



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JUNE 14, 1968

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR AND ANNUAL BOARD MEETING MAY 17, 1968
- 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

COMMITTEE APPOINTMENTS:

PROPERTY AND FINANCE

MR. BUTLER, CHAIRMAN
MRS. BRALLEY
MR. FREYFOGLE

POLICIES, PUBLIC RELATIONS, AND PERSONNEL

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

NEW CENTRAL LIBRARY BUILDING

MR. SCHUERMAN, CHAIRMAN
MR. MILLER
MR. SAPPINGTON

Mr. Freyfogle

- VIII. ADJOURNMENT

STATISTICAL REPORT

June, 1968

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1968 -	18,756	4,807	22,118	45,681	84,774
1967 -	17,596	5,788	21,326	44,710	81,716

REGISTRATION

Resident	28,978	Non-Resident	5,724	
Added	<u>970</u>	Added	<u>133</u>	
	29,948		5,857	
Withdrawn	<u>1,083</u>	Withdrawn	<u>277</u>	
	28,865		5,580	<u>34,445</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,676
New titles added	635
Books withdrawn	429
Books mended	476

Acquisitions

Books checked in	1,112
Pamphlets checked in	16
Telephone books	56
Microfilm checked in	7
Records checked in	7

REQUISITION AGING REPORT

Purchase Orders have not been received
for the following requisitions as of
June 30, 1968:

May	1
June	<u>17</u>
Total	18

City of Decatur, Illinois

Decatur Public Library

Bills to be Approved for the period ending June 21, 1968:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10685	Treasurer-City of Decatur	Payroll	345.78
10686	Treasurer-City of Decatur	Payroll	8,991.27
10687	Postmaster, Decatur	Reimburse Postage Meter	200.00
10688	Postmaster, Decatur	Reimburse Postage Meter	4.40
10689	Texaco, Inc	Gasoline	17.85
10690	Treasurer-City of Decatur	Payroll	569.37
10691	Illinois Power Co.	Electric & Gas Service	234.27
10692	Robert H. Dumas	Travel Expense	258.00
10693	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	221.75
10694	Decatur Herald & Review	Advertising	75.60
10695	Treasurer-City of Decatur	Payroll	9,106.78
10696	Stappenbeck Bookbindery	Book Binding	3.00
10697	V O I D		
10698	Decatur Window Cleaning Co	May Service	1,053.78
10699	Orkin Exterminating Co.	Monthly Service	9.00
10700	Gates & Johnson Lumber Co	Repair Roof Leak	14.00
10701	Camfields Disposal	Service to 6/1/68-Main Library	4.00
10702	H & H Disposal Service	Service to 5/31/68-Dill Branch	5.00
10703	Normans Laundry	Laundry Service	1.59
10704	Illinois Bell Telephone	Phone Service	204.55
10705	American Management Assoc.	Annual Service Fee	60.00
10706	Pitney Bowes Inc.	Postage Meter Rental	24.00
10707	Swartz Homes Inc	June Rent-Dill Branch	187.88
10708	Industrial Towel Service	May Service	19.67

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
1009	Decatur Electric Supply	Lamps	229.96
10710	Smith Scharff Paper Co	Paper Towels & Drinking Cups	84.30
10711	Midas Muffler Shop	Muffler for Station Wagon	28.30
10712	Addressograph Corp.	Supplies	19.00
10713	Fordham Equipment Co.	Book Jackets	677.31
10714	Haines ' Essick Co.	Assorted Office Supplies	54.94
10715	Keystone Mfg. Co.	Cnavas Library Bags	37.00
10716	Linxweiler Office Supplies	Scotch Tape	112.32
10717	Sturgis Library Products	Book & Card Holders	23.87
10718	British Book Centre	Books	44.65
10719	General Microfilm Service	Microfilm Service	71.78
10720	Hearne Brothers	Books	112.50
10721	Institute for Research	Books	9.82
10722	A.C.McClurg Co.	Books	8.65
10723	McGraw Hill Publishers	Books	6.00
10724	Outdoor Illinois	Books	6.50
10725	Peter Smith Publishers	Books	13.61
10726	Rand McNally Co	Books	11.64
10727	Thomas Publishing Co	Books	30.00
10728	University Microfilms	Books	32.00
10729	West Publishing Co	Books	57.50
10730	Heritage Committee Inc	Books	22.60
10731	Funks Refrigeration Co	Air Conditioning Service	364.40
10732	IBM Corporation	Machine Rental & Supplies	1,456.88
10733	Baker & Taylor Co	Books	2,558.58
		TOTAL LIBRARY FUND VOUCHERS	<u>\$27,685.65</u>

CITY OF DECATUR, ILLINOIS

MONTHLY FINANCE REPORT

FOR THE PERIOD

MAY 1ST, 1968 THRU June 30, 1968

1968 - 1969
SECOND MONTH

CITY OF DECATUR
June 30, 1968

STATEMENT OF CASH AND INVESTMENTS

<u>Name of Fund</u>	<u>Cash on Hand (Deficit)</u>	<u>Investments</u>	<u>Fund Balance</u>
Public Library	\$ 29,130.68	\$ 30,094.93	\$ 59,225.61

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>REVENUE ITEMS</u>	<u>ESTIMATED REVENUE</u>	<u>CURRENT MONTH</u>	<u>TOTAL RECEIPTS</u>	<u>UNCOLLECTED ESTIMATED REVENUE</u>	<u>% OF ESTIMATE</u>
Estimated Fund Balance, May 1	66,000.00	0.00	79,465.10	(13,465.10)	120.40
Tax Levy Receipts-Current	353,000.00	32,756.70	32,756.70	320,243.30	9.28
Tax Levy Receipts-Prior	4,000.00	0.00	0.00	4,000.00	0.00
Fines and Fees	10,250.00	935.80	1,813.67	8,436.33	17.00
Non-Residential Fees	340.00	49.00	70.00	270.00	20.59
Interest on Investments	4,170.00	0.00	294.14	3,875.86	7.05
Lost and Damaged Books	730.00	48.68	77.72	652.28	10.65
Memorial Books	70.00	7.68	7.68	62.32	10.97
Prints Made on Copy Machine	270.00	29.25	57.50	212.50	21.29
Postage	170.00	17.08	28.88	141.12	16.00
Miscellaneous	500.00	29.44	77.55	422.45	15.51
TOTAL REVENUE	<u>439,500.00</u>	<u>33,873.63</u>	<u>114,648.94</u>	<u>324,851.06</u>	<u>26.36</u>

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1968-1969 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
101	Regular Salaries	239,661.00	0.00	17,487.19	35,981.67	203,679.33
107	Hospitalization, Medical, and Life Insurance	3,320.00	0.00	221.75	449.67	2,870.33
109	Temporary Salaries	28,103.00	0.00	1,580.03	3,202.71	24,900.29
201	Advertising	500.00	0.00	75.60	147.60	352.40
202	Printing and Binding	4,000.00	1,177.50	3.00	571.51	2,250.99
211	Service to Maintain Buildings	14,000.00	0.00	1,197.50	2,329.28	11,670.72
212	Service to Maintain Improvements Other Than Buildings	100.00	0.00	16.59	27.18	72.82
214	Service to Maintain Office Equipment	887.00	0.00	151.92	151.92	735.08
215	Service to Maintain Automotive Equipment	500.00	0.00	46.00	46.00	454.00

OTHER AGENCIES

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221	Auditing Service	700.00	0.00	0.00	0.00	700.00
229	Other Professional Services	9,500.00	0.00	0.00	0.00	9,500.00
231	Electricity	3,200.00	0.00	234.27	498.20	2,701.80
233	Telephone and Telegraph	3,000.00	0.00	204.55	401.80	2,598.20
241	Travel Expense	831.00	0.00	258.00	286.17	544.83
244	Freight and Cartage	100.00	0.00	0.00	0.00	100.00
245	Postage	1,800.00	0.00	207.91	214.09	1,585.91
284	Professional and Technical Service Fees and Costs	455.00	0.00	60.00	60.00	395.00
288	Rentals	10,979.00	0.00	869.88	1,760.76	9,218.24
310	Gas, Oil & Anti-Freeze	300.00	0.00	18.81	18.81	281.19
312	Janitorial Supplies	300.00	0.00	19.67	38.83	261.17
320	Materials to Maintain Buildings and Other Improvements	2,000.00	0.00	353.59	353.59	1,646.41
324	Materials to Maintain Automotive Equipment	425.00	0.00	60.20	60.20	364.80
330	Medical and Laboratory Supplies	10.00	0.00	0.00	0.00	10.00
345	Office Supplies	6,350.00	1,713.75	1,551.40	1,551.40	3,084.85
402	Contingencies	18,000.00	0.00	0.00	0.00	18,000.00
423	Other Insurance	1,050.00	0.00	0.00	0.00	1,050.00
TOTAL OPERATING EXPENDITURES		<u>350,071.00</u>	<u>2,891.25</u>	<u>24,637.86</u>	<u>48,151.39</u>	<u>299,028.36</u>
<u>CAPITAL OUTLAY</u>						
515	Office Machinery and Equipment	225.00	0.00	140.00	140.00	85.00
525	Library Books	49,704.00	2,360.56	3,000.98	7,131.94	40,211.50
TOTAL CAPITAL OUTLAY		<u>49,929.00</u>	<u>2,360.56</u>	<u>3,140.98</u>	<u>7,271.94</u>	<u>40,296.50</u>
GRAND TOTAL		<u>400,000.00</u>	<u>5,251.81</u>	<u>27,778.84</u>	<u>55,423.33</u>	<u>339,324.86</u>