decatur public library

ROBERT H. DUMAS, City Librarian 457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 13, 1968

I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING NOVEMBER 15, 1968

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
C. NEW CENTRAL LIBRARY BUILDING

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - DECEMBER 13, 1968

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD DECEMBER 13, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
MR. BUTLER	MRS. BRALLEY	MARY O'CONNELL
MR. FREYFOGLE	MR. DICK	(HERALD REVIEW)
MR. MILLER	MRS. RUSSELL	MR. DUMAS
MR. OLSEN		MISS SCHWEGMAN
MR. SAPPINGTON		
MR. SCHUERMAN		

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

THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 15, 1968 WERE APPROVED.

MR. DUMAS STATED THAT EVEN THOUGH SOME AGENCIES HAVE SHOWN A LOSS IN CIRCULATION FOR THE PAST YEAR, THE CENTRAL LIBRARY HAS SHOWN A SUBSTANTIAL INCREASE.

AS CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. BUTLER MOVED

THAT $50.00 BE TRANSFERRED FROM CODE 402, CONTINGENCIES, TO CODE 212, SERVICE TO MAINTAIN IMPROVEMENTS OTHER THAN BUILDINGS

THAT $200.00 BE TRANSFERRED FROM CODE 402, CONTINGENCIES, TO CODE 215, SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT

THAT $200.00 BE TRANSFERRED FROM CODE 402, CONTINGENCIES, TO CODE 324, MATERIALS TO MAINTAIN AUTOMOTIVE EQUIPMENT.

MR. BUTLER EXPLAINED THAT BOOKMOBILE REPAIRS ARE STILL CAUSING THE SHORTAGE IN THIS ACCOUNT. FOR THE INFORMATION OF THE BOARD, THE COST OF A NEW BOOKMOBILE IS TO BE DETERMINED BY THE COMMITTEE. MR. SAPPINGTON SECONDED THE MOTION AND IT WAS APPROVED.

MR. BUTLER GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH NOVEMBER 30, 1968 AND BILLS APPROVED THROUGH NOVEMBER 30, 1968. THE MOTION FOR APPROVAL OF THE REPORT BY MR. BUTLER WAS SECONDED BY MR. SAPPINGTON AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

THE NEXT REGULARLY SCHEDULED MONTHLY BOARD MEETING WILL BE HELD JANUARY 17, 1969 IN THE BOARD ROOM OF THE MAIN LIBRARY AT 4:30 P.M.

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

Robert H. Dumas

ROBERT H. DUMAS, CITY LIBRARIAN

FOR THE SECRETARY OF THE BOARD

December 23, 1968

Mr. William Hansen
Hansen Photography
112 South Main Street
Decatur, Illinois

Dear Bill:

In behalf of the Decatur Public Library Board, I would like to thank you for the fine coverage given the new library plan. It will certainly be most helpful in obtaining this much needed new facility.

Your abiding by our suggested news release date is also much appreciated.

Cordially,

RLS/dm

R. L. Schuerman
Chairman, Building Committee

NOTE: Same letter sent to:

Kelso Towle - Herald & Review
Chuck Hippler - WSOY
Jack Kussart - WAND
Dick Westbrook - WDZ
Dalè Coleman - WICS

COPY

STATISTICAL REPORT

December, 1968

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books - 1968 -	17,026	2,610	10,304	29,940	314,738
1967 -	16,116	2,864	10,561	29,541	294,299

REGISTRATION

Resident	26,056	Non-Resident	2,877	
Added	598	Added	56	
	26,654		2,933	
Withdrawn	670	Withdrawn	77	
	25,984		2,856	28,840

TECHNICAL PROCESSING

Cataloging

New books added	460
New titles added	306
Books withdrawn	534
Books mended	113

Acquisitions

Books checked in	506
Pamphlets	6
Microfilm reels	8

REQUISITION AGING REPORT

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

December 0

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

BILLS TO BE APPROVED FOR THE PERIOD ENDING DECEMBER 27, 1968:

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
10982	Texaco Inc	Gasoline	28.94
11376	R.R.Bowker Co	Replaces VOID Voucher 11376	0.00
11377	Treasurer-City of Decatur	Payroll	8,943.11
11378	Postmaster, Decatur	Reimburse City Postage Meter	1.02
11379	-do-	Bulk Mailing Permit	30.00
11380	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	266.28
11381	Treasurer-City of Decatur	Payroll	659.88
11382	Illinois State Journal	Renew Subscription	20.80
11383	National R.R. Publications	-do-	42.00
11384	Illinois Power Co.	Electric & Gas Service	245.13
11385	Treasurer-City of Decatur	Payroll	9,093.19
11386	-do- %General Operating Fund	Personnel Advertising charged in error to City General Fund	53.94
11387	R.R.Bowker Co	Personnel Advertising	18.00
11388	Stappenbeck Bookbindery Inc	Book Binding	159.40
11389	Orkin Extermination Inc	Monthly Service	9.00
11390	Schuerman Key Shop	Lock Service-Evans Branch	7.75
11391	Decatur Window Cleaning	November Service	1,053.78
11392	Normans	Clean Rags & Mops	3.09
11393	D & R Battery	Bookmobile Repair Parts and Service	90.00
11394	Illinois Bell Telephone Co	Phone Service	199.55
11395	Gaylord Bros. Inc	Book Machine-Annual Rental	600.00
11396	I B M Corp.	December Machine Rental	678.00
11397	Pitney Bowes Inc	Postage Meter Rental	24.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
11398	Swarts Homes Inc	December Rent-Dill Branch	187.88
11399	Industrial Towel Service	November Service	7.40
11400	Hubbard Electric Co	Service Bookmobile	13.50
11401	Haines & Essick Co	Misc. Office Supplies	35.39
11402	Bennett & Shade Insurance	Workmens' Compensation	290.00
11403	Baker & Taylor Co	Books	1,076.50
11404	Columbia University Press	-do-	3.80
11405	College Entrance Board	-do-	10.50
11406	Porter Sargent Publishers	-do-	5.35
11407	Field Enterprises Inc	Subscription Renewals	46.00
11408	General Microfilm Inc	Microfilm Service	51.23
11409	A.C.McClurg Co	Books	5.60
11410	James T. White & Co	-do-	35.75
11411	Newberry Library	-do-	1.50
11412	San Francisco Newspaper	Subscription Renewal	19.60
11413	Time-Life Books	Books	9.90
11414	Toledo Museum of Art	-do-	3.00
11415	University Microfilm	Microfilm Service	51.25
11416	Vocational Guidance Manuals	Books	5.53
11417	Treasurer-City of Decatur	Reimburse Petty Cash Items	26.03
11418	Demco Inc	Books Labels	24.75
11419	Gaylord Bros Inc	Assorted Office Materials	447.30
11420	Baker & Taylor Co	Books	91.38
11421	E.P.Dutton & Co	-do-	4.13
11422	Commerce Clearing House	-do-	141.00
11423	National Directory Service	-do-	4.10
11424	Peoria Journal Star	Subscription Renewal	36.40
11425	Treasurer-City of Decatur	Payroll	553.68
		TOTAL LIBRARY VOUCHERS	$25,415.31

CITY OF DECATUR, ILLINOIS

MONTHLY FINANCE REPORT

FOR THE PERIOD

MAY 1ST, 1968 THRU DECEMBER 31, 1968

1968 - 1969

EIGHTH MONTH

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Estimated Fund Balance, May 1	66,000.00	0.00	79,465.10	(13,465.10)	
Tax Levy Receipts-Current	353,000.00	0.00	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	832.38	7,206.36	3,043.64	
Non-Residential Fees	340.00	21.30	322.40	17.60	
Interest on Investments	4,170.00	678.82	1,867.19	2,302.81	
Lost and Damaged Books	730.00	3.60	240.46	489.54	
Memorial Books	70.00	5.00	27.68	42.32	
Prints Made on Copy Machine	270.00	23.00	231.19	38.81	
Postage	170.00	14.67	115.61	54.39	
Miscellaneous	500.00	22.71	673.64	(173.64)	
TOTAL REVENUE	439,500.00	1,601.48	403,696.73	35,803.27	91.85

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1968-1969 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	239,661.00	0.00	17,621.65	148,311.49	91,349.51
107	Hospitalization, Medical, and Life Insurance	3,320.00	0.00	266.28	1,980.88	1,339.12
109	Temporary Salaries	28,103.00	0.00	1,628.21	14,764.36	13,338.64
201	Advertising	500.00	0.00	71.94	398.54	101.46
202	Printing and Binding	4,000.00	1,411.47	159.40	1,318.21	1,270.32
211	Service to Maintain Buildings	14,000.00	0.00	1,073.62	9,327.03	4,672.97
212	Service to Maintain Improvements Other Than Buildings	150.00	0.00	0.00	97.95	52.05
214	Service to Maintain Office Equipment	887.00	28.00	0.00	571.76	287.24
215	Service to Maintain Automotive Equipment	800.00	0.00	15.00	615.00	185.00

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1968-1969 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
221	Auditing Service	700.00	0.00	0.00	460.00	240.00
229	Other Professional Services	9,500.00	0.00	0.00	9,387.41	112.59
231	Electricity	3,200.00	0.00	245.13	1,829.27	1,370.73
233	Telephone and Telegraph	3,000.00	0.00	199.55	1,628.14	1,371.86
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	34.69	885.15	914.85
284	Professional and Technical Service Fees and Costs	455.00	198.00	0.00	60.00	197.00
288	Rentals	10,979.00	0.00	1,489.88	7,604.04	3,374.96
310	Gas, Oil & Anti-Freeze	300.00	0.00	30.29	138.57	161.43
312	Janitorial Supplies	300.00	0.00	8.72	128.26	171.74
320	Materials to Maintain Buildings and Other Improvements	2,000.00	0.00	5.44	1,194.68	805.32
324	Materials to Maintain Automotive Equipment	725.00	0.00	88.50	613.50	111.50
330	Medical and Laboratory Supplies	10.00	0.00	0.00	8.23	1.77
345	Office Supplies	6,350.00	152.18	512.29	6,115.84	81.98
402	Contingencies	17,350.00	0.00	0.00	0.00	17,350.00
423	Other Insurance	1,050.00	0.00	290.00	555.45	494.55
	TOTAL OPERATING EXPENDITURES	350,071.00	1,789.65	23,740.59	208,336.63	139,944.72
	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	2,144.14	1,674.72	30,660.13	16,899.73
	TOTAL CAPITAL OUTLAY	149,929.00	2,144.14	1,674.72	30,800.13	116,984.73
	GRAND TOTAL	500,000.00	3,933.79	25,415.31	239,136.76	256,929.45

CITY OF DECATUR
December 31, 1968
Statement of Cash and Investments

Name of Fund	All Funds Cash on Hand (Deficit)	Investments	Fund Balance
General	$ 156,092.43	$ 122,085.56	$ 278,177.99
Central Services Fund	$ 2,036.53	$ 0.00	$ 2,036.53
Water Fund	$ 78,014.19	$ 1,534,052.00	$ 1,612,066.19
Motor Vehicle Parking System			
Revenue Fund	$ 141,518.67	$ 104,000.00	$ 245,518.67
Bond & Interest Fund	20,209.45	37,199.50	57,408.95
Bond Reserve	10,014.35	266,000.00	276,014.35
Total Mtr. Veh. Pk. Sys.	$ 171,742.47	$ 407,199.50	$ 578,941.97
Motor Vehicle Parking System Acquisition and Construction	$ 15,470.92	$ 0.00	$ 15,470.92
Other Agencies			
Civil Defense	$ 541.75	$ 2,000.00	$ 2,541.75
Municipal Band	413.77	0.00	413.77
Playground & Recreation	0.00	0.00	0.00
Public Library	34,559.97	130,000.00	164,559.97
Total Other Agencies	$ 35,515.49	$ 132,000.00	$ 167,515.49
Motor Fuel Tax	$ 64,425.27	$ 0.00	$ 64,425.27
Motor Fuel Tax Debt Service	$ 149,954.94	$ 138,452.57	$ 288,407.51
1963 Street Improvement Bond	$ 59,429.29	$ 0.00	$ 59,429.29
1966 Street Improvement Bond	$ 47,346.73	$ 1,495,612.06	$ 1,542,958.79
1963 Traffic Signal Bond	$ 0.00	$ 0.00	$ 0.00
1966 Traffic Control Signal	$ 395.05	$ 22,000.00	$ 22,395.05
1966 Bridge Bond	$ 0.00	$ 0.00	$ 0.00
Urban Renewal - Performance	$ 6,183.17	$ 24,267.19	$ 30,450.36
Trust Funds			
Illinois Municipal Retirement	$ 4,399.61	$ 0.00	$ 4,399.61
Public Benefit	597.91	49,463.44	50,061.35
Employees Pension	8,394.85	0.00	8,394.85
Withholding Tax	16,686.63	0.00	16,686.63
Right of Way Acquisition	2,866.04	0.00	2,866.04
Unclaimed Rebate	815.09	3,000.00	3,815.09
Firemen's Pension	24,543.52	0.00	24,543.52
Police Pension	31,660.08	0.00	31,660.08
Total Trust Funds	$ 89,963.73	$ 52,463.44	$ 142,427.17