE GOALS.

MR. DUMAS FURTHER REPORTED THAT ON OCTOBER 17 MR. WEBBER BORCHERS AND HIS BROTHER ROBERT, AN ATTORNEY, HAD BEEN TO THE LIBRARY AND RECLAIMED "3 LINCOLN LETTERS HE (WEBBER BORCHERS) OBTAINED THROUGH JUDGE MC COY FROM THE COURT HOUSE FILE." MR. DUMAS ALLOWED THEM TO RETAIN POSSESSION OF THE DOCUMENTS UNDER DURESS.

MR. DUMAS STATED THAT THE CENTRAL LIBRARY WAS FORCED TO OBSERVE CURTAILED HOURS OF SERVICE ON NOVEMBER 9TH AND 10TH AND TO BE CLOSED ALL DAY NOVEMBER 13TH AND 14TH IN ORDER TO MAKE EMERGENCY REPAIRS ON THE FURNACE. THE ENFORCED CLOSING PERMITTED A SHIFT IN THE BOOK COLLECTION, THE DESIRABILITY OF WHICH HAD BEEN EVIDENT FOR SEVERAL MONTHS. A PRINCIPAL PORTION OF THE REFERENCE DEPARTMENT HAD BEEN INTERSHELVED WITH THE BOOKS IN THE CIRCULATING COLLECTION, BUT NOW ALL REFERENCE BOOKS ARE SHELVED IN THE REFERENCE DEPARTMENT, THEREBY RE-ESTABLISHING THE INTEGRITY OF THE REFERENCE COLLECTION.

PRINCIPAL LOSSES IN CIRCULATION FOR THE MONTH, MR. DUMAS REPORTED, HAVE BEEN IN THE EXTENSION DIVISION OF THE LIBRARY, MAINLY IN THE JUVENILE DEPARTMENT. THE LOSS MAY PARTLY BE EXPLAINED DUE TO THE MATERIAL CENTERS NOW SERVING THE SCHOOLS, BUT FOR THE MOST PART THE CAUSE OF THE DECREASE WAS NOT KNOWN. MR. MILLER STATED THAT THERE ARE NOW MORE NEW BOOKS AVAILABLE IN THE LIBRARY THAN ANY TIME SINCE HE HAS BEEN IN DECATUR.

159
RAD

CHAIRMAN OF THE PROPERTY AND FINANCE COMMITTEE MR. MILLER GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES FOR THE MONTH OF OCTOBER AND BILLS APPROVED THROUGH OCTOBER 24, 1967. THE REPORT WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. SAPPINGTON, CHAIRMAN OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE, MOVED:

THAT THE FIRM OF GREANIAS & OWEN OF DECATUR BE APPOINTED LEGAL COUNSEL FOR THE DECATUR PUBLIC LIBRARY AND ITS BOARD OF DIRECTORS; AND THAT THE CITY LIBRARIAN BE AUTHORIZED TO ENGAGE THE ASSISTANCE OF THE FIRM FROM TIME TO TIME IN ACCORDANCE WITH THE SCHEDULE OF FEES COMMONLY RECOGNIZED BY THE LEGAL PROFESSION IN DECATUR.

THE MOTION WAS APPROVED.

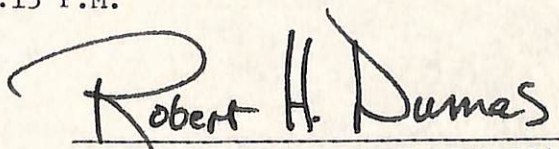
AS A MEMBER OF THE COMMITTEE FOR A NEW CENTRAL LIBRARY BUILDING, MR. MILLER MOVED:

THAT THE FIRM OF INTERIOR PLANNING AND DESIGN SERVICES OF NEW YORK CITY BE ENGAGED AS BUILDING DESIGN CONSULTANTS FOR A NEW CENTRAL LIBRARY FOR A FEE OF \$15,000 TO BE PAID IN ACCORDANCE WITH A SCHEDULE SET FORTH IN THE CONTRACTUAL AGREEMENT BETWEEN THE BOARD OF LIBRARY DIRECTORS AND THE FIRM OF INTERIOR PLANNING AND DESIGN SERVICES; AND THAT THE PRESIDENT OF THE LIBRARY BOARD BE AUTHORIZED TO SIGN ON BEHALF OF THE BOARD SUCH AN INSTRUMENT OF AGREEMENT SUBJECT TO APPROVAL BY THE BOARD'S LEGAL COUNSEL OF THE LANGUAGE OF THE AGREEMENT.

THE MOTION CARRIED.

THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD ON FRIDAY, DECEMBER 15, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY AT 4:30 P.M.

THE MEETING WAS ADJOURNED AT 5:15 P.M.


ROBERT H. DUMAS, CITY LIBRARIAN

FOR THE SECRETARY OF THE BOARD

160
RHD

MONTHLY REPORT OF
THE CITY LIBRARIAN

November 17, 1967

I. During the past two months a number of procedural and administrative measures aimed at improving bibliographic control and better public service have been initiated or completed.

In the Reference Department statistics are now being entered on a new daily tally sheet rather than in the old log book form. Simple directional information is now being recorded separately for reference questions involving bibliographic and subject knowledge. This will result in a radical depression in the apparent volume of reference work, but will have the advantage of being a more accurate register of the level and kind of service offered. New attention is being given to the development of the information resources to be had in the form of ephemeral material by increasing acquisitions of pamphlet material. This new emphasis will have the additional advantage of supplying with relatively inexpensive material much of a demand, especially for seasonal material, which previously had to be met by costly case-bound books. The saving can be well spent in filling the many gaps and inadequacies in our present collections.

Intensive weeding of dated, superceded, or inappropriate materials in our government depository collection has been initiated. As the project nears completion, a re-vamping of our depository acquisitions in the light of current needs will be undertaken.

Miss Meyer, head of the Reference Department, has begun revision of the procedural manual for the department, the completion of which will mark an important step in the development of in-service training for Reference Department Staff.

In the Home Reading Department a three month old project of surveying and evaluating the fiction holdings of the Department is nearing its culmination. The survey has aimed at identifying weaknesses in coverage and duplication and in identifying and acquiring established critical texts of standard authors. The

161
RHD

Department has also been listing titles asked for but not on the shelf; these titles are then searched in order to verify whether the book is still held by the library or whether it has been lost in stock.

The book collection in the Youth Room is in the process of being altered to fit its new service goals. In the past it has served both as a recreational reading collection and as a school reference resource. The reference function has been transferred to the adult departments in order to eliminate the need for expensive duplication of materials and also to provide a centralized resource for this type of service. To this end the youth collection is being analyzed and pertinent materials transferred to Adult.

II. According to the records of the library, on March 25, 1938, Mr. Webber Borchers, then a member of the Library Board, brought to the Library "three Lincoln letters he obtained through Judge McCoy from the Court House file." On June 24, 1938 the minutes of the board meeting indicate that these documents had been placed under glass, apparently for display purposes.

Shortly after my appointment as City Librarian, Mr. Borchers called at the library and desired possession of these papers. I brought his claim to the attention of the Personnel and Policies Committee in order that they might make an appropriate recommendation to the Board concerning the disposition of these Lincoln documents. Because of the questions of provenance and title rights to papers which were apparently court records, the Personnel and Policies Committee recommended and the Board adopted a motion that the papers be deposited with the Clerk of the Circuit Court of Macon County. For various reasons there was a delay in the implementation of the motion and Mr. Borchers was invited to attend the Board meeting in October and discuss his claim with Directors. On October 17, the Wednesday preceding the scheduled meeting, Mr. Webber Borchers with his brother Robert Borchers, an attorney, came to the library and asked to examine the documents and especially the court file marks. After examination Robert Borchers asked his brother whether he had deposited these papers on loan with the library, and upon

162
RWD

the assertion by Webber Borchers that such was the case, he handed the documents to Webber Borchers saying that since the Library had them from him he had every right to possession of his property. Webber Borchers put the documents under his coat and, upon my blocking their exit, suggested that we retire to the first floor office. I was told that in attempting to block their physical reclamation of the papers, I was leaving the Library and myself open to law suit. I phoned Mr. Sappington and he was unavailable. I phoned Mr. Olsen and explained the situation and he authorized me to allow them to retain possession under duress. Given the fragility of the papers resulting from their age, they could have been damaged irreparably. Mr. Borchers left a receipt for the documents and later furnished the Library with copies. It is my understanding that Mr. Borchers has deposited two of these documents for display purposes in the Macon County Historical Museum.

III. The Central Library was forced to observe curtailed hours of service on November 9th and 10th and to be closed all day November 13th and 14th in order to make emergency repairs on the furnace. The failure of the boiler was caused by corrosion resulting from untreated water. Water treatment will be part of normal maintenance in the future.

IV. The enforced closing permitted a shift in the book collection, the desirability of which has been evident for several months. As you doubtless know, the principal portion of the Reference Department had been intershelved with the books in the circulating collection. This has entailed much additional traffic on the part of the Reference Staff with attendant inefficiency. The dispersion of the collection has also resulted in a lessened bibliographic grasp of their holdings by the Reference Staff with attendant depression of service levels and inefficiency in its acquisitions program. The integrity of the reference collection has now been re-established, which should not only have a positive effect on service and economy but will also allow for better definition of space needs in a new building.

Robert H. Dames

STATISTICAL REPORT

October, 1967

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1967:	17,033	3,280	13,746	34,059	230,408
1966:	17,172	4,124	14,792	36,088	224,727

DATA PROCESSING

Packs Made:	6,197 - replacements
	<u>819</u> - new books
	7,016 - total

REGISTRATION

Resident	29,036	Non-Resident	6,646	
Added	<u>689</u>	Added	<u>156</u>	
	29,725		6,802	
Withdrawn	<u>772</u>	Withdrawn	<u>496</u>	
	28,953		6,306	<u>35,259</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,048
New titles added	270
Books transferred	18
Books withdrawn	506
Books mended	144

Acquisitions

Books checked in	1,407
Records checked in	1
Microfilm checked in	11
Lists processed	5

REQUISITION AGING REPORT

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

October 1967

20

164
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CITY OF DECATUR
October 31, 1967
Statement of Cash and Investments

<u>Name of Fund</u>	<u>All Funds Cash on Hand (Deficit)</u>	<u>Investments</u>	<u>Fund Balance</u>
General Fund	\$ 67,477.42	\$ 385,000.00	\$ 452,477.42
Water Fund	\$ 28,085.94	\$ 1,410,698.88	\$ 1,438,784.82
<u>Motor Vehicle Parking System</u>			
<u>Fund of City of Decatur, Illinois</u>			
Revenue Fund	\$ 19,675.00	\$ 231,893.93	\$ 251,568.93
Bond & Interest Fund	51,863.00	114,000.00	165,863.00
Bond Reserve	<u>15,856.79</u>	<u>135,043.21</u>	<u>150,900.00</u>
<u>Total Motor Veh.Park.Sys.Rev. of City of Decatur, Illinois</u>	\$ 87,394.79	\$ 480,937.14	\$ 568,331.93
<u>Mtr.Veh.Park.Facilities</u>			
Acquisition & Construction	\$ 20,648.41	\$ 1,300,000.00	\$ 1,320,648.41
<u>Other Agencies</u>			
Civil Defense	\$ 1,448.52	\$ 2,000.00	\$ 3,448.52
Municipal Band	0.00	0.00	0.00
Playground & Recreation	171.11	0.00	171.11
Public Library	<u>37,856.81</u>	<u>175,000.00</u>	<u>212,856.81</u>
<u>Total Other Agencies</u>	\$ 39,476.44	\$ 177,000.00	\$ 216,476.44
Motor Fuel Tax	\$ 46,932.53	\$ 519,284.11	\$ 566,216.64
1963 Street Improvement Bond	\$ 86,209.32	\$ 0.00	\$ 86,209.32
1966 Street Improvement Bond	\$ 108,301.86	\$ 2,302,000.00	\$ 2,410,301.86
1963 Traffic Signal Bond	\$ 18,972.63	\$ 40,000.00	\$ 58,972.63
1966 Traffic Control Signal	\$ 49,924.06	\$ 0.00	\$ 49,924.06
1966 Bridge Bond	\$ 12,140.92	\$ 70,000.00	\$ 82,140.92
Urban Renewal-Performance	\$ 1,797.67	\$ 40,000.00	\$ 41,797.67

165
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CITY OF DECATUR, ILLINOIS

MAY 1ST, 1967 THRU OCTOBER 31, 1967

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
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	0.00	271,386.52	46,413.48	85.40
Tax Levy Receipts-Prior	4,800.00	0.00	0.00	4,800.00	0.00
Fines & Fees	14,500.00	953.41	5,128.65	9,371.35	35.37
Non-Resident Fees	400.00	28.00	168.00	232.00	42.00
Interest on Investments	8,000.00	523.87	586.36	7,413.64	0.73
Lost & Damaged Books	600.00	107.34	364.07	235.93	60.68
Memorial Books	50.00	0.00	31.89	18.11	63.78
Prints Made on Copy Machine	300.00	31.30	136.40	163.60	45.47
Postage	200.00	15.85	83.60	116.40	41.80
Miscellaneous	500.00	78.46	253.52	246.48	50.70
TOTAL REVENUE	423,204.00	1,738.23	356,582.64	66,621.36	84.26

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
<u>PERSONAL SERVICES</u>						
940.101	Regular Salaries	222,819.01	0.00	14,041.42	85,646.64	137,172.37
940.107	Hospitalization, Medical, & Life Insurance	3,483.00	0.00	202.44	1,359.95	2,123.05
940.109	Temporary Salaries	23,931.06	0.00	1,553.12	10,146.18	13,784.88
<u>CONTRACTUAL SERVICES</u>						
940.201	Advertising	850.00	100.30	0.00	275.70	474.00
940.202	Printing & Binding	3,350.00	700.00	0.00	619.57	2,030.43
940.211	Service to Maintain Buildings	14,000.00	125.00	1,106.24	4,528.07	9,346.93

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	0.00	6.00	56.94	243.06
940.214	Service to Maintain Office Equipment	709.00	6.00	38.22	351.39	351.61
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	585.00	15.00
940.229	Other Professional Services	20,500.00	0.00	26.60	210.02	20,289.98
940.231	Electricity	3,000.00	0.00	190.31	1,224.85	1,775.15
940.233	Telephone & Telegraph	2,446.00	0.00	203.74	1,220.37	1,225.63
940.241	Travel Expense	1,000.00	0.00	127.96	656.65	343.35
940.244	Freight & Cartage	200.00	0.00	0.00	0.00	200.00
940.245	Postage	1,380.00	0.00	209.29	506.26	873.74
940.284	Professional & Technical Service Fees & Costs	398.00	242.00	0.00	77.00	79.00
940.288	Rentals	12,826.00	0.00	854.69	4,965.76	7,860.24
<u>COMMODITIES</u>						
940.310	Gas, Oil, & Anti-Freeze	300.00	0.00	20.24	97.85	202.15
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	210.00	8.53	705.97	984.03
940.324	Materials to Maintain Automotive Equipment	325.00	0.00	32.76	200.80	124.20
940.330	Medical & Laboratory Supplies	10.00	0.00	0.00	10.00	0.00
940.345	Office Supplies	5,600.00	657.90	684.61	4,268.76	673.34
<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	51.49	265.49	744.51
TOTAL - OPERATING EXPENDITURES		<u>323,812.07</u>	<u>2,076.20</u>	<u>19,357.66</u>	<u>118,407.31</u>	<u>203,328.56</u>

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<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>CAPITAL OUTLAY</u>						
940.515	Office Machinery and Equipment	2,360.00	0.00	0.00	1,853.00	507.00
940.520	Other Machinery and Equipment	1,729.00	315.00	0.00	195.00	1,219.00
940.525	Library Books	<u>57,500.00</u>	<u>14,306.41</u>	<u>1,338.00</u>	<u>23,270.52</u>	<u>19,923.07</u>
• TOTAL - CAPITAL OUTLAY		<u>61,589.00</u>	<u>14,621.41</u>	<u>1,338.00</u>	<u>25,318.52</u>	<u>21,649.07</u>
GRAND TOTAL		<u>385,401.07</u>	<u>16,697.61</u>	<u>20,695.66</u>	<u>143,725.83</u>	<u>224,977.63</u>

164
1940

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

BILLS TO BE APPROVED FOR THE PERIOD ENDING OCTOBER 24TH, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07712	Treasurer-City of Decatur	Reimburse Petty Cash Items.	23.03
07713	Sanks Insurance Agency	Projector, Films, Etc., Insurance	49.00
07714	Division Boiler Inspection	Annual Inspection-Boiler	2.00
07715	Treasurer-City of Decatur	Payroll	375.77
07716	Treasurer-City of Decatur	Payroll	6,868.43
07717	Dan Keith	Lawn Care-Dill Branch	3.00
07718	Postmaster, Decatur	Postage Meter Reimbursement	200.00
07719	Illinois State Journal	Subscription	21.80
07720	Treasurer-City of Decatur	Payroll	345.21
07721	Postmaster, Decatur	Postage	3.75
07722	Treasurer-City of Decatur	Payroll	298.94
07723	Treasurer-City of Decatur	Payroll	6,982.85
07724	Aetna Life Insurance	Employee Hospitalization and Life Insurance	202.44
07725	Dan Keith	Lawn Care-Dill Branch	3.00
07726	Marathon Oil Co	Gasoline	15.71
07727	Illinois Power Co	Electric and Gas Service	190.31
07728	Treasurer-City of Decatur	Payroll	276.15
07729	Manpower Inc	Temporary Help	270.00
07730	Burdick Plumbing Co	Service Restrooms	20.80
07731	Camfield's Disposal	Service to 10/1/67	4.00
07732	Decatur Window Cleaning Co	September Service	1,053.78
07733	H & H Disposal Service	Service to 8/31/67-Dill Branch	5.00
07734	Illinois Power Co	Service Gas Heater	5.00

169
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DECATUR PUBLIC LIBRARYBills to be approved for the period ending October 24TH, 1967(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07735	Industrial Towel Service	September Service	17.66
07736	I.B.M. Corp.	Service Agreement and Machine Rentals	708.72
07737	Ebers	Service Typewriters	16.50
07738	Ambassador Motor Inn	Planning Meeting	26.60
07739	Illinois Bell Telephone	Phone Service	203.74
07740	United Travel Service	Travel Expense	47.20
07741	Robert H. Dumas	Travel Expense	80.76
07742	Swartz Homes Inc	October Rent-Dill Branch	176.69
07743	Black and Company	Paints and Materials	6.88
07744	Haines & Essick Co	Misc. Office Supplies	75.98
07745	Linxweiler Office Supply	Tape Dispenser	15.75
07746	Americana Interstate Corp	Books	6.40
07747	Baker Taylor Co	Books	954.36
07748	Barrons Educational Service	Books	6.47
07749	R.R.Bowker Co	Books	23.50
07750	Bruce Miller	Books	0.60
07751	Engineering Index Inc.	Books	125.00
07752	Journal of Commerce	Books	36.00
07753	Manchester Guardian	Books	9.00
07754	A.C.McClurg Inc	Books	10.73
07755	Dow Jones Company	Books	11.29
07756	Patterson Publishing Co	Books	5.00
07757	Standard & Poor's Corp	Books	96.00
07758	U.S.Government Printing	Publications	0.25
07759	University Press	Books	0.30

170
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DECATUR PUBLIC LIBRARYBills to be approved for the period ending October 24TH, 1967(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07760	Manpower Inc	Temporary Help	72.00
07761	El Bauer Chevrolet Co	Service Bookmobile	15.23
07762	Amsterdam Pen Company	Misc. Office Supplies	95.66
07763	Commerford Decal Company	Printed Decals	35.44
07764	Black and Company	Misc. Hardware	21.72
07765	Demco Inc	Tape Dispenser & Tape	6.10
07766	Haines & Essick Co	Calendar Re-fills	17.16
07767	eM Business Products Inc	Copy Paper & Supplies for Reader Printer	398.52
07768	Wallace Business Forms Inc	Printed Forms	26.64
07769	Pitman Publishing Co	Books	0.90
07770	University Microfilms Inc	Books	25.00
		TOTAL LIBRARY FUND VOUCHERS	<u>\$20,595.72</u>

171
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