

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

## BOARD OF DIRECTORS MEETING

### AGENDA

JANUARY 13, 1967

- I. CALL TO ORDER  
W. A. SAPPINGTON, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING DECEMBER 16, 1966
- III. COMMUNICATIONS
  - A. DEPUTY STATE LIBRARIAN
  - B. ROBERT A. GROHNE
- IV. CITY LIBRARIAN'S REPORT
- V. STATISTICAL REPORT
- VI. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. ADJOURNMENT

### MEMBERS EXPECTED TO BE PRESENT:

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

10-1042

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS' MEETING - JANUARY 13, 1967

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON JANUARY 13, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

MR. GROHNE  
MRS. RUSSELL  
MR. SCHUERMAN

OTHERS PRESENT:

ROBERT H. DUMAS  
COLEMAN MOBLEY  
(DECATUR HERALD)  
HELEN SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:50 P.M. BY MR. SAPPINGTON.

THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 16, 1966 WERE APPROVED.

MR. SAPPINGTON DISCUSSED BRIEFLY A LETTER FROM THE DEPUTY STATE LIBRARIAN REGARDING THE APPROPRIATIONS AND LEVIES ON VILLAGE LIBRARIES. TWO RECENT COURT DECISIONS WERE DESCRIBED WHICH DIFFERENTIATE BETWEEN THE RELATIVE POWERS OF A LIBRARY BOARD OF DIRECTORS, AND A VILLAGE BOARD OF TRUSTEES OVER THE APPROPRIATION AND LEVY FOR VILLAGE LIBRARY PURPOSES.

MR. SAPPINGTON ALSO ANNOUNCED THE RECEIPT OF A THANK YOU LETTER FROM MR. ROBERT GROHNE IN APPRECIATION FOR CONTRIBUTIONS MADE BY THE BOARD AT THE DEATH OF MR. GROHNE'S MOTHER.

IN HIS MONTHLY REPORT TO THE BOARD, CITY LIBRARIAN ROBERT DUMAS STATED THAT AMONG THE PRINCIPAL ADMINISTRATIVE ACTIVITIES OF THE MONTH HAS BEEN ATTENTION DEVOTED TO THE REORGANIZATION OF THE LIBRARY'S TABLE OF ORGANIZATION. THE AIM HAS BEEN TO UNIFY WIDELY SCATTERED ROUTINES AND FUNCTIONS AND TO DEVELOP A LOGICAL STRUCTURE INTO WHICH THESE DUTIES COULD BE PLACED AND RESPONSIBILITY FOR THEM ASSIGNED.

MR. DUMAS ALSO STATED THAT CONSIDERABLE TIME HAD BEEN SPENT THIS MONTH IN THE EXAMINATION OF WORK ROUTINES AND FILES BEING KEPT.

THE CITY LIBRARIAN REPORTED UPON HIS VISIT MADE RECENTLY TO THE STATE LIBRARY IN SPRINGFIELD. THERE IS IN OPERATION AT THE STATE LIBRARY AT THE PRESENT TIME THE FIRST ON-LINE COMPUTERIZED BIBLIOGRAPHIC AND CIRCULATION CONTROL SYSTEM OF THE WORLD. MR. DUMAS STATED THAT HE HOPED IT WOULD BE POSSIBLE THIS SPRING FOR SOME OF THE BOARD MEMBERS TO SCHEDULE A TRIP TO THE STATE LIBRARY TO OBSERVE WHAT IS BEING DONE THERE.

17-1042

MR. DUMAS FURTHER REPORTED THE RECEIPT OF A LETTER FROM IBM CONFIRMING THEIR EFFORTS TO COMPLETE THE CHANGEOVER TO SLOWER MACHINES. THE TARGET DATE FOR SHIPMENT OF THE 085 COLLATOR IS JULY 14, BUT THEY ARE ATTEMPTING TO EXPEDITE DELIVERY.

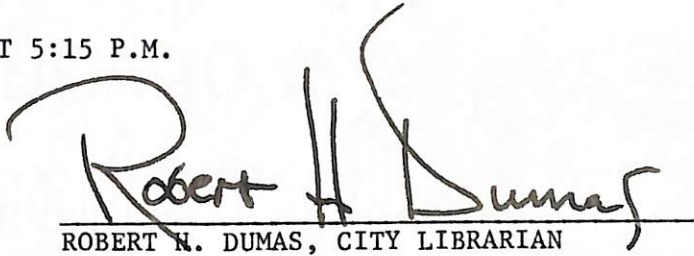
MR. WEST, A MEMBER OF THE COMMITTEE ON POLICIES, PUBLIC RELATIONS AND PERSONNEL STATED THAT AT A MEETING ON JANUARY 5, 1967, THE COMMITTEE HAD DECIDED THEY WOULD NOT SPEND THE MONEYS THAT HAD BEEN ALLOCATED FOR A STUDY OF THE LIBRARY PERSONNEL SITUATION, BUT THAT THE CITY LIBRARIAN IS TO FORM AN ORGANIZATIONAL PLAN IN BROAD OUTLINE AND IS GOING TO REFINES IS SUFFICIENT FOR BUDGET AND OPERATING PURPOSES FOR THE CURRENT YEAR.

CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. OLSEN, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES AND BILLS TO BE APPROVED THROUGH THE MONTH ENDING DECEMBER 31, 1966. A MOTION WAS MADE AND SECONDED THAT THE REPORT OF THE FINANCE COMMITTEE BE ACCEPTED AND WAS UNANIMOUSLY APPROVED BY A ROLL CALL VOTE OF THE BOARD.

MR. SAPPINGTON STATED THAT MR. SCHUERMAN HAS ACCEPTED THE RESPONSIBILITY OF ACTING AS DPL REPRESENTATIVE TO THE ROLLING PRAIRIE LIBRARIES SYSTEM.

MR. OLSEN RECOMMENDED AND MOVED THAT THE HEALTH AND HOSPITALIZATION INSURANCE BENEFIT OF THE LIBRARY BE MADE AVAILABLE TO THE CITY LIBRARIAN AS A FRINGE BENEFIT. THE MOTION WAS APPROVED.

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

  
ROBERT H. DUMAS, CITY LIBRARIAN

FOR: SECRETARY OF THE BOARD



## LIBRARIAN'S REPORT

December, 1966

Among the principal administrative activities of the month has been the attention we have devoted to the reorganization of the library's table of organization. The aim has been to unify widely scattered routines and functions, and to develop a logical structure into which these duties could be placed and responsibility for them assigned.

Since the work will be done by me, the work will not proceed as rapidly nor as smoothly, as it would if a professional personnel consultant were doing it; but I hope, since it will be hammered out in the forge of experience, that the final results will be more valid and useful. The first tentative steps of what will be a long term and continuing effort are before you: these are a proposed table of organization, a brief outline of the work carried on in technical services as an example of what will be done for each major division of the library. The next few sheets are individual organizational summaries of each division showing the strength as anticipated in the next fiscal year, the new job titles which have been tentatively assigned, and the corresponding old job titles. Stapled to these sheets are the present organizational charts as nearly as they can be represented. Finally there are sheets with new job descriptions for three positions. Naturally none of these proposed changes can be implemented without the permission of the Civil Service Commissioners. There are serious obstacles in the way of their effective implementation. I have spoken to Mr. Kirk about these matters and he has been very helpful and cooperative and he is arranging for me to appear before the Commission in order to explain our problems and the way in which we are attempting to cope with them.

(9-2045)



Considerable time has also been spent this month to an examination of work routines and files being kept. This was undertaken partly for the purpose of self education and partly to pinpoint routines, files and operations which are suspect and which may lend themselves to simplification or elimination. One improvement has already resulted. In the past, because of the routines involved, it has taken as much as two weeks, sometimes longer, for a newly registered patron to receive a borrowers' card unless he applied directly at the Central Adult Circulation Desk. This has inconvenienced and distressed many new patrons. We are now immediately issuing books to patrons who present properly completed registration forms; and by modifying the registration routine, the borrower should have received his library card long before he finishes with the books initially charged to him. It will be the practice of the library henceforth to adapt library routines whenever possible to the convenience of the public.

A third item I wish to report upon to you is a visit I recently made to the State Library in Springfield. There is in operation there at the present time the first on-line computerized bibliographic and circulation control system in the world. As I observed the operation of their system, I was reminded of John Reed's remark made after a trip to Russia in 1919 that he had just made a trip into the future - and it works. The on-line system in Springfield has immense significance, not only for the State Library, but for us and for other libraries near us and for libraries all over the state. Unfortunately unless this fact is generally understood by most librarians and trustees, the enormous potential of the Springfield experiment may never be released, for the expense of modern computers is so great that computerized library control is no more possible on an individual or small group basis than modern telephone communication would be possible with two or three subscribers. Mr. Reid assured me that other visitors would be welcomed and I hope it will be possible this spring for some Board members to schedule a trip to observe what is being done there.

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And finally, while I am on the subject of machine control of library operations I wish to report that a letter has been received from IBM confirming their efforts to complete the changeover to slower machines. The target date for shipment of the 085 Collator is July 14, but they are attempting to expedite delivery.

# STATISTICAL REPORT

December, 1966

## CIRCULATION

|                     | <u>Adult</u> | <u>Youth</u> | <u>Juvenile</u> | <u>Total</u> | <u>Y-Date</u> |
|---------------------|--------------|--------------|-----------------|--------------|---------------|
| Total Books - 1965: | 15,122       | 3,404        | 10,720          | 29,246       | 291,377       |
| 1966:               | 18,508       | 4,633        | 12,597          | 35,738       | 351,048       |

## DATA PROCESSING

Packs Made: 606 - new  
5,433 - replacement

## TECHNICAL PROCESSING

### Cataloging

|                                      |     |
|--------------------------------------|-----|
| Books added                          | 641 |
| Books added by recat. or transfer    | 3   |
| New books added                      | 637 |
| New titles added                     | 362 |
| Books withdrawn                      | 325 |
| Books withdrawn by recat or transfer | 3   |
| Books discarded                      | 322 |
| Microfilm reels added                | 27  |

### Acquisitions

|                                 |     |
|---------------------------------|-----|
| Books received                  | 673 |
| Pamphlets received              | 1   |
| Microfilm received              | 25  |
| Lists processed (books ordered) | 4   |

### Bindery

|                             |     |
|-----------------------------|-----|
| Books mended                | 102 |
| Books returned from bindery | 424 |
| Bound periodicals           | 15  |



## CITY OF DECATUR, ILLINOIS

## DECATUR PUBLIC LIBRARY

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

| <u>VOU NO:</u> | <u>PAYMENTS MADE TO:</u>   | <u>FOR:</u>                                               | <u>AMOUNT:</u> |
|----------------|----------------------------|-----------------------------------------------------------|----------------|
| 05452          | Treasurer-City of Decatur  | Payroll                                                   | 209.37         |
| 05487          | Postmaster, Decatur        | Postage                                                   | 2.45           |
| 05488          | Marathon Oil Co            | Gasoline                                                  | 13.66          |
| 05495          | Treasurer-City of Decatur  | Payroll                                                   | 221.07         |
| 05498          | Treasurer-City of Decatur  | Payroll                                                   | 6,000.08       |
| 05524          | Postmaster, Decatur        | Postage, Postal Cards, Renew Bulk Mailing Permit          | 128.00         |
| 05551          | Illinois Power Co          | Electric & Gas Service                                    | 275.76         |
| 05556          | Treasurer-City of Decatur  | Payroll                                                   | 237.12         |
| 05576          | Treasurer-City of Decatur  | Payroll                                                   | 218.90         |
| 05579          | Treasurer-City of Decatur  | Payroll                                                   | 6,003.36       |
| 05583          | Marathon Oil Company       | Gasoline                                                  | 22.45          |
| 05609          | Treasurer-City of Decatur  | Payroll                                                   | 191.25         |
| 05610          | Stappenbeck Book Bindery   | Book Binding                                              | 910.71         |
| 05611          | Industrial Towel Service-  | November Service                                          | 13.32          |
| 05612          | H & H Disposal Service     | Service to 1/1/67-Dill Branch                             | 5.00           |
| 05613          | Decatur Window Cleaners    | October Supplies, November Service & Supplies             | 1,112.28       |
| 05614          | Dash Disposal Service      | Service to 12/1/66                                        | 4.00           |
| 05615          | Norman's                   | Wash Rags                                                 | 2.30           |
| 05616          | Pfile's Camera Inc         | Repair broken film                                        | 3.50           |
| 05617          | Weaver Bros Transfer       | Re-locate Key Punch Machine                               | 14.00          |
| 05618          | Ebers                      | Service Office Equipment                                  | 195.00         |
| 05619          | General Tire Service       | Service Flat Tire                                         | 1.50           |
| 05620          | Soy Ford Inc               | Vehicle Service & Materials                               | 169.72         |
| 05621          | Aero Mayflower Transit Co. | Moving furniture from Walpole, Mass. to Decatur, Illinois | 1,081.80       |



LIBRARY PUBLIC LIBRARY (Cont'd)

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

| <u>VOU NO:</u> | <u>PAYMENTS MADE TO:</u>      | <u>FOR:</u>                | <u>AMOUNT:</u>     |
|----------------|-------------------------------|----------------------------|--------------------|
| 05622          | Illinois Bell Telephone Co    | Phone Service              | 211.01             |
| 05623          | Swartz Homes Inc              | December Rent-Dill Branch  | 176.64             |
| 05624          | Bacon Pamphlet Service Inc    | Books                      | 1.18               |
| 05625          | Baker & Taylor Company        | Books                      | 2,477.95           |
| 05626          | Chilton Books Inc             | Books                      | 27.05              |
| 05627          | Doubleday & Company           | Books                      | 52.60              |
| 05628          | Hanson-Bennett Magazine       | Magazine Subscriptions     | 1,942.56           |
| 05629          | A.C.McClurg Co                | Books                      | 58.94              |
| 05630          | McNaughton Book Service       | December Service           | 120.00             |
| 05631          | Moody's Investor Service Inc  | (1) year Library Service   | 415.00             |
| 05632          | National Directory Service    | Directory                  | 3.70               |
| 05633          | Prentice Hall Inc             | Books                      | 528.00             |
| 05634          | Russell's Guides Inc          | Books                      | 20.00              |
| 05635          | Scarecrow Press Inc           | Books                      | 17.00              |
| 05636          | Charles Scribner's Sons       | Books                      | 1.64               |
| 05637          | State Capitol Information     | Books                      | 200.00             |
| 05638          | University Microfilms Inc     | Microfilm Service          | 23.50              |
| 05639          | University of Wisconsin Press | Books                      | 5.32               |
| 05640          | Virginia Kirkus Service       | Books                      | 48.00              |
| 05641          | Mrs. M.E.Leonard              | Christmas Tree Decorations | 6.24               |
| 05642          | National City Truck Lines     | Windshield Wiper Blade     | 2.36               |
| 05643          | Industrial Printing           | Office Forms & Supplies    | 110.10             |
| 05644          | Haines & Essick Co            | Office Supplies            | 8.57               |
| 05645          | Irish-Behnke Co               | Fleet Insurance            | 418.00             |
| 05646          | Federal Mutual Ins. Co        | Boiler Insurance           | 51.49              |
|                |                               | <b>TOTAL LIBRARY BILLS</b> | <b>\$23,963.45</b> |

24-1292



SUMMARY OF INCOME AND EXPENDITURES  
EIGHT MONTH ENDING DEC. 31, 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                    | 8,077.62                    | 62.14            |
| Non-Resident Fees                       | 676.00                       | 259.00                      | 38.31            |
| Interest on Investments                 | 600.00                       | 2,257.07                    | 376.18           |
| Illinois State Library<br>Reimbursement | 400.00                       | 0.00                        | 0.00             |
| Lost & Damaged Books                    | 694.00                       | 392.78                      | 56.60            |
| Reserves                                | 108.00                       | 22.10                       | 20.46            |
| Memorial Books                          | 35.00                        | 28.45                       | 81.29            |
| Prints Made on Copy Machine             | 317.00                       | 196.10                      | 61.86            |
| Plastic Bags                            | 90.00                        | 4.47                        | 4.97             |
| Postage                                 | 366.00                       | 129.12                      | 35.28            |
| Rolling Prairie Libraries               | 3,000.00                     | 0.00                        | 0.00             |
| Miscellaneous                           | 2,028.00                     | 301.78                      | 14.88            |
| <br>TOTAL REVENUE                       | <br>347,270.00               | <br>299,021.17              | <br>86.11        |

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           | 99,629.98                       | 100,646.96                       |
| 940.109                         | Temporary Salaries                                          | 25,415.00            | 9,383.82                        | 16,031.18                        |
| <br><u>CONTRACTUAL SERVICES</u> |                                                             |                      |                                 |                                  |
| 940.201                         | Advertising                                                 | 100.00               | 89.06                           | 10.94                            |
| 940.202                         | Printing & Binding                                          | 2,500.00             | 910.71                          | 1,589.29                         |
| 940.211                         | Service to Maintain<br>Buildings                            | 10,750.00            | 7,722.97                        | 3,027.03                         |
| 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               | 448.72                          | 475.28                           |
| 940.215                         | Service to Maintain<br>Automotive Equipment                 | 600.00               | 162.95                          | 437.05                           |
| 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             | 1,676.48                        | 1,323.52                         |
| 940.233                         | Telephone & Telegraph                                       | 2,446.36             | 1,661.78                        | 784.58                           |
| 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             | 796.53                          | 603.47                           |



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  |               |                         |                          |
|                    | Service Fees & Costs      | 342.50        | 54.00                   | 288.50                   |
| 940.288            | Rentals                   | 11,400.00     | 4,347.37                | 7,052.63                 |
| 940.299            | Contractual Services Not  |               |                         |                          |
|                    | Otherwise Classified      | 150.00        | 139.53                  | 10.47                    |

COMMODITIES

|         |                                                              |           |           |           |
|---------|--------------------------------------------------------------|-----------|-----------|-----------|
| 940.302 | Books, Publications,<br>and Maps                             | 41,040.00 | 21,654.76 | 19,385.24 |
| 940.310 | Gas, Oil, & Anti-Freeze                                      | 303.00    | 179.74    | 123.26    |
| 940.312 | Janitorial Supplies                                          | 25.00     | 5.37      | 19.63     |
| 940.320 | Materials to Maintain<br>Buildings and Other<br>Improvements | 1,300.00  | 1,205.50  | 94.50     |
| 940.324 | Materials to Maintain<br>Automotive Equipment                | 600.00    | 167.62    | 432.38    |
| 940.330 | Medical & Laboratory<br>Supplies                             | 15.00     | 0.00      | 15.00     |
| 940.345 | Office Supplies                                              | 5,600.00  | 2,891.05  | 2,708.95  |

OTHER CHARGES

|         |                 |          |          |          |
|---------|-----------------|----------|----------|----------|
| 940.402 | Contingencies   | 3,000.00 | 1,481.80 | 1,518.20 |
| 940.423 | Other Insurance | 4,500.00 | 3,742.52 | 757.48   |

|                                   |            |            |            |
|-----------------------------------|------------|------------|------------|
| TOTAL - OPERATING<br>EXPENDITURES | 319,247.80 | 159,318.38 | 159,929.42 |
|-----------------------------------|------------|------------|------------|

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 | \$159,318.38 | \$162,445.92 |
|-------------|--------------|--------------|--------------|

SUMMARY OF INCOME AND EXPENDITURES  
MONTH ENDING

ACTIVITY: 955 MUNICIPAL BAND FUND

| REVENUE                   | ESTIMATED<br>REVENUE | RECEIVED<br>TO-DATE | % OF EST. |
|---------------------------|----------------------|---------------------|-----------|
| Surplus May 1st 1966      | 118.00               |                     |           |
| Tax Levy Receipts-Current | 18,200.00            |                     |           |
| Tax Levy Receipts-Prior   | 300.00               |                     |           |
| TOTAL REVENUE             | 18,918.00            |                     |           |

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DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

December 22, 1966

COMMITTEE MEMBERSHIP ROSTRUM:

Committee on Properties and Finance

Mr. Olsen, Chairman  
Mr. Miller  
Mr. Tebussek  
\_\_\_\_\_ (New member)

Committee on Policies, Public Relations and Personnel

Mr. Grohne, Chairman  
Mr. West  
Mr. Schuerman  
Mrs. Russell