

decatur

library

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457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JULY 22, 1966

- I CALL TO ORDER
MR. W. A. SAPPINGTON, PRESIDENT
- II APPROVAL OF MINUTES OF BOARD MEETING JUNE 17, 1966
- III INTRODUCTION OF NEW BOARD MEMBERS
 - A. MR. ALBERT L. MILLER
 - B. MR. ROBERT L. SCHUERMAN
- IV FINANCIAL REPORT FOR JUNE 1966
- V COMMITTEE APPOINTMENTS FOR FISCAL YEAR 1966/67
- VI CITY LIBRARIAN'S REPORT
MISS EDNA F. JONES, ACTING CITY LIBRARIAN
- VII ANNOUNCEMENT OF DATE FOR AUGUST MEETING
- VIII UNFINISHED BUSINESS
- IX NEW BUSINESS
- X ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK
MR. WEST

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS' MEETING - JULY 22, 1966

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
DECATUR PUBLIC LIBRARY WAS HELD ON JULY 22, 1966 IN THE BOARD
ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK
MR. WEST

MEMBERS ABSENT:

MR. GROHNE
MRS. POGUE
MRS. RUSSELL

OTHERS PRESENT:

MRS. MARY K. WEIDNER
MISS CLARA HUNK
MISS EDNA JONES
MR. JOSEPH WEBB
(DECATUR HERALD)
MR. DALE BROWN

THE MEETING WAS CALLED TO ORDER AT 4:05 P.M. BY MR.
SAPPINGTON, PRESIDENT.

MINUTES OF THE JUNE 17, 1966 BOARD MEETING WERE
PRESENTED. A CORRECTION IN THE NAMES OF BOARD MEMBERS RECEIV-
ING CERTIFICATES OF APPOINTMENTS WAS MADE: "MR. GROHNE" WAS
SUBSTITUTED FOR "MR. SAPPINGTON". THE MINUTES WERE THEN
APPROVED AS CORRECTED.

TWO NEW MEMBERS OF THE BOARD WERE INTRODUCED: MR. ALBERT
L. MILLER, CHIEF ACCOUNTANT AT CATERPILLAR AND MR. ROBERT L.
SCHUERMAN, DIRECTOR OF DISTRIBUTION AT STALEY'S.

MR. DALE BROWN, MANAGER OF SYSTEMS AND PROCEDURES AT
WAGNER CASTINGS, WAS INTRODUCED. MR. BROWN HAS OFFERED TO
EVALUATE THE DATA PROCESSING INSTALLATION AT DECATUR PUBLIC
LIBRARY.

MEMBERS OF THE FINANCE COMMITTEE MET DURING JUNE AT
THE MUNICIPAL BUILDING AND APPROVED PAYMENT OF BILLS FOR THE
LIBRARY. THE FINANCE COMMITTEE REPORT WAS APPROVED.

MR. SAPPINGTON ANNOUNCED COMMITTEE APPOINTMENTS FOR
THE FISCAL YEAR 1966/67:

FINANCE COMMITTEE:

MR. OLSEN, CHAIRMAN
MR. WEST
MR. MILLER
MRS. POGUE

PROPERTIES COMMITTEE:

MR. WEST, CHAIRMAN
MRS. RUSSELL
MR. MILLER
MR. TEBUSSEK

POLICY COMMITTEE:

MR. GROHNE, CHAIRMAN
MRS. POGUE
MR. TEBUSSEK
MR. SCHUERMAN

PERSONNEL COMMITTEE:

MR. OLSEN, CHAIRMAN
MR. SCHUERMAN
MR. GROHNE
MRS. RUSSELL

IN THE CITY LIBRARIAN'S REPORT, MISS JONES SUMMARIZED MR. KIRK'S REPORT FROM THE CIVIL SERVICE COMMISSION FOR LIBRARY PERSONNEL ACTIVITY DURING THE MONTH OF JUNE 1966. THE LIBRARY BEGAN THE MONTH WITH 40 EMPLOYEES; DURING THIS TIME THERE WAS ONE RETIREMENT, ONE TEMPORARY EMPLOYEE ADDED TO THE STAFF AND THREE PROMOTIONS. AT THE END OF THE MONTH, THERE WERE A TOTAL OF 40 EMPLOYEES AND 7 VACANCIES. DURING THE MONTH, CIVIL SERVICE EXAMINATIONS WERE GIVEN FOR THE LIBRARIAN'S SECRETARY AND FOR LIBRARY ASSISTANT II. MISS JONES INDICATED THAT ADVERTISEMENTS FOR THE FOUR PROFESSIONAL POSITIONS NOW VACANT WERE PLACED IN THESE LIBRARY JOURNALS: ALA BULLETIN, WILSON LIBRARY BULLETIN, AND THE LIBRARY JOURNAL. SHE INDICATED THAT AT LEAST SOME OF THESE PROFESSIONAL POSITIONS SHOULD BE FILLED BY SEPTEMBER SO THAT THE PUBLIC SERVICE DEPARTMENTS IN THE MAIN LIBRARY WILL BE ABLE TO GIVE GOOD SERVICE WHEN THE LIBRARY REOPENS FOR ITS USUAL SCHEDULE OF 60 HOURS PER WEEK.

MISS JONES INFORMED THE BOARD THAT AS PER THEIR RECOMMENDATION IN THE BOARD MEETING OF APRIL 29, 1966, FRANK LAMBRICK, CITY PURCHASING AGENT HAS WRITTEN THE JANITORIAL SPECIFICATIONS FOR THE MAIN LIBRARY AND THE BRANCHES. BIDS FOR THE CONTRACT FOR THE LIBRARY'S JANITORIAL SERVICES WERE ADVERTISED FOR JULY 20, 1966; THEY WILL BE OPENED AUGUST 4, 1966.

STAFF ATTENDANCE AT MEETINGS DURING JULY INCLUDED MISS CATHERINE YAMAMOTO'S ATTENDANCE AT THE AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE IN NEW YORK CITY AND MRS. MARY K. WEIDNER'S ATTENDANCE AT THE ILLINOIS LIBRARY ASSOCIATION AUTOMATION COMMITTEE MEETING IN CHAMPAIGN.

MR. OLSEN'S MOTION TO SET THE AUGUST MEETING FOR AUGUST 12, 1966 WAS APPROVED.

MR. SAPPINGTON CALLED AN EXECUTIVE SESSION AT 4:40 P.M. TO CONSIDER THE DATA SHEETS RECEIVED FROM PROSPECTIVE CITY LIBRARIANS.

THE MEETING ADJOURNED AT 5:30 P.M.

RESPECTFULLY SUBMITTED,

Edna F. Jones

EDNA F. JONES
ACTING CITY LIBRARIAN

SUMMARY OF INCOME AND EXPENDITURES
SECOND MONTH ENDING JUNE 30, 1966

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ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>REVENUE</u>	<u>ESTIMATED REVENUE</u>	<u>RECEIVED TO-DATE</u>	<u>% OF EST.</u>
Surplus May 1st 1966	17,556.00	21,636.31	123.24
Tax Levy Receipts-Current	303,800.00	97,869.75	32.22
Tax Levy Receipts-Prior	4,600.00	0.00	0.00
Fines & Fees	13,000.00	2,400.14	18.46
Non-Resident Fees	676.00	63.00	9.32
Interest on Investments	600.00	0.00	0.00
Illinois State Library Reimbursement	400.00	0.00	0.00
Lost & Damaged Books	694.00	52.27	7.53
Reserves	108.00	4.00	3.70
Memorial Books	35.00	0.00	0.00
Prints Made on Copy Machine	317.00	42.40	13.38
Plastic Bags	90.00	0.96	1.07
Postage	366.00	32.29	8.82
Rolling Prairie Libraries	3,000.00	0.00	0.00
Miscellaneous	2,028.00	16.16	0.80
 TOTAL REVENUE	 <u>347,270.00</u>	 <u>122,117.28</u>	 <u>35.16</u>

1966 - 1967 BUDGET
ACTIVITY: 940 DECATUR PUBLIC
LIBRARY

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>APPROPRIATION</u>	<u>EXPENDITURES TO-DATE</u>	<u>UNENCUMBERED BALANCES</u>
940.101	Regular Salaries	200,276.94	24,756.35	175,520.59
940.109	Temporary Salaries	25,415.00	2,616.36	22,798.64
 <u>CONTRACTUAL SERVICES</u>				
940.201	Advertising	100.00	89.06	10.94
940.202	Printing & Binding	2,500.00	0.00	2,500.00
940.211	Service to Maintain Buildings	10,750.00	2,016.53	8,733.47
940.212	Service to Maintain Improvements Other Than Buildings	150.00	13.50	106.50
940.214	Service to Maintain Office Equipment	924.00	13.50	910.50
940.215	Service to Maintain Automotive Equipment	600.00	27.57	572.43
940.221	Auditing Services	600.00	0.00	600.00
940.229	Other Professional Services	2,000.00	0.00	2,000.00
940.231	Electricity	3,000.00	421.68	2,578.32
940.233	Telephone & Telegraph	2,446.36	402.30	2,044.06
940.241	Travel Expense	610.00	0.00	610.00
940.244	Freight & Cartage	200.00	0.00	200.00
940.245	Postage	1,400.00	277.61	1,122.39

1966 - 1967 BUDGET
ACTIVITY: 940 DECATUR PUBLIC
LIBRARY

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OBJECT CODE NO.	OBJECT OF EXPENDITURES	APPROPRIATION	EXPENDITURES TO-DATE	UNENCUMBERED BALANCES
940.284	Professional & Technical Service Fees & Costs	342.50	0.00	342.50
940.288	Rentals	11,400.00	375.53	11,024.47
940.299	Contractual Services Not Otherwise Classified	150.00	48.02	101.98
<u>COMMODITIES</u>				
940.302	Books, Publications, and Maps	41,040.00	1,773.92	34,881.27
940.310	Gas, Oil, & Anti-Freeze	303.00	30.32	272.68
940.312	Janitorial Supplies	25.00	5.37	19.63
940.320	Materials to Maintain Buildings and Other Improvements	1,300.00	946.56	353.44
940.324	Materials to Maintain Automotive Equipment	600.00	0.00	600.00
940.330	Medical & Laboratory Supplies	15.00	0.00	15.00
940.345	Office Supplies	5,600.00	718.77	4,881.23
<u>OTHER CHARGES</u>				
940.402	Contingencies	3,000.00	0.00	3,000.00
940.423	Other Insurance	4,500.00	0.00	4,500.00
TOTAL - OPERATING EXPENDITURES		319,247.80	34,532.95	280,300.04
<u>CAPITAL OUTLAY</u>				
940.515	Office Machinery and Equipment	2,516.50	0.00	2,516.50
TOTAL - CAPITAL OUTLAY		2,516.50	0.00	2,516.50
GRAND TOTAL		321,764.30	34,532.95	282,816.54

SUMMARY OF INCOME AND EXPENDITURES
SECOND MONTH ENDING JUNE 30, 1966

ACTIVITY: 955 MUNICIPAL BAND FUND

REVENUE	ESTIMATED REVENUE	RECEIVED TO-DATE	% OF EST.
Surplus May 1st 1966	418.00	418.37	100.09
Tax Levy Receipts-Current	18,200.00	5,891.45	32.37
Tax Levy Receipts-Prior	300.00	0.00	0.00
TOTAL REVENUE	18,918.00	6,309.82	33.35

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending June 3rd, 1966:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
04314	Illinois Bell Telephone	Phone Service	11.11
04315	IBM Corporation	Office Equipment Maintenance	18.00
04316	McNaughton Book Service	Book Rental Service	120.00
04317	University Microfilms Inc	Microfilm Service	3.00
04318	Vocational Guidance Manuals	Books	3.73
04319	Collier-MacMillan Dist.	Books	45.31
04320	A.C. McClurg Inc	Books	156.95
04321	McGraw-Hill Book Co	Books	14.60
04322	Funk & Wagnalls	Books	7.50
04323	American Library Assoc.	Books	6.75
04324	Doubleday & Co	Books	400.67
04325	N.W. Ayer & Son Inc	Books	30.00
04326	American Hotel Register Co	Guide & Travel Atlas	7.46
04327	Rand-McNally Co	Books	55.00
04328	National Camp Directors	Books	1.65
04329	Scarecrow Press Co	Books	54.60
04330	Manufacturers' News Inc	Directory	35.90
04331	Americana Interstate Corp	1966 Annual	6.40
04332	Wallender Dedman Co	Rubber Stamp	3.00
04333	Kee Lox Mfg. Co.	Typewriter Ribbons	8.28
		<u>TOTAL</u>	<u>\$989.91</u>

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04316	McNaughton Book Service	Book Rental Service	120.00
04317	University Microfilms Inc	Microfilm Service	3.00
04318	Vocational Guidance Manuals	Books	3.73
04319	Collier-MacMillan Dist.	Books	45.31
04320	A.C. McClurg Inc	Books	156.95
04321	McGraw-Hill Book Co	Books	14.60
04322	Funk & Wagnalls	Books	7.50
04323	American Library Assoc.	Books	6.75
04324	Doubleday & Co	Books	400.67
04325	N.W. Ayer & Son Inc	Books	30.00
04326	American Hotel Register Co	Guide & Travel Atlas	7.46
04327	Rand-McNally Co	Books	55.00
04328	National Camp Directors	Books	1.65
04329	Scarecrow Press Co	Books	54.60
04330	Manufacturers' News Inc	Directory	35.90
04331	Americana Interstate Corp	1966 Annual	6.40
04332	Wallender Dedman Co	Rubber Stamp	3.00
04333	Kee Lox Mfg. Co.	Typewriter Ribbons	8.28
		<u>TOTAL</u>	<u>\$989.91</u>

CITY OF DECATUR

MUNICIPAL BUILDING DECATUR, ILLINOIS



July 6, 1966

Board of Trustees
Decatur Public Library
457 N. Main Street
Decatur, Illinois

Gentlemen:

Reported below is a summary of the personnel activity at the Library for the month of June, 1966.

6-1	Number of employees	40
6-3	Harold McMillan retired	
6-11	Hired Verna Schultz as temporary Library Assistant I	
6-25	Promoted the following employees:	
	1) Miss Turnbo--Library Clerk II to Library Clerk III	
	2) Mrs. Redden--Page to Library Clerk II	
	3) Mrs. Sangster--Library Clerk I to Library Clerk II	
	4) Miss Spittler--Library Clerk I	
6-30	Number of employees	40
	Number of Vacancies	7
	Librarian III -- 1	
	Librarian I -- 3	
	Library Clerk I -- 1	
	Library Page -- 1 (full time)	
	Clerk-Stenographer II -- 1	

Sincerely yours,

David R. Kirk
Administrative Assistant