

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JULY 12, 1968

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JUNE 14, 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
- VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRALLEY
MR. BUTLER
MR. DICK
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JULY 12, 1968

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

MEMBERS PRESENT:

MRS. BRALLEY
MR. BUTLER
MR. DICK
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON

MEMBERS ABSENT:

MR. SCHUERMAN

OTHERS PRESENT:

GARY BLACKBURN
(DECATUR HERALD)
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 JUNE 14, 1968 WERE APPROVED.

MR. DUMAS REPORTED A SLIGHT GAIN IN CIRCULATION FOR THE FIRST THREE MONTHS - ABOUT 3,000. IT SEEMS TO BE PRETTY WELL SETTLED THAT THE BIG DROP HAS BEEN CURTAILED.

MR. DUMAS STATED THAT THE STAFF IS PREPARING A BOOK LIST AT THE PRESENT TIME THAT WILL BE COMPLETED BY THE NEXT MEETING ON "NAMING THE BABY" WITH A LIST OF BOOKS TO ACQUAINT PARENTS WITH HOW THEY SHOULD BRING UP THEIR CHILDREN.

IT WAS ALSO REPORTED BY MR. DUMAS THAT THE STAFF HAS BEEN BUSY TACKLING THE CROWDED STORAGE SITUATION IN THE BASEMENT, CANCELLING A NUMBER OF SPECIALIZED TECHNICAL AND EDUCATIONAL JOURNALS, DISPOSING OF THESE TITLES AND GIVING SOME AWAY.

MR. DUMAS STATED THAT THE FRIENDS OF THE LIBRARY HELD A BOARD MEETING ON THE 19TH OF JUNE WHERE THEY DECIDED DEFINITELY TO INCORPORATE IN ORDER TO GIVE LEGAL CONTINUITY TO THE ORGANIZATION AND ALSO THEY FELT THAT IT WOULD BE DESIRABLE FROM THE STANDPOINT OF RECEIVING GIFTS THAT PEOPLE OF DECATUR MIGHT WANT TO GIVE TO THE FRIENDS.

AS TO THE AMERICAN LIBRARY ASSOCIATION CONFERENCE IN KANSAS CITY, MR. DUMAS STATED THAT AS A WHOLE THE MEETINGS WERE ABOUT AS BAD AS ANY HE HAS ATTENDED IN THE LAST 4 OR 5 YEARS DUE TO A LACK OF PREPARATION IN A NUMBER OF KEY MEETINGS. MR. DUMAS MET MR. HARRY SCHMELZER OF IP&DS AND IT GAVE THEM AN OPPORTUNITY TO MAKE A DETAILED TOUR OF THE EXHIBITS. THEY ALSO MANAGED TO VISIT SEVERAL LIBRARIES IN THE KANSAS CITY AREA AND IT WAS VALUABLE MAINLY BECAUSE YOU CAN SEE WHAT IS BAD SO THAT YOU ARE NOT LIKELY TO MAKE A SIMILAR GROSS ERROR IN PLANNING. THE TRAFFIC FLOW SITUATION IS VERY IMPORTANT. IN THE KANSAS CITY, KANSAS LIBRARY THEY HAVE ADAPTED ADDRESSOGRAPH MACHINES FOR

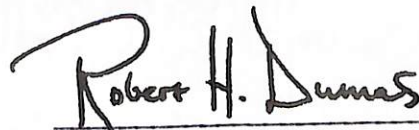
CATALOG CARDS AND THEY PROCESSED 38,000 TITLES LAST YEAR. MR. DUMAS STATED THAT IT MAY BE THAT THE EXTENSION AREAS OF OUR LIBRARY MAY WISH TO USE THIS SYSTEM AT A LATER DATE.

CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. BUTLER, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH JUNE 30, 1968 AND BILLS APPROVED THROUGH JUNE 21, 1968. THE MOTION FOR APPROVAL OF THE REPORT BY MR. BUTLER WAS SECONDED BY MR. SAPPINGTON AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

AS CHAIRMAN OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE, MR. SAPPINGTON MADE A MOTION, A COPY OF WHICH IS ATTACHED HERETO AND HEREBY MADE A PART HEREOF, REGARDING THE SALARIES AND WAGES TO BE PAID EMPLOYEES OF DECATUR PUBLIC LIBRARY COMMENCING MAY 1, 1968 AND RETROACTIVE THERETO AND ADDED TO THE MOTION, "THAT THE ANNUAL SALARY OF THE CITY LIBRARIAN BE INCREASED TO \$15,500." MR. MILLER EXPLAINED THAT THE LIBRARY BOARD HAS ADOPTED A POLICY THAT LIBRARY EMPLOYEES WOULD BE TREATED EXACTLY THE SAME AS CITY EMPLOYEES, WHEN THE CITY COUNCIL ADOPTS AN ORDINANCE OR CHANGES THE WAGES OF CITY EMPLOYEES, THE LIBRARY BOARD FOLLOWS IN THEIR FOOTSTEPS AND DOES LIKEWISE. MR. MILLER STATED THAT THE CITY HAD A SALARY SURVEY MADE TO STUDY JOBS OF CITY EMPLOYEES. THIS BOARD RODE ON THE COAT-TAILS OF THE SURVEY. THE CITY HAS ADOPTED THE CLASSIFICATIONS RECOMMENDED BY THE SURVEY AND HAS ADOPTED THE NEW PAY SCALE, AND MR. MILLER SUGGESTED THAT THE BOARD FOLLOW SUIT. AFTER FURTHER DISCUSSION, MR. MILLER SECONDED THE MOTION MADE BY MR. SAPPINGTON AND THE MOTION CARRIED.

THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS WILL BE FRIDAY, AUGUST 16, 1968 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

THE MEETING WAS ADJOURNED AT 5:15 P.M., AFTER WHICH THE BOARD MET IN EXECUTIVE SESSION.



ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

STATISTICAL REPORT

July, 1968

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1968 -	21,254	4,965	21,542	47,761	132,535
1967 -	18,107	5,507	20,567	44,181	125,897

REGISTRATION

Resident	28,865	Non-Resident	5,580
Added	<u>847</u>	Added	<u>103</u>
	29,712		5,683
Withdrawn	<u>896</u>	Withdrawn	<u>174</u>
	28,816		5,509

TECHNICAL PROCESSING

Cataloging

New books added	1,975	Books checked in	887
New titles added	565	Pamphlets checked in	30
Books withdrawn	1	Telephone books in	13
Books mended	298	Microfilm checked in	51
Books to bindery	74		
Books returned from bind	77		

REQUISITION AGING REPORT

Purchase Orders have not been received
for the following requisitions as of
July 31, 1968:

July 0

City of Decatur, Illinois

Decatur Public Library

Bills to be Approved for the Period ending July 29, 1968:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
09675	Treasurer-City of Decatur	Payroll	8,568.31
09738	Treasurer-City of Decatur	Payroll	529.82
09856	Citizens National Bank	Certificate of Time Deposit	130,000.00
10734	Treasurer-City of Decatur	Reimburse Petty Cash Items	39.17
10735	Treasurer-City of Decatur	Payroll	399.80
10736	Postmaster, Decatur	Reimburse Postage Meter	200.00
10737	Postmaster, Decatur	Reimburse Postage Meter	2.16
10738	Illinois Power Company	Electric & Gas Service	196.53
10739	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	251.42
10740	Treasurer-City of Decatur	Payroll	9,625.93
10741	LaSalle National Bank	Certificate of Time Deposit	35,000.00
10742	Treasurer-City of Decatur	Payroll	789.74
10743	Industrial Printing Co.	Print Post Cards	17.50
10744	Stappenbeck Bookbindery	Book Binding	185.67
10745	Gates & Johnson Lumber Co	Roof Repairs	16.00
10746	Orkin Exterminating Co.	Monthly Service	9.00
10747	Decatur Window Cleaning Co	Building Maintenance for June	1,053.78
10748	Camfields Disposal Service	Service to 7/1/68	4.00
10749	Gadberry Disposal Service	Service Evans Branch	5.50
10750	General Tire Service	Vehicle Tire Service	12.07
10751	Kilborn Motors Inc	Vehicle Service & Repair Parts	21.60
10752	Interior Planning & Design	June Service rendered	294.58
10753	Illinois Bell Telephone Co	Phone Service	204.66
10754	IBM Corporation	Machine Rental for July	678.00

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10755	Swartz Homes Inc	July Rent-Dill Branch	187.88
10756	Industrial Towel Service	June Service	17.26
10757	Decatur Paper House Inc	Colored Paper Sheets	6.58
10758	Gaylord Bros. Inc	Assorted Office Supplies	1,009.30
10759	Haines & Essick Co.	Assorted Office Supplies	32.95
10760	Louis Pool Plastics	Book Adhesive	12.80
10761	3M Business Products Inc.	Copy Paper, Lamps, and Annual Service Agreement on Office Machines	794.56
10762	Allied Office Service	Mimeograph Ink	14.75
10763	Advent Publishers	Books	9.25
10764	A.M. Best Co	Books	41.27
10765	American Library Association	Books	24.50
10766	Bacon Pamphlet Service	Books	15.97
10767	Baker & Taylor Company	Books	2,653.57
10768	R.R. Bowker Company	Books	38.50
10769	Central Book Co	Books	12.85
10770	Children Book Council	Books	16.00
10771	Eastern Illinois Telephone	Books	1.05
10772	Home Library Service	Books	14.32
10773	Gale Research Co	Books	70.50
10774	General Microfilm Co	Microfilm Service	74.56
10775	Insurance License Bureau	Books	24.00
10776	American Hotel Association	Books	9.50
10777	Howard W. Sams & Co	Books	2.28
10778	International Book Corp.	Books	60.00
10779	Johnson Charts Inc	Investment Charts	32.00
10780	Jossey-Bass Inc	Books	8.89
10781	Library Supply Ltd	Books	28.20
10782	A.C. McClurg & Co	Books	30.76

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10783	National Council of Teachers of English	Books	1.75
10784	National Education Assoc.	Books	6.95
10785	New York Times	Subscription	36.25
10786	Rand McNally Corp.	Books	3.13
10787	School Library Journal	Books	6.00
10788	Summy Birchard Co.	Books	7.43
10789	University of Mass. Press	Books	4.70
10790	University Microfilm Inc	Books	24.25
10791	Weekly Underwriter	Books	16.05
10792	A. Wiesenberger Services	Books	32.00
10793	H.W.Wilson Co.	Books	274.00
TOTAL PUBLIC LIBRARY VOUCHERS			<u>\$193,761.80</u>

CITY OF DECATUR, ILLINOIS

MONTHLY FINANCE REPORT

FOR THE PERIOD

MAY 1ST, 1968 THRU JULY 31, 1968

1968 - 1969
THIRD MONTH

CITY OF DECATUR
July 31, 1968
Statement of Cash and Investments

<u>Name of Fund</u>	<u>All Funds Cash on Hand (Deficit)</u>	<u>Investments</u>	<u>Fund Balance</u>
General Fund	\$ 232,216.14	\$ 161,000.00	\$ 393,216.14
Central Services Fund	\$ 15,297.77	\$ 0.00	\$ 15,297.77
Water Fund	\$ 67,176.06	\$ 1,929,439.80	\$ 1,996,615.86
<u>Motor Vehicle Parking System</u>			
Revenue Fund	\$ 72,201.36	\$ 225,000.00	\$ 297,201.36
Bond & Interest Fund	23,052.44	30,123.88	53,176.32
Bond Reserve	<u>9,164.06</u>	<u>230,222.24</u>	<u>239,686.30</u>
Total Mtr. Veh. Pk. Sys.	\$ <u>104,717.86</u>	\$ <u>185,346.12</u>	\$ <u>590,063.98</u>
Motor Vehicle Parking System Acquisition & Construction	\$ 10,553.19	\$ 201,084.40	\$ 211,637.59
<u>Other Agencies</u>			
Civil Defense	\$ 872.75	\$ 2,000.00	\$ 2,872.75
Municipal Band	6,954.53	0.00	6,954.53
Playground & Recreation	0.00	0.00	0.00
Public Library	<u>11,827.63</u>	<u>165,000.00</u>	<u>176,827.63</u>
Total Other Agencies	\$ <u>19,654.91</u>	\$ <u>167,000.00</u>	\$ <u>186,654.91</u>
Motor Fuel Tax	\$ 37,111.54	\$ 100,000.00	\$ 137,111.54
Motor Fuel Tax Debt Service	\$ 2,945.47	\$ 455,000.00	\$ 457,945.47
1963 Street Improvement Bond	\$ 9,029.93	\$ 50,000.00	\$ 59,029.93
1966 Street Improvement Bond	\$ 70,390.87	\$ 2,050,000.00	\$ 2,120,390.87
1963 Traffic Signal Bond	\$ 1,677.64	\$ 0.00	\$ 1,677.64
1966 Traffic Control Signal	\$ 29,987.28	\$ 1,000.00	\$ 30,987.28
1966 Bridge Bond	\$ 17,988.75	\$ 0.00	\$ 17,988.75
Urban Renewal - Performance	\$ 4,762.86	\$ 25,294.14	\$ 30,057.00
<u>Trust Funds</u>			
Illinois Municipal Retirement	\$ 3,522.50	\$ 0.00	\$ 3,522.50
Public Benefit	270.41	36,000.00	36,270.41
Employees Pension	10,209.74	0.00	10,209.74
Withholding Tax	17,472.34	0.00	17,472.34
Right of Way Acquisition	761.54	2,000.00	2,761.54
Unclaimed Rebate	1,851.24	5,000.00	6,851.24
Firemen's Pension	14,800.58	0.00	14,800.58
Police Pension	<u>10,088.49</u>	<u>0.00</u>	<u>10,088.49</u>
Total Trust Funds	\$ 58,976.84	\$ 43,000.00	\$ 101,976.84

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	144,129.46	176,886.16	176,113.84	
Tax Levy Receipts-Prior	4,000.00	0.00	0.00	4,000.00	
Fines and Fees	10,250.00	923.78	2,737.45	7,512.55	
Non-Residential Fees	340.00	21.00	91.00	249.00	
Interest on Investments	4,170.00	0.00	294.14	3,875.86	
Lost and Damaged Books	730.00	33.09	110.81	619.19	
Memorial Books	70.00	0.00	7.68	62.32	
Prints Made on Copy Machine	270.00	17.48	74.98	195.02	
Postage	170.00	16.12	45.00	125.00	
Miscellaneous	500.00	53.85	131.40	368.60	
TOTAL REVENUE	<u>439,500.00</u>	<u>145,194.78</u>	<u>259,843.72</u>	<u>179,656.28</u>	<u>59.12</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	17,232.75	53,214.42	186,446.58
107	Hospitalization, Medical, and Life Insurance	3,320.00	0.00	251.42	701.09	2,618.91
109	Temporary Salaries	28,103.00	0.00	2,281.05	5,483.76	22,619.24
201	Advertising	500.00	0.00	0.00	147.60	352.40
202	Printing and Binding	4,000.00	1,960.00	203.17	774.68	1,265.32
211	Service to Maintain Buildings	14,000.00	0.00	1,072.78	3,402.06	10,597.94
212	Service to Maintain Improvements Other Than Buildings	940.212	0.00	9.50	36.68	63.32
214	Service to Maintain Office Equipment	887.00	0.00	130.00	281.92	605.08
215	Service to Maintain Automotive Equipment	500.00	0.00	33.32	79.32	420.68

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<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>
221	Auditing Service	700.00	0.00	0.00	0.00	700.00
229	Other Professional Services	9,500.00	0.00	294.58	294.58	9,205.42
231	Electricity	3,200.00	0.00	196.53	694.73	2,505.27
233	Telephone and Telegraph	3,000.00	0.00	204.66	606.46	2,393.54
241	Travel Expense	831.00	0.00	0.00	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	202.16	416.25	1,383.75
284	Professional and Technical Service Fees and Costs	455.00	0.00	0.00	60.00	395.00
288	Rentals	10,979.00	0.00	865.88	2,626.64	8,352.36
310	Gas, Oil & Anti-Freeze	300.00	0.00	0.00	18.81	281.19
312	Janitorial Supplies	300.00	0.00	17.26	56.09	243.91
320	Materials to Maintain Buildings and Other Improvements	2,000.00	219.60	6.00	359.59	1,420.81
324	Materials to Maintain Automotive Equipment	425.00	0.00	0.35	60.55	364.45
330	Medical and Laboratory Supplies	10.00	0.00	0.00	0.00	10.00
345	Office Supplies	6,350.00	174.70	1,740.94	3,292.34	2,882.96
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>2,354.30</u>	<u>24,742.35</u>	<u>72,893.74</u>	<u>274,822.96</u>
<u>CAPITAL OUTLAY</u>						
502	Buildings	100,000.00	0.00	0.00	0.00	100,000.00
515	Office Machinery and Equipment	225.00	0.00	0.00	140.00	85.00
525	Library Books	<u>49,704.00</u>	<u>2,599.48</u>	<u>3,580.48</u>	<u>10,712.42</u>	<u>36,392.10</u>
TOTAL CAPITAL OUTLAY		<u>149,929.00</u>	<u>2,599.48</u>	<u>3,580.48</u>	<u>10,852.42</u>	<u>136,477.10</u>
GRAND TOTAL		<u>500,000.00</u>	<u>4,953.78</u>	<u>28,322.83</u>	<u>83,746.16</u>	<u>411,300.06</u>