



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

# BOARD OF DIRECTORS MEETING

## AGENDA

DECEMBER 16, 1966

- I. CALL TO ORDER  
W. A. SAPPINGTON, PRESIDENT
- II. ACTION ON MINUTES OF REGULAR BOARD MEETING, NOVEMBER 18, 1966
- III. COMMITTEE REPORTS
  - A. FINANCE COMMITTEE  
MR. OLSEN, CHAIRMAN
  - B. PERSONNEL COMMITTEE  
MR. OLSEN, CHAIRMAN
  - C. POLICY COMMITTEE  
MR. GROHNE, CHAIRMAN
  - D. PROPERTIES COMMITTEE  
MR. WEST, CHAIRMAN
- IV. UNFINISHED BUSINESS
- V. NEW BUSINESS
  - A. SET DATE FOR JANUARY MEETING
  - B. LIBRARY HOURS OF SERVICE OVER CHRISTMAS AND NEW YEAR WEEKENDS
- VI. ADJOURNMENT

### MEMBERS EXPECTED TO BE PRESENT:

MR. SAPPINGTON  
MR. GROHNE  
MR. MILLER  
MR. OLSEN  
MRS. POGUE  
MR. SCHUERMAN

1-1246

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS' MEETING - DECEMBER 16, 1966

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD DECEMBER 16, 1966 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. GROHNE  
MR. MILLER  
MR. OLSEN  
MRS. POGUE  
MR. SAPPINGTON  
MR. SCHUERMAN

MEMBERS ABSENT:

MRS. RUSSELL  
MR. TEBUSSEK  
MR. WEST

OTHERS PRESENT:

MR. ROBERT DUMAS  
MR. COLEMAN MOBLEY  
(DECATUR HERALD)  
MISS EDNA JONES  
MISS HELEN SCHWEGMAN  
MRS. KAY WEIDNER

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

THE MINUTES OF THE BOARD MEETING OF NOVEMBER 18, 1966 WERE APPROVED.

MR. OLSEN, CHAIRMAN OF THE FINANCE COMMITTEE, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH THE MONTH ENDING NOVEMBER 30, 1966. THE COMMITTEE'S ACTIONS WERE APPROVED BY THE BOARD. MR. OLSEN ALSO MOVED THAT THE MOVING EXPENSES OF THE CITY LIBRARIAN TO DECATUR, IN THE AMOUNT OF \$1,081.80, BE PAID FROM THE CONTINGENCIES ACCOUNT. THE MOTION WAS APPROVED.

MR. OLSEN, AS CHAIRMAN OF THE PERSONNEL COMMITTEE, RECOMMENDED AND MOVED THAT WE ADVANCE QUALIFIED LIBRARIANS I, II AND III FROM THE PRESENT PAY GRADES 17, 20 AND 23 TO PAY GRADES 22, 25 AND 28, RESPECTIVELY, EFFECTIVE PAY PERIOD ENDING JANUARY 6, 1967. THE MOTION WAS APPROVED AS READ.

MR. OLSEN ALSO RECOMMENDED AND MOVED THAT WE MAKE AVAILABLE TO LIBRARY PERSONNEL THE SAME HEALTH AND ACCIDENT INSURANCE COVERAGE THAT THE CITY CARRIES ON ITS EMPLOYEES. THIS WOULD BE PAID FOR BY THE LIBRARY AND IS TO BE PUT INTO EFFECT AS SOON AS POSSIBLE. THE MOTION CARRIED.

CHAIRMAN OF THE POLICIES COMMITTEE, MR. GROHNE, PRESENTED TO THE BOARD FOR ITS CONSIDERATION NEW BY-LAWS FOR DECATUR PUBLIC LIBRARY. THE BY-LAWS, A COPY OF WHICH IS ATTACHED TO THESE MINUTES, WERE ADOPTED BY THE BOARD AS PRESENTED.

CITY LIBRARIAN ROBERT DUMAS PRESENTED AN ITEMIZED STATISTICAL REPORT TO THE BOARD AND STATED THAT HE WOULD LET THE REPORT STAND AS IT IS, AS HE DID NOT FEEL QUALIFIED AT THE PRESENT TIME TO MAKE COMMENTS ON IT. A COPY OF THIS REPORT IS ATTACHED TO THESE MINUTES.

MR. DUMAS STATED THAT THE PROGRAM FOR CHILDREN IS ONE OF THE MOST VITAL PROGRAMS THAT A LIBRARY OFFERS AND IS OUR GREATEST CHANCE FOR DEVELOPMENT IN THE CITY. THEREFORE HE FEELS THAT THE FILLING OF THE CHILDREN'S LIBRARIAN POSITION HAS TOP PRIORITY.

THE FIRST FRIDAY AFTER THE 10TH OF THE MONTH (JANUARY 13, 1967) AT 4:30 P.M. WAS APPROVED AS THE DATE OF THE NEXT REGULAR MEETING.

IT WAS MR. DUMAS' RECOMMENDATION THAT THE LIBRARY CLOSE AT NOON ON THE SATURDAY PRECEDING THE CHRISTMAS AND NEW YEAR HOLIDAYS, THEREBY GIVING EACH EMPLOYEE A HALF DAY OFF. THIS RECOMMENDATION WAS APPROVED BY THE BOARD.

MR. SAPPINGTON READ MRS. ROGER POGUE'S LETTER OF RESIGNATION FROM THE LIBRARY BOARD. MR. SAPPINGTON STATED THAT MRS. POGUE BEGAN SERVING ON THE BOARD THE 11TH DAY OF DECEMBER, 1961 AND IS PRESENTLY SERVING ON THE FINANCE AND POLICY COMMITTEES. HE EXPRESSED HIS THANKS PERSONALLY AND ON BEHALF OF THE CITY COUNCIL. SHE WAS APPLAUDED BY THOSE PRESENT.

THE MEETING WAS ADJOURNED AT 5:15 P.M.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, looping "R" and a long horizontal stroke at the end.

ROBERT H. DUMAS, CITY LIBRARIAN

FOR: MRS. ROGER POGUE, SECRETARY

BOARD OF TRUSTEES  
DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

BY-LAWS

ADOPTED DECEMBER 16, 1966

DECATUR PUBLIC LIBRARY BOARD OF DIRECTORS

Responsibility and Authority

The responsibility and authority of the Library Board of the Decatur Public Library is derived from the Municipal Code of Decatur, Illinois, 1960, Chapter 19, Sections 1 to 5 which read as follows:

PUBLIC LIBRARY

1. There is hereby created a Board of Directors for the Public Library and Reading Rooms heretofore established by the City, consisting of nine directors to be appointed by the Mayor and approved by the Council.
2. The members of the Board of Directors in office at the effective date of this code shall continue pending the expiration of their respective terms. On or before the first day of July in each year the Mayor shall appoint three directors to take the place of retiring directors, who shall hold office for three years and until their successors are appointed. Any director may be removed by the Mayor for misconduct or neglect of duty, only with the approval of the Council. Said directors shall be chosen from the citizens at large of the City with reference to their fitness for such office and not more than one member of the Council shall, at any time, be a member of said Board of Directors.
3. Vacancies in the Board of Directors, occasioned by removals, resignation or otherwise, shall be reported to the Council, and be filled in like manner as original appointments, and no director shall receive compensation as such.
4. The Board of Directors shall have such powers and exercise such duties as are provided for by Statute.
5. The Board of Directors shall make such reports to the Council as are required by Statute.

## Article 1. LIBRARY BOARD

The Library Board shall, subject to the provisions of Chapter 19 of the City Code, have power to make and enforce all rules and regulations necessary for the administration and government of the library, and to exercise and administer any trust declared or created for such library.

### Officers

The officers of the Board shall be President, Vice-President and Secretary.

### Duties

The President shall preside at all meetings of the Board and shall appoint all committees, issue calls for special meetings, approve the agenda and perform all other usual duties of a presiding officer.

The Vice-President shall assume the duties of the President in the absence or incapacity of that officer.

The Secretary shall keep a true and accurate account of all proceedings of the board meetings; shall issue notices of all meetings, shall provide for safekeeping of all minutes and records of the board.

These officers are empowered to execute contracts relating to library service outside of the City upon such terms and conditions as the Library Board shall deem best; provided that the contract is not in conflict with the Statute or ordinances of the City.

## Article 2. MEETINGS

The Board shall meet regularly on the first Friday after the 10th of each month at 4:30 P.M. in the Main Library building. In the event that Friday falls on a holiday, the regular meeting shall be held on the next Friday. This meeting time may be changed by majority agreement of the Board, provided written notice is given seven days prior to the meeting. The Board, by majority agreement, may waive a monthly meeting, but in no event shall more than two successive months pass without a regular meeting of the Board. Meetings shall be open to the public as provided by Statute.

### Annual Meeting

The Annual Meeting shall be held between the first and fifteenth day of May. Reports of the City Librarian, Secretary and Board of Directors shall be presented for approval. Upon approval, these reports will be transmitted to the City Council and other agencies in accordance with law. Election of officers shall be held at the Annual Meeting.

### Special Meetings

Special meetings may be called by the President or upon written request of three members of the Board. Call for special meetings must state the agenda for business to be transacted.

### Absences

In the absence of the Vice-President, the meeting shall be presided over by one of the Directors present who shall be chosen by the members for that purpose.

### Quorum

Five members of the Board shall constitute a quorum for the transaction of business.

### Election of Officers and Term of Office

Officers elected at the annual election shall serve for one year, said term to end on the 30th day of June, or as soon thereafter as their successor may be qualified. The term of qualified successors shall begin on the first day of July. No officer shall be elected to serve more than two consecutive terms.

## Article 3. ORDER OF BUSINESS

The order of business at regular meetings shall be presented in writing to each board member and shall be as follows:

|                         |                       |
|-------------------------|-----------------------|
| Call to order           | Reports of committees |
| Approval of Minutes     | Old business          |
| Communications          | New business          |
| City Librarian's report | Adjournment           |
| Statistical report      |                       |

Vote on all matters involving the expenditure of funds will be by roll call.

## Article 4. COMMITTEES

The following standing committees shall be appointed by the President to serve for one year and shall consist of a chairman and three other members:

Committee on Properties and Finance  
Committee on Policies, Public Relations and Personnel

The duties of each standing committee shall be such as are associated with its name, or as shall be committed to it by action of the Board. Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed.

#### Article 5. RECORDS OF THE BOARD

1. All records of Library Board actions shall be kept in the Main Library and any other locations designated by the Board of Directors. All such records shall be open to public inspection at all reasonable times.

2. Accounting records shall be kept where feasible and as designated by the Board of Directors.

#### Article 6. CITY LIBRARIAN

1. The City Librarian shall serve at the pleasure of the Board of Directors.

2. He shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board.

3. He shall attend all Board and committee meetings, except where his salary or continued employment are under discussion.

4. He shall be held responsible for carrying out the policies of the Board, for recommending needed policies for Board action, and acting as technical advisor to the Board.

5. He shall appoint members of the staff in accordance with Decatur Civil Service Commission regulations.

6. He shall be responsible for the care of library property and the general management of library services, for suggesting plans for extending the library services and preparing reports showing the library's current progress and future needs.

7. He shall prepare an annual budget request for the library in consultation with the Board.

8. He shall select and order all books and library materials within the framework of book selection policies approved by the Board.

9. He is expected, when practicable, to represent the library in the community and in state, regional and national professional organizations and meetings.

10. He shall make statistical and evaluative reports to the Board and control expenditures of library funds under regulations established by the City of Decatur.

11. He shall maintain close liason with the City of Decatur administrative staff in order that library policies will be in the closest possible accord with those practiced by the City.

12. He shall use any services which can be provided by the City, its advisory groups or other governmental agencies and approved by the Library Board, especially in the areas of procurement, fiscal accounting, maintenance, programming of capital improvements, planning and special studies.

#### Article 7. DUTIES AND RESPONSIBILITIES OF DIRECTORS

1. Attend all Board meetings.
2. Hire a competent and qualified City Librarian.
3. Determine and adopt written policies to govern the operation and program of the library.
4. Determine the needs of the library and secure adequate funds for the library's program. Review and submit an annual budget request to the City Council.
5. Know the program and needs of the library in relation to the community, know the local and state laws, keep abreast of standards and library trends and support action to improve the library program.
6. Establish, support and participate in a planned public relations program.
7. Review the program and operation of the library and make policy decisions regarding its management.
8. Attend regional, state and national trustee meetings and workshops when practicable and affiliate with appropriate professional organizations.
9. Consider gifts, donations, endowment funds or any other monies for the library and deposit all funds so received with the City Finance Treasurer's Department on the same day in which it is received. Money shall be drawn from such account only for public purposes in relation to the maintenance of the library and its services and only upon approval and order of the Board of Directors. Such expenditures shall not exceed the amount appropriated by the City Council or for the purpose designated.

#### Article 8. AMENDMENTS

These by-laws may be amended at any regular meeting of the Board by a two-thirds vote of the entire Board, provided the amendment was stated in the call for the meeting.

Article 9. PRIOR BY-LAWS

All prior by-laws are hereby repealed.

|             | <u>Adult</u> | <u>Youth</u> | <u>Juv.</u> | <u>Total</u> | <u>Y-Date</u> |
|-------------|--------------|--------------|-------------|--------------|---------------|
| Total Books | 23,012       | 6,049        | 17,303      | 46,364       | 397,412       |
|             | 22,074       | 5,859        | 18,172      | 46,105       | 400,392       |

#### DATA PROCESSING 11/66

|                    |                     |        |
|--------------------|---------------------|--------|
| Packs made         | 532 - new           |        |
|                    | 6,019 - replacement |        |
| Registration added |                     | 1,404  |
| " withdrawn        |                     | 1,785  |
| Total              |                     | 31,950 |

#### TECHNICAL PROCESSING 11/66

|                             |     |
|-----------------------------|-----|
| Books added                 | 576 |
| Books added by transfer     | 26  |
| New books added             | 550 |
| Books withdrawn             | 174 |
| Books withdrawn by transfer | 26  |
| Books discarded             | 148 |
| New titles added            | 367 |
| Books recataloged           | 2   |
| Books mended                | 170 |
| New books checked in        | 846 |
| Microfilms checked in       | 23  |
| Lists processes             | 8   |

#### Bindery

Received 12-9-66 price of bill \$910.71 for 402 books and 14 Periodicals.  
424 books received; failed to bill for 22.

SUMMARY OF INCOME AND EXPENDITURES  
SEVENTH MONTH ENDING NOVEMBER 30, 1966

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ACTIVITY: 940 DECATUR PUBLIC LIBRARY

| <u>REVENUE</u>                          | <u>ESTIMATED<br/>REVENUE</u> | <u>RECEIVED<br/>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                   | 265,716.37                  | 87.46            |
| Tax Levy Receipts-Prior                 | 4,600.00                     | 0.00                        | 0.00             |
| Fines & Fees                            | 13,000.00                    | 7,323.28                    | 56.33            |
| Non-Resident Fees                       | 676.00                       | 238.00                      | 35.21            |
| Interest on Investments                 | 600.00                       | 1,673.74                    | 278.96           |
| Illinois State Library<br>Reimbursement | 400.00                       | 0.00                        | 0.00             |
| Lost & Damaged Books                    | 694.00                       | 356.98                      | 51.73            |
| Reserves                                | 108.00                       | 17.35                       | 16.06            |
| Memorial Books                          | 35.00                        | 18.45                       | 52.71            |
| Prints Made on Copy Machine             | 317.00                       | 167.70                      | 52.90            |
| Plastic Bags                            | 90.00                        | 3.97                        | 4.41             |
| Postage                                 | 366.00                       | 119.22                      | 32.57            |
| Rolling Prairie Libraries               | 3,000.00                     | 0.00                        | 0.00             |
| Miscellaneous                           | 2,028.00                     | 257.25                      | 12.68            |
| <br>TOTAL REVENUE                       | <br>347,270.00               | <br>297,530.62              | <br>85.68        |

1966 - 1967 BUDGET  
ACTIVITY: 940 DECATUR PUBLIC  
LIBRARY

| <u>OBJECT<br/>CODE NO.</u> | <u>OBJECT OF<br/>EXPENDITURES</u>                           | <u>APPROPRIATION</u> | <u>EXPENDITURES<br/>TO-DATE</u> | <u>UNENCUMBERED<br/>BALANCES</u> |
|----------------------------|-------------------------------------------------------------|----------------------|---------------------------------|----------------------------------|
| 940.101                    | Regular Salaries                                            | 200,276.94           | 87,626.54                       | 112,650.40                       |
| 940.109                    | Temporary Salaries                                          | 25,415.00            | 8,306.11                        | 17,108.89                        |
|                            | <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<br>Buildings                            | 10,750.00            | 6,588.37                        | 4,161.63                         |
| 940.212                    | Service to Maintain<br>Improvements Other<br>Than Buildings | 150.00               | 77.25                           | 72.75                            |
| 940.214                    | Service to Maintain<br>Office Equipment                     | 924.00               | 233.92                          | 690.08                           |
| 940.215                    | Service to Maintain<br>Automotive Equipment                 | 600.00               | 73.20                           | 526.80                           |
| 940.221                    | Auditing Services                                           | 600.00               | 600.00                          | 0.00                             |
| 940.229                    | Other Professional<br>Services                              | 2,000.00             | 52.00                           | 1,948.00                         |
| 940.231                    | Electricity                                                 | 3,000.00             | 1,400.72                        | 1,599.28                         |
| 940.233                    | Telephone & Telegraph                                       | 2,446.36             | 1,450.77                        | 995.59                           |
| 940.241                    | Travel Expense                                              | 610.00               | 187.87                          | 422.13                           |
| 940.244                    | Freight & Cartage                                           | 200.00               | 49.00                           | 151.00                           |
| 940.245                    | Postage                                                     | 1,400.00             | 666.08                          | 733.92                           |

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1966 - 1967 BUDGET  
ACTIVITY: 940 DECATUR PUBLIC  
LIBRARY

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| OBJECT<br>CODE NO. | OBJECT OF<br>EXPENDITURES                        | APPROPRIATION | EXPENDITURES<br>TO-DATE | UNENCUMBERED<br>BALANCES |
|--------------------|--------------------------------------------------|---------------|-------------------------|--------------------------|
| 940.284            | Professional & Technical<br>Service Fees & Costs | 342.50        | 178.00                  | 164.50                   |
| 940.288            | Rentals                                          | 11,400.00     | 4,170.73                | 7,229.27                 |
| 940.299            | Contractual Services Not<br>Otherwise Classified | 150.00        | 139.53                  | 10.47                    |

COMMODITIES

|         |                                                              |           |           |           |
|---------|--------------------------------------------------------------|-----------|-----------|-----------|
| 940.302 | Books, Publications,<br>and Maps                             | 41,040.00 | 15,588.32 | 25,451.68 |
| 940.310 | Gas, Oil, & Anti-Freeze                                      | 303.00    | 129.18    | 173.82    |
| 940.312 | Janitorial Supplies                                          | 25.00     | 5.37      | 19.63     |
| 940.320 | Materials to Maintain<br>Buildings and Other<br>Improvements | 1,300.00  | 1,199.26  | 100.74    |
| 940.324 | Materials to Maintain<br>Automotive Equipment                | 600.00    | 98.24     | 501.76    |
| 940.330 | Medical & Laboratory<br>Supplies                             | 15.00     | 0.00      | 15.00     |
| 940.345 | Office Supplies                                              | 5,600.00  | 2,772.38  | 2,827.62  |

OTHER CHARGES

|         |                 |          |          |          |
|---------|-----------------|----------|----------|----------|
| 940.402 | Contingencies   | 3,000.00 | 400.00   | 2,600.00 |
| 940.423 | Other Insurance | 4,500.00 | 3,273.03 | 1,226.97 |

|                                   |            |            |            |
|-----------------------------------|------------|------------|------------|
| TOTAL - OPERATING<br>EXPENDITURES | 319,247.80 | 135,354.93 | 183,892.87 |
|-----------------------------------|------------|------------|------------|

CAPITAL OUTLAY

|         |                                   |          |      |          |
|---------|-----------------------------------|----------|------|----------|
| 940.515 | Office Machinery<br>and Equipment | 2,516.50 | 0.00 | 2,516.50 |
|---------|-----------------------------------|----------|------|----------|

|                           |          |      |          |
|---------------------------|----------|------|----------|
| TOTAL - CAPITAL<br>OUTLAY | 2,516.50 | 0.00 | 2,516.50 |
|---------------------------|----------|------|----------|

|             |            |            |            |
|-------------|------------|------------|------------|
| GRAND TOTAL | 321,764.30 | 135,354.93 | 186,409.37 |
|-------------|------------|------------|------------|

SUMMARY OF INCOME AND EXPENDITURES  
SEVENTH MONTH ENDING NOVEMBER 30, 1966

ACTIVITY: 955 MUNICIPAL BAND FUND

| REVENUE                   | ESTIMATED<br>REVENUE | RECEIVED<br>TO-DATE | % OF EST. |
|---------------------------|----------------------|---------------------|-----------|
| Surplus May 1st 1966      | 418.00               | 418.37              | 100.09    |
| Tax Levy Receipts-Current | 18,200.00            | 15,995.29           | 87.89     |
| Tax Levy Receipts-Prior   | 300.00               | 0.00                | 0.00      |
| TOTAL REVENUE             | 18,918.00            | 16,413.66           | 86.76     |

12-1966

## CITY OF DECATUR, ILLINOIS

## DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending November 30, 1966:

| <u>VOU NO:</u> | <u>PAYMENTS MADE TO:</u>   | <u>FOR:</u>                     | <u>AMOUNT:</u> |
|----------------|----------------------------|---------------------------------|----------------|
| 05268          | LaSalle National Bank      | Certificate of Time Deposit     | 25,000.00      |
| 05269          | LaSalle National Bank      | Certificate of Time Deposit     | 25,000.00      |
| 05287          | Treasurer-City of Decatur. | Reimburse Petty Cash Items      | 28.19          |
| 05288          | Marathon Oil Company       | Gasoline                        | 18.71          |
| 05299          | Treasurer-City of Decatur  | Payroll                         | 5,882.54       |
| 05301          | Treasurer-City of Decatur  | Payroll                         | 262.13         |
| 05321          | Treasurer-City of Decatur  | Payroll                         | 258.34         |
| 05322          | Postmaster-Decatur         | Postage                         | 90.00          |
| 05335          | Treasurer-City of Decatur  | Payroll                         | 242.74         |
| 05336          | Treasurer-City of Decatur  | Payroll                         | 6,100.48       |
| 05337          | Gus Sobottka               | Lawn Care-Evans Branch          | 4.50           |
| 05354          | Treasurer-City of Decatur  | Payroll                         | 227.74         |
| 05357          | Treasurer-City of Decatur  | Payroll                         | 5,996.91       |
| 05360          | LaSalle National Bank      | Certificate of Time Deposit     | 25,000.00      |
| 05361          | LaSalle National Bank      | Certificate of Time Deposit     | 25,000.00      |
| 05366          | Treasurer-City of Decatur  | Payroll                         | 239.93         |
| 05392          | Illinois Power Company     | Electric & Gas Service          | 170.84         |
| 05403          | Decatur Window Cleaners    | October Service                 | 995.28         |
| 05404          | Dash Disposal Service      | Service to 11/1/66              | 4.00           |
| 05405          | Gadberry Disposal Service  | Service to 12/1/66              | 5.00           |
| 05406          | Industrial Towel Service   | October Service                 | 11.95          |
| 05407          | Sullivan's Texaco Service  | Battery Charge-Mobile Unit      | 1.50           |
| 05408          | Illinois Bell Telephone    | Phone Service                   | 206.58         |
| 05409          | Gaylord Bros. Inc          | Rental on (8) Charging Machines | 600.00         |

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending November 30, 1966(cont'd):

| <u>VOU NO:</u> | <u>PAYMENTS MADE TO:</u>           | <u>FOR:</u>               | <u>AMOUNT:</u> |
|----------------|------------------------------------|---------------------------|----------------|
| 05410          | Pitney Bowes Inc                   | Postage Machine Rental    | 18.00          |
| 05411          | Swartz Homes Inc                   | November Rent-Dill Branch | 176.64         |
| 05412          | American Book-Prices Current Books |                           | 25.40          |
| 05413          | V O I D                            |                           |                |
| 05414          | American Library Association Books |                           | 4.05           |
| 05415          | Bacon Pamphlet Service Inc         | Books                     | 20.82          |
| 05416          | Baker & Taylor Co                  | Books                     | 3,110.70       |
| 05417          | R.R.Bowker Company                 | Books                     | 208.00         |
| 05418          | Chesterfield Music Shops           | Records                   | 45.63          |
| 05419          | Chilton Books                      | Books                     | 13.99          |
| 05420          | Collier-Macmillan Co               | Books                     | 63.09          |
| 05421          | Congressional Quarterly            | Books                     | 120.00         |
| 05422          | Doubleday & Company                | Books                     | 164.61         |
| 05423          | A.C.McClurg & Co                   | Books                     | 38.23          |
| 05424          | McNaughton Book Service            | Books                     | 140.37         |
| 05425          | Midwest Publishers                 | Books                     | 14.00          |
| 05426          | Public Affairs Information         | Books                     | 100.00         |
| 05427          | Scarecrow Press Inc                | Books                     | 42.08          |
| 05428          | Charles Scribner's Sons            | Books                     | 141.22         |
| 05429          | Special Libraries Assoc.           | Books                     | 22.50          |
| 05430          | U.S. Conference of Mayors          | Books                     | 3.00           |
| 05431          | University of Chicago Press        | Books                     | 8.00           |
| 05432          | University Microfilms Inc          | Microfilm Service         | 156.00         |
| 05433          | H.W. Wilson Company                | Books                     | 388.00         |
| 05434          | Gaylord Bros. Inc                  | (24) Inked Pads           | 10.80          |
| 05435          | V O I D                            |                           |                |

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending November 30, 1966(cont'd)

| <u>VOU NO:</u> | <u>PAYMENTS MADE TO:</u>   | <u>FOR:</u>    | <u>AMOUNT:</u>      |
|----------------|----------------------------|----------------|---------------------|
| 05436          | Wallace Business Forms Inc | Assorted Forms | 80.09               |
| 05437          | Pfile's Camera Inc         | Verifax Paper  | 50.00               |
| 05438          | I.B.M. Corporation         | IBM Cards      | 701.34              |
| 05439          | Gaylord Bros Inc           | Pamphlet Files | <u>5.70</u>         |
|                |                            | TOTAL          | <u>\$127,219.62</u> |