



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JULY 21, 1967

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JUNE 16, 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

COMMITTEE APPOINTMENTS:

PROPERTY AND FINANCE

MR. MILLER, CHAIRMAN
MR. TEBUSSEK
MR. FREYFOGLE

POLICIES, PUBLIC RELATIONS, AND PERSONNEL

MR. SAPPINGTON, CHAIRMAN
MR. WEST
MR. SCHUERMAN
MRS. RUSSELL

NEW CENTRAL LIBRARY BUILDING

MR. SCHUERMAN, CHAIRMAN
MR. MILLER
MR. SAPPINGTON

- + IX. ADJOURNMENT

157
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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JULY 21, 1967

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON JULY 21, 1967 IN THE BOYD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. FREYFOGLE
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK

MEMBERS ABSENT:

MR. MILLER
MRS. RUSSELL
MR. WEST

OTHERS PRESENT:

JIM BOND
(DECATUR HERALD)
MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:40 P.M. BY MR. OLSEN.

THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 16, 1967 WERE APPROVED.

MR. DUMAS REPORTED A 5000 INCREASE IN CIRCULATION FOR THE MONTH OF JUNE AND STATED THAT HE IS GLAD WE ARE REACHING MORE PEOPLE. HE FURTHER REPORTED THAT REQUISITIONS SUBMITTED TO THE CITY SINCE MAY OF 1966 CAME THROUGH THAT DAY, JULY 21, 1967, AND THE BACKLOG OF AGING VOUCHERS HAD BEEN GREATLY DIMINISHED.

MR. DUMAS STATED THAT MRS. MURIEL PERRY TRAVERS HAD COME TO THE LIBRARY TO WORK PART-TIME AS ACTING SUPERVISOR OF TECHNICAL SERVICES. HE ALSO ANNOUNCED THE APPOINTMENT OF A REFERENCE LIBRARIAN, MISS MARGARET MEYER, A RECENT GRADUATE OF THE UNIVERSITY OF ILLINOIS LIBRARY SCHOOL.

IN HIS REPORT ON THE AMERICAN LIBRARY ASSOCIATION CONVENTION IN SAN FRANCISCO, MR. DUMAS STATED THAT THE THEME OF THE CONVENTION WAS MANPOWER SHORT-AGE. HE STATED THAT THERE WERE OVER 500 ADVERTISED VACANCIES AND FEWER THAN 100 ACTUAL CANDIDATES FOR THE POSITIONS. THOSE INTERESTED IN PUBLIC LIBRARY WORK SPECIFIED EITHER EAST COAST OR WEST COAST. MR. DUMAS REPORTED THAT HE "COULD NOT EVEN GET AN INTERVIEW WITH AN APPLICANT AND THAT UNLESS WE CAN GET ADEQUATE PROFESSIONAL STAFF, WE CANNOT ADEQUATELY TRAIN THE SEMI-PROFESSIONAL HELP THAT WE HAVE. WE ARE GOING TO CONTINUE ADVERTISING. IT MAY BE THAT WE WILL HAVE TO RAISE OUR BASE SALARIES."

MR. OLSEN GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH JUNE 30, 1967 AND BILLS APPROVED THROUGH JUNE 19 AND JULY 11, 1967. THE REPORT WAS UNANIMOUSLY APPROVED BY ROLL-CALL VOTE.

AS CHAIRMAN OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE, MR. SAPPINGTON MOVED THAT LIBRARY STAFF SALARIES BE RAISED IN AMOUNTS COMPARABLE TO ANY INCREASES IN THE CITY PAYMENT SCHEDULE. THE MOTION WAS APPROVED. MR. SAPPINGTON SUGGESTED THAT A LETTER ALONG WITH A COPY OF THESE MINUTES POINTING OUT THIS PARTICULAR MOTION BE FORWARDED TO MR. JACK LOFTUS, FINANCE DIRECTOR OF THE CITY OF DECATUR.

110
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MR. SCHUERMAN, CHAIRMAN OF THE NEW CENTRAL LIBRARY BUILDING COMMITTEE, STATED THAT A MORNING MEETING WITH THE CITY COUNCIL HAD BEEN HELD TWO WEEKS AGO TO DISCUSS AND EXPLAIN TO THEM WHY \$20,000 WAS NEEDED TO PROGRAM FOR THE NEW LIBRARY. THE COUNCIL APPROVED THIS AMOUNT.

AS THE NEWLY ELECTED PRESIDENT OF THE BOARD, MR. OLSEN ANNOUNCED THE FOLLOWING COMMITTEE APPOINTMENTS:

PROPERTY AND FINANCE: MR. MILLER, CHAIRMAN, MR. TEBUSSEK AND MR. FREYFOGLE

POLICIES, PUBLIC RELATIONS, AND PERSONNEL: MR. SAPPINGTON, CHAIRMAN, MR. WEST, MR. SCHUERMAN AND MRS. RUSSELL

NEW CENTRAL LIBRARY BUILDING: MR. SCHUERMAN, CHAIRMAN, MR. MILLER AND MR. SAPPINGTON

THE MEETING WAS ADJOURNED AT 5:45 P.M.



WILLIAM L. TEBUSSEK
SECRETARY OF THE BOARD

STATISTICAL REPORT

June, 1967

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1967:	17,596	5,788	21,326	44,710	81,716
1966:	15,130	6,047	18,073	39,250	78,417

DATA PROCESSING

Packs Made: 6,967 - replacement
968 - new
559 - newly accessioned=
8,494 - total

REGISTRATION

Resident	29,308	Non-Resident	6,874	
Added	<u>708</u>	Added	<u>14</u>	
	30,016		6,888	
Withdrawn	<u>992</u>	Withdrawn	<u>205</u>	
	29,024		6,683	<u>35,707</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,066
New titles added	367
Books withdrawn	570
Books transferred	8
Books mended	222
Books sent to bindery	258

Acquisitions

Books checked in	1,662
Pamphlets checked in	20
Microfilm checked in	26
Lists processed	6

REQUISITION AGING REPORT

Purchase Orders have not been received
for the following requisitions as of
June 30, 1967:

June - 1966	1
Aug	2
Sept	6
Oct	5
Dec	6
Jan - 1967	7
Feb	10
Mar	3
Apr	5
May	2
June	3

112
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CITY OF DECATUR, ILLINOIS

MAY 1ST, 1967 THRU JUNE 30, 1967

OTHER AGENCIESACTIVITY: 940 DECATUR PUBLIC LIBRARY

W. D. Dumas

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	84,431.36	144,739.47	173,060.53	45.54
Tax Levy Receipts-Prior	4,800.00	0.00	0.00	4,800.00	0.00
Fines & Fees	14,500.00	1,168.71	1,862.90	12,637.10	12.85
Non-Resident Fees	400.00	42.00	42.00	358.00	10.50
Interest on Investments	8,000.00	0.00	0.00	8,000.00	0.00
Lost & Damaged Books	600.00	43.28	45.53	554.47	7.59
Memorial Books	50.00	5.09	5.09	44.91	10.18
Prints Made on Copy Machine	300.00	20.55	45.45	254.55	15.15
Postage	200.00	16.93	28.84	171.16	14.42
Miscellaneous	500.00	81.85	107.34	392.66	21.47
TOTAL REVENUE	423,204.00	85,809.77	225,320.25	197,883.75	53.24

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	12,416.58	24,832.02	197,986.99
940.107	Hospitalization, Medical, & Life Insurance	3,483.00	0.00	373.23	562.93	2,920.07
940.109	Temporary Salaries	23,931.06	0.00	1,830.59	3,295.95	20,635.11
<u>CONTRACTUAL SERVICES</u>						
940.201	Advertising	250.00	118.30	0.00	155.40	46.30
940.202	Printing & Binding	3,350.00	580.50	0.00	0.00	2,769.50
940.211	Service to Maintain Buildings	14,000.00	25.00	1,076.90	1,133.25	12,841.75

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

248
51

<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>CONTRACTUAL SERVICES</u>						
940.212	Service to Maintain Improvements Other than Buildings	300.00	0.00	9.00	19.25	280.75
940.214	Service to Maintain Office Equipment	709.00	15.95	0.00	0.00	693.05
940.215	Service to Maintain Automotive Equipment	450.00	50.00	155.67	225.30	174.70
940.221	Auditing Service	600.00	0.00	0.00	0.00	600.00
940.229	Other Professional Services	500.00	0.00	0.00	0.00	500.00
940.231	Electricity	3,000.00	0.00	179.44	361.07	2,638.93
940.233	Telephone & Telegraph	2,446.00	0.00	203.76	393.58	2,052.42
940.241	Travel Expense	1,000.00	0.00	471.60	471.60	528.40
940.244	Freight & Cartage	200.00	0.00	0.00	0.00	200.00
940.245	Postage	1,380.00	0.00	222.05	259.58	1,120.42
940.284	Professional & Technical Service Fees & Costs	398.00	60.00	0.00	0.00	338.00
940.288	Rentals	12,826.00	0.00	885.69	1,546.04	11,279.96
<u>COMMODITIES</u>						
940.310	Gas, Oil, & Anti-Freeze	300.00	0.00	19.18	53.58	246.42
940.312	Janitorial Supplies	25.00	0.00	13.29	13.29	11.71
940.320	Materials to Maintain Buildings and Other Improvements	1,900.00	10.12	2.15	211.78	1,678.10
940.324	Materials to Maintain Automotive Equipment	325.00	0.00	68.92	118.22	206.78
940.330	Medical & Laboratory Supplies	10.00	10.00	0.00	0.00	0.00
940.345	Office Supplies	5,600.00	1,894.26	387.11	406.21	3,299.53
<u>OTHER CHARGES</u>						
940.402	Contingencies	3,000.00	0.00	0.00	0.00	3,000.00
940.423	Other Insurance	1,010.00	0.00	0.00	0.00	1,010.00
TOTAL - OPERATING EXPENDITURES		<u>303,812.07</u>	<u>2,694.13</u>	<u>18,315.16</u>	<u>34,059.05</u>	<u>267,058.89</u>

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>CAPITAL OUTLAY</u>						
940.515	Office Machinery and Equipment	2,360.00	0.00	321.00	1,221.00	1,139.00
940.520	Other Machinery and Equipment	1,729.00	0.00	0.00	0.00	1,729.00
940.525	Library Books	<u>57,500.00</u>	<u>9,273.99</u>	<u>7,226.94</u>	<u>8,266.68</u>	<u>39,959.33</u>
TOTAL - CAPITAL OUTLAY		<u>61,589.00</u>	<u>9,273.99</u>	<u>7,547.94</u>	<u>9,487.68</u>	<u>42,827.33</u>
GRAND TOTAL		<u>365,401.07</u>	<u>11,968.12</u>	<u>25,863.10</u>	<u>43,546.73</u>	<u>309,886.22</u>

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

W. Dumas

Bills to be approved for the period ending June 19, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07437	Dan Keith	Lawn Care-Dill Branch	3.00
07438	Marathon Oil Co	Gasoline	14.51
07439	Treasurer-City of Decatur	Payroll	300.13
07440	Treasurer-City of Decatur	Payroll	286.05
07441	Treasurer-City of Decatur	Payroll	6,249.89
07442	Postmaster, Decatur	Postage	1.20
07443	Marathon Oil Co	Gasoline	15.70
07444	Treasurer-City of Decatur	Payroll	256.92
07445	Aetna Life Insurance	Employee Hospitalization and Life Insurance	189.70
07446	Treasurer-City of Decatur	Payroll	289.58
07447	Treasurer-City of Decatur	Payroll	6,284.20
07448	Dan Keith	Lawn Care-Dill Branch	3.00
07449	Robert H. Dumas	Travel Expense	395.00
07450	Treasurer-City of Decatur	Payroll	266.89
07451	Manpower Inc	Temporary Help	360.00
07452	Manpower Inc	Temporary Help	90.00
07453	Industrial Towel Service	May Service	19.12
07454	Decatur Window Cleaning Co	May Service	1,053.78
07455	Camfield's Disposal	Service to 6/1/67	4.00
07456	Soy Ford Inc	Vehicle Service & Parts	15.17
07457	El Bauer Chevrolet	Vehicle Service & Parts	209.42
07458	Illinois Bell Telephone	Phone Service	203.76
07459	Robert H. Dumas	Travel Expense	25.80
07460	Swartz Homes Inc	June Rent-Dill Branch	176.69

116
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Bills to be approved for the period ending June 19, 1967:(cont'd)

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07461	I.B.M. Corp	Machine Rental, Office Supplies, Typewriter	1,290.42
07462	Sullivans Texaco	Gasoline	3.48
07463	Decatur Grocer Co	Sanitary Supplies	13.29
07464	Bellm Freight Lines	Incoming Freight	20.98
07465	Haines & Essick Co	Misc. Office Supplies	102.96
07466	Children's Book Council	Misc. Office Supplies	2.75
07467	R.R.Bowker Co	Books	25.00
07468	Chicago Industrial Directory, Inc	Books	40.00
07469	C.T. & N. Telephone Co	1967 Directory	1.00
07470	Doubleday & Company	Books	18.24
07471	Dun & Bradstreet Co	Books	24.00
07472	Facts on File Inc	Books	30.30
07473	Gale Research Co	Books	25.00
07474	Harvard University Press	Books	3.30
07475	Columbia University Press	Books	2.17
07476	International Hotel Directory Inc	Books	5.44
07477	A.C.McClurg & Co	Books	44.30
07478	McNaughton Book Service	May & June Service	240.00
07479	Porter Sargent Publisher	Books	9.00
07480	T.K.Sanderson Co	Books	27.00
07481	School Library Journal	Books	5.00
07482	Shoe String Press Inc	Books	25.00
07483	Technical Publications	Books	16.43
07484	University Microfilms Inc	Microfilm Service	116.50
07485	Wall Street Journal	Annual Subscription	26.00

117
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Bills to be approved for the period ending June 19, 1967 (cont'd)

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07486	E.G. Warman Publishing Co	Books	6.95
07487	The Baker & Taylor Co	Books	6,531.06
TOTAL LIBRARY FUND VOUCHERS			<u>\$25,369.08</u>

118
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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARYBILLS TO BE APPROVED FOR THE PERIOD ENDING JULY 11, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07488	Dan Keith	Lawn Care-Dill Branch	3.00
07489	Mr. Robert Schuerman	Travel Expense	50.80
07490	Dan Keith	Lawn Care-Dill Branch	3.00
07491	Postmaster, Decatur	Postage Meter Reimbursement	200.00
07492	Illinois Power Company	Electric & Gas Service	179.44
07493	Aetna Life Insurance	Employee Hospitalization and Life Insurance	183.53
07494	Treasurer-City of Decatur	Reimburse Petty Cash Items	28.25
07495	Treasurer-City of Decatur	Payroll	256.00
07496	Treasurer-City of Decatur	Payroll	6,132.38
07497	Millikin National Bank	Certificate of Time Deposit	100,000.00
07498	Treasurer-City of Decatur	Payroll	311.20
07499	Treasurer-City of Decatur	Payroll	315.49
07500	Treasurer-City of Decatur	Payroll	6,449.21
07501	Manpower Inc	Temporary Help	270.00
07502	New York Times	Personnel Advertising	48.30
07503	Bilyeu's Glass	Replace Glass-Evans Branch	31.84
07504	Industrial Towel Service	June Service	16.49
07505	Decatur Window Cleaning Co	June Service	1,053.78
07506	H & H Disposal Service	Service to July 1, 1967	5.00
07507	Dan Keith	Lawn Care-Dill Branch	3.00
07508	Gaylord Bros Inc	Repair Numbering Machine	10.95
07509	IBM Corporation	Office Machine Service Agreements, Freight, and Office Supplies	204.95
07510	Decatur Refrigeration Co	Service Bookmobile Air Conditioner	23.00

159
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DECATUR PUBLIC LIBRARYBILLS TO BE APPROVED FOR THE PERIOD ENDING JULY 11, 1967(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07511	Illinois Bell Telephone Co	Phone Service	196.37
07512	American Management Assoc.	Annual Service Fee	60.00
07513	Swartz Homes Inc	July Rent-Dill Branch	176.69
07514	Osco Drugs	First Aid Supplies	15.91
07515	Demco Library Supplies	Glue Sticks	6.00
07516	Haines & Essick Co	Misc. Office Supplies	169.62
07517	Industrial Printing Co	Misc. Office Forms & Supplies	347.20
07518	Advancement & Placement Inst	Books	4.00
07519	The Baker & Taylor Co	Books	3,514.20
07520	R.R.Bowker Co	Books	10.25
07521	Camp Directors Guide	Books	2.00
07522	Doubleday & Company	Books	120.00
07523	Hanson*bennett Magazine Co	Books	12.37
07524	A.C.McClurg Co	Books	9.51
07525	McGraw Hill Book Co	Books	39.10
07526	McNaughton Book Service	July Book Service	120.00
07527	New York Times	Annual Subscription	57.50
07528	20th Century Press Inc	Books	3.00
07529	Thigpen-Cleckley	Books	15.00
07530	University of Illinois	Books	0.60
07531	University Microfilms	Microfilm Service	25.25
07532	H.W.Wilson Co	Books	160.00
07533	Wood Workers Digest	Books	2.00
TOTAL LIBRARY FUND VOUCHERS			<u>\$120,846.21</u>

120
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