

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 12, 1968

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING DECEMBER 15, 1967
- 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:

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

NOTE: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD
FEBRUARY 16, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY
AT 4:30 P.M.

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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JANUARY 12, 1968

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON JANUARY 12, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. TEBUSSEK

MEMBERS ABSENT:

MRS. RUSSELL
MR. SCHUERMAN
MR. WEST

OTHERS PRESENT:

LINDA HUGHES
(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 DECEMBER 15, 1967 WERE APPROVED.

CITY LIBRARIAN ROBERT DUMAS REPORTED THAT THERE WAS NO MARKED DEVIATION IN CIRCULATION TRENDS FROM LAST MONTH. THE CENTRAL ADULT DEPARTMENT CONTINUES TO SHOW A SMALL INCREASE; EXTENSION CIRCULATION WAS STILL DOWN ABOUT 9%. HOWEVER, TOTAL CIRCULATION REMAINS ON PAR WITH JANUARY OF LAST YEAR, RATHER THAN SHOWING A DECLINE AS HAS BEEN TRUE FOR THE PAST FEW MONTHS.

MR. DUMAS FURTHER REPORTED THAT THE SCHEDULE OF BOARD MEETINGS FOR THE COMING YEAR HAS BEEN POSTED PUBLICLY AND PUBLISHED IN THE NEWSPAPER IN ACCORDANCE WITH STATE LAW.

CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. MILLER, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH DECEMBER 31, 1967 AND BILLS APPROVED THROUGH DECEMBER 22, 1967. THE MOTION FOR APPROVAL OF THE REPORT BY MR. MILLER WAS SECONDED BY MR. SAPPINGTON AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. MILLER FURTHER MOVED THAT:

\$25.00 BE TRANSFERRED FROM CONTINGENCIES, CODE 402, TO OTHER INSURANCE, CODE 423; AND THAT \$100.00 BE TRANSFERRED FROM CONTINGENCIES, CODE 402, TO MATERIALS TO MAINTAIN AUTOMOTIVE EQUIPMENT, CODE 324.

THE MOTION WAS SECONDED BY MR. FREYFOGLE AND WAS APPROVED.

MR. SAPPINGTON, CHAIRMAN OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE, STATED THAT HIS COMMITTEE DID NOT MEET DURING THE PAST MONTH BECAUSE OF THE INABILITY TO SECURE A QUORUM. HOWEVER, MR. SAPPINGTON STATED THAT HE THOUGHT IT WOULD BE OF INTEREST TO THE BOARD TO KNOW THAT ALL DEPARTMENT HEADS OF THE CITY HAD RECEIVED A 15% INCREASE IN SALARY AS OF JANUARY 1, AND AS CHAIRMAN OF HIS COMMITTEE AND AS A MEMBER OF HIS COMMITTEE HE WOULD LIKE TO ASK FOR AN EXECUTIVE SESSION OF THE BOARD FOR THE PURPOSE OF DISCUSSING THE SALARY OF THE DIRECTOR OF THE LIBRARY. THE BOARD WENT INTO EXECUTIVE SESSION AT APPROXIMATELY 4:45 P.M.

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THE BOARD RECONVENED AT 4:50 P.M. AT WHICH TIME MR. SAPPINGTON MADE THE FOLLOWING MOTION:

THAT THE CITY LIBRARIAN BE GRANTED AN INCREASE IN SALARY IN THE AMOUNT OF 15% OF HIS PRESENT BASE SALARY AND THAT THIS INCREASE BE EFFECTIVE AS OF THE TIME THAT THE OTHER CITY DEPARTMENT HEADS RECEIVED THEIR RAISES, THE FIRST OF JANUARY, 1968.

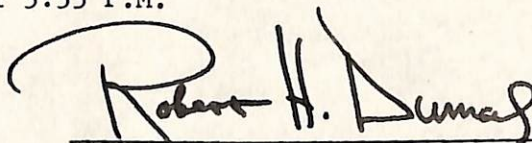
MR. FREYFOGLE SECONDED THE MOTION AND THE MOTION CARRIED.

MR. SAPPINGTON WANTED THE RECORD TO SHOW THAT HE HAD DOUBTS AS TO WHETHER THE LEGISLATURE INTENDED FOR ALL CITY EMPLOYEES TO RECEIVE A 15% INCREASE WHEN IT (THE LEGISLATURE) VOTED THE MINIMUM SALARIES FOR POLICEMEN AND FIREMEN. HOWEVER, SINCE IT WAS GRANTED, HE VOTED FOR IT FOR THE DIRECTOR OF THE LIBRARY.

MR. SAPPINGTON REPORTED THAT THE CITY MANAGER ADVISED MR. DUMAS THAT THE CITY WAS HAVING A CLASSIFICATION STUDY UNDERTAKEN BY AN OUTSIDE FIRM AND THAT MR. DUMAS INDICATED THAT THE LIBRARY WOULD LIKE TO BE INCLUDED, THAT HIS COMMITTEE REAFFIRMED THIS REQUEST, AND THAT CONSEQUENTLY THE LIBRARY IS TO BE STUDIED IN THE SALARY EVALUATION SURVEY.

THE NEXT REGULAR BOARD MEETING IS TO BE HELD FEBRUARY 16, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

THE MEETING WAS ADJOURNED AT 5:55 P.M.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, looping initial "R".

ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

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Certificate of Publication

STATE OF ILLINOIS }
 Macon County } ss.

LINDSAY-SCHAUB NEWSPAPERS, Inc., a corporation, does hereby certify that it is the publisher of Decatur Daily Review a daily secular newspaper of general circulation in said County, printed and published in the city of Decatur, in said County and State, and that said newspaper is a newspaper as defined in "An Act to revise the law in relation to notices," approved February 13, 1874, as amended, and that the advertisement or notice hereunto annexed and made a part of this certificate has been published in said newspaper at least once each week for one time successive weeks in each and every copy and impression of the final edition thereof, and that the first publication thereof was in the final edition of said newspaper on Wednesday, the 3rd day of January, A.D. 1968, and said publication was continued at least once each week in said final edition of said newspaper, and in each copy thereof until the _____ day of _____, A.D. 19____, which was the last day of the publication of said notice; and that said newspaper and said final edition thereof have been regularly and continuously published for more than one year last past; and that Letha Richardson by resolution of the Board of Directors, has authority to make this certificate.

IN TESTIMONY WHEREOF, the said Letha Richardson has hereunto affixed the name of said Company, this 3rd day of January, A.D. 1968.

Fee . . \$ 6.00

Received \$ 6.00

Jan. 9 1967

By R. J. Bowley

LINDSAY-SCHAUB NEWSPAPERS, Inc.

By Letha Richardson

Public Notice of Schedule of Regular Meetings of the Board of Library Directors of Decatur Public Library, Decatur, Illinois

The regular meetings of the Board of Library Directors of the Decatur Public Library, Decatur, Illinois for the year 1968 will be held on the first Friday following the 10th day of each month at the Decatur Public Library, 457 North Main Street, Decatur, Illinois at 4:30 p.m.

The schedule of the regular meetings is as follows:

January 12, 1968 4:30 p.m.; February 16 4:30 p.m.; March 15, 1968 4:30 p.m.; April 12, 1968 4:30 p.m.; May 17, 1968 4:30 p.m.; June 14, 1968 4:30 p.m.; July 12, 1968 4:30 p.m.; August 16, 1968 4:30 p.m.; September 13, 1968 4:30 p.m.; October 11, 1968 4:30 p.m.; November 15, 1968 4:30 p.m.; December 13, 1968 4:30 p.m.

The schedule of regular meetings is available upon request at the Decatur Public Library, 457 North Main Street, Decatur, Illinois.

William Tebussek
 Secretary, Board of Library Directors

CERTIFICATE OF PUBLICATION

in

Decatur Daily Review

DECATUR, ILLINOIS

In the Matter of

Public Notice Meetings of

Library Directors

Solicitors or Greanias & Owens
Attorneys 602 Millikin Bldg.
Decatur Ill

Attorneys 602 Millikin Bldg.

~~Decatur Ill~~

STATISTICAL REPORT

December, 1967

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1967:	16,116	2,864	10,561	29,541	294,299
1966:	15,122	3,404	10,720	29,246	291,377

DATA PROCESSING

Packs Made: 5,295 - Replacements
 1,182 - new books
 6,477 - total

REGISTRATION

Resident	28,847	Non-Resident	6,300	
Added	<u>633</u>	Added	<u>74</u>	
	29,480		6,374	
Withdrawn	<u>494</u>	Withdrawn	<u>53</u>	
	28,986		6,321	<u>35,307</u>

TECHNICAL PROCESSING

Cataloging

New books added	990
New titles added	383
Books withdrawn	405
Books transferred	33
Books recataloged	4
Books mended	211

Acquisitions

Books checked in	1,119
Pamphlets checked in	25
Microfilm checked in	10
Paperbacks checked in	4
Lists processed	6

REQUISITION AGING REPORT

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

November	1
December	<u>22</u>
	23

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City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending December 22, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07847	Marathon Oil Company	Gasoline	19.80
07848	Decatur Herald & Review	Advertising	3.40
07849	Treasurer-City of Decatur	Payroll	298.35
07850	Treasurer-City of Decatur	Payroll	284.11
07851	Treasurer-City of Decatur	Payroll	7,118.62
07852	Postmaster, Decatur	Postage	1.90
07853	Secretary of State	Vehicle Licenses	10.00
07854	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	208.81
07855	Illinois Power Co	Electric & Gas Service	229.32
07856	Treasurer-City of Decatur	Reimburse Petty Cash Items	64.79
07857	Postmaster, Decatur	Postage & Bulk Mail Permit	230.00
07858	Treasurer-City of Decatur	Payroll	319.61
07859	R.R.Bowker Co	Advertisement for Personnel	97.00
07860	Stappenbeck Bookbindery	Book Binding Service	1,202.55
07861	Industrial Towel Service	November Service	20.80
07862	Bilyeu's Paint and Glass	Replace Door Glass	35.50
07863	Camfield's Disposal Service	Service to 12/1/67	4.00
07864	H & H Disposal Service	Service to 12/1/67	7.50
07865	Decatur Window Cleaning Co	November Service	1,053.70
07866	Hubbard Electric Co	Installed Lamp Ballasts and install locked switches on Bookmobiles	1,819.28
07867	Treasurer-City of Decatur	Payroll	272.28
07868	Treasurer-City of Decatur	Payroll	3,500.00
07869	Treasurer-City of Decatur	Payroll	3,556.66

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<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07870	Norman's Laundry	Clean Rag Service	3.10
07871	Kodak A/C 200	Reader Maintenance Agreement	32.50
07872	H.A.Kuhle Co	Service Bookmobile	12.10
07873	Illinois Bell Telephone Co	Phone Service	206.06
07874	Pitney Bowes Inc	Postage Meter Rental	21.60
07875	Decatur Electric Supply	Lamps	215.21
07876	Haines & Essick Co	Assorted Office Supplies	21.14
07877	IBM Corp	Data Processing Cards	335.01
07878	3M Business Products Sales Co	Lamps for Reader Printer	17.22
07879	Bennett & Shade Co	Workmen's Compensation	289.00
07880	Apple Tree Press	Books	7.75
07881	R.R.Bowker Co	Books	54.00
07882	Center for Study of Democratic Institutions	Books	1.01
07883	Chicago Daily News	Annual Subscription	20.00
07884	General Microfilm Co	Microfilm Service	54.94
07885	League of Women Voters of Illinois	Books	1.75
07886	A.C.McClurg Co	Books	19.51
07887	Midwest Publishers	Books	14.75
07888	National Cyclopedia of American Biography.	Books	41.75
07889	San Francisco Newspaper	Annual Subscription	23.50
07890	Satandard Rate & Data Service	Books	121.00
07891	University of Illinois	Books	3.00
07892	University of Minnesota Press	Books	4.05
07893	University of Texas Press	Books	2.10
07894	University Microfilms	Microfilm Service	8.50
07895	Western Ill. University	Books	0.75
07896	Baker & Taylor Co	Books	
		TOTAL:	5,968.72
			\$27,858.00

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MONTHLY FINANCE REPORT
CITY OF DECATUR, ILLINOIS
FOR THE PERIOD
MAY 1ST, 1967 THRU DECEMBER 31, 1967

1967 - 1968
EIGHT MONTH

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CITY OF DECATUR, ILLINOIS

MAY 1ST, 1967 THRU DECEMBER 31, 1967

OTHER AGENCIESACTIVITY: 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	771.82	6,693.42	7,806.58	46.16
Non-Resident Fees	400.00	21.00	217.00	183.00	54.25
Interest on Investments	8,000.00	2,500.00	3,086.36	4,913.64	38.58
Lost & Damaged Books	600.00	40.91	475.37	124.63	79.23
Memorial Books	50.00	15.44	54.64	(4.64)	109.28
Prints Made on Copy Machine	300.00	25.30	187.40	112.60	62.47
Postage	200.00	11.20	105.41	94.59	52.71
Miscellaneous	500.00	24.03	322.09	177.91	64.42
TOTAL REVENUE	423,204.00	3,409.70	360,971.84	62,232.16	85.29

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	14,175.28	113,874.32	108,944.69
940.107	Hospitalization, Medical, & Life Insurance	3,483.00	0.00	208.81	1,777.57	1,705.43
940.109	Temporary Salaries	23,931.06	0.00	1,456.40	12,784.28	11,146.78
<u>CONTRACTUAL SERVICES</u>						
940.201	Advertising	850.00	16.50	100.40	454.10	379.40
940.202	Printing & Binding	3,350.00	1,514.95	1,202.55	1,822.12	12.93
940.211	Service to Maintain Buildings	14,000.00	100.00	2,260.25	8,927.63	4,972.37

ACTIVITY: 940 DEC 1967 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>CONTRACTUAL SERVICES</u>						
940.212	Service to Maintain Improvements Other than Buildings	300.00	35.00	3.10	81.09	183.91
940.214	Service to Maintain Office Equipment	709.00	0.00	32.50	383.89	325.11
940.215	Service to Maintain Automotive Equipment	850.00	45.00	22.00	549.05	255.95
940.221	Auditing Service	600.00	0.00	0.00	585.00	15.00
940.229	Other Professional Services	20,500.00	0.00	0.00	210.02	20,289.98
940.231	Electricity	3,000.00	0.00	229.32	1,648.44	1,351.56
940.233	Telephone & Telegraph	2,446.00	0.00	206.06	1,629.70	816.30
940.241	Travel Expense	1,000.00	0.00	3.50	848.65	151.35
940.244	Freight & Cartage	200.00	0.00	0.00	0.00	200.00
940.245	Postage	1,380.00	0.00	239.80	946.06	433.94
940.284	Professional & Technical Service Fees & Costs	398.00	0.00	0.00	367.00	31.00
940.288	Rentals	12,826.00	0.00	21.60	6,502.47	6,323.53
<u>COMMODITIES</u>						
940.310	Gas, Oil, & Anti-Freeze	300.00	0.00	34.84	152.79	147.21
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	12.50	919.28	1,633.24	254.26
940.324	Materials to Maintain Automotive Equipment	325.00	0.00	0.10	281.53	43.47
940.330	Medical & Laboratory Supplies	10.00	0.00	0.00	10.00	0.00
940.345	Office Supplies	5,600.00	5.25	385.47	5,273.33	321.42
<u>OTHER CHARGES</u>						
940.402	Contingencies	2,000.00	0.00	22.49	22.49	1,977.51
940.423	Other Insurance	1,010.00	0.00	266.51	1,010.00	0.00
TOTAL - OPERATING EXPENDITURES		323,812.07	1,729.20	21,790.26	161,788.06	160,294.81

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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	118.50	0.00	1,853.00	388.50
940.520	Other Machinery and Equipment	1,729.00	315.00	0.00	195.00	1,219.00
940.525	Library Books	57,500.00	12,272.59	10,433.32	40,274.21	4,953.20
TOTAL - CAPITAL OUTLAY		61,589.00	12,706.09	10,433.32	42,322.21	6,560.70
GRAND TOTAL		385,401.07	14,435.29	32,223.58	204,110.27	166,855.51

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