

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JUNE 16, 1967

- I. CALL TO ORDER
W. A. SAPPINGTON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. COMBINED ANNUAL MEETING FOR 1966/1967 AND MONTHLY MEETING FOR MAY, 1967
- III. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
- IV. STATISTICAL REPORT
- V. COMMUNICATIONS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. GROHNE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK
MR. WEST

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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - June 16, 1967

THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON JUNE 16, 1967 IN THE BOYD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

MR. GROHNE

OTHERS PRESENT:

JIM BOND
(DECATUR HERALD)
MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:35 P.M. BY MR. SAPPINGTON.

THE MINUTES OF THE COMBINED ANNUAL MEETING FOR 1966/1967 AND MONTHLY MEETING FOR MAY 12, 1967 WERE APPROVED.

MR. OLSEN, CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH THE MONTH ENDING MAY 31, 1967 AND BILLS APPROVED THROUGH MAY 15, 1967. THE REPORT WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. OLSEN PRESENTED TO THE BOARD COPIES OF THE REPORT OF EXAMINATION FOR THE YEAR ENDING APRIL 30, 1967 PREPARED BY MURPHEY, JENNE & JONES, CERTIFIED PUBLIC ACCOUNTANTS. THE BOARD UNANIMOUSLY APPROVED AND ACCEPTED THE YEARLY AUDIT REPORT.

MR. WEST OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE RECOMMENDED AND MOVED THAT IN THE RECRUITMENT OF PROFESSIONAL PERSONNEL CREDIT MAY BE GIVEN AT THE DISCRETION OF THE CITY LIBRARIAN FOR EXPERIENCE OVER AND BEYOND FORMAL REQUIREMENTS UP TO THE MID-POINT OF THE SALARY RANGE. PERMISSION TO HIRE ABOVE THE MID-POINT OF THE SALARY RANGE MAY BE GRANTED AT THE DISCRETION OF THE BOARD. THE RECOMMENDATION WAS ADOPTED BY THE BOARD.

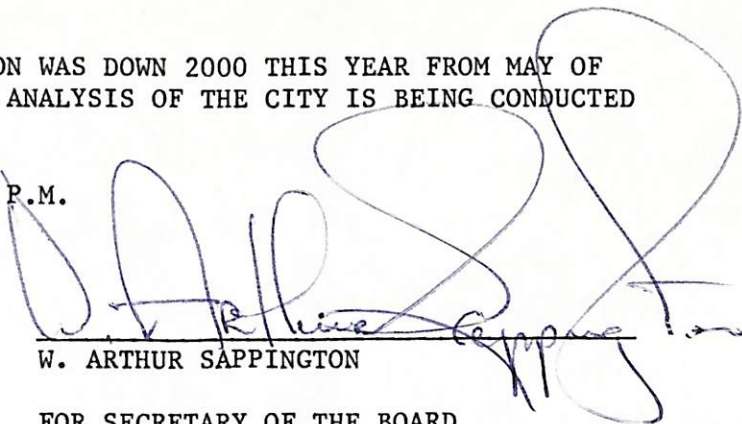
A RESOLUTION WAS READ BY MR. WEST HONORING HOWARD SPENCE, A PAGE IN THE DECATUR PUBLIC LIBRARY, FOR HIS SCHOLARLY AND PERSONAL ACHIEVEMENTS AND FOR HIS SERVICE TO THE LIBRARY. THE RESOLUTION WAS ADOPTED BY THE BOARD. THE ORIGINAL SIGNED COPY OF THE RESOLUTION WAS PRESENTED TO MR. SPENCE AND A COPY OF THE DOCUMENT WILL BECOME A PART OF HIS PERSONNEL FILE.

MR. SCHUERMAN STATED THAT NO BUILDING COMMITTEE MEETING HAD BEEN HELD. THE PROPOSED COMMUNITY CENTER CONCEIVED BY NORMAN GADDIS WAS DISCUSSED BRIEFLY AND IT WAS THE FEELING OF THE BOARD THAT A SEPARATE BUILDING FOR THE LIBRARY WOULD BE MORE ADVANTAGEOUS.

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MR. DUMAS REPORTED THAT CIRCULATION WAS DOWN 2000 THIS YEAR FROM MAY OF 1966. HE ALSO REPORTED THAT A DETAILED ANALYSIS OF THE CITY IS BEING CONDUCTED TO DETERMINE BOOKMOBILE NEEDS.

THE MEETING WAS ADJOURNED AT 5:45 P.M.



W. ARTHUR SAPPINGTON

FOR SECRETARY OF THE BOARD

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STATISTICAL REPORT

May, 1967

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1967:	18,423	3,927	14,656	37,006	37,006
1966:	18,201	4,811	16,140	39,152	39,152

DATA PROCESSING

Packs Made: 7,100 - replacement
 1,048 - new
 723 - newly accessioned
 8,871 - total

REGISTRATION

Resident	29,234	Non-Resident	6,891	
Added	<u>637</u>	Added	<u>68</u>	
	29,871		6,959	
Withdrawn	<u>563</u>	Withdrawn	<u>85</u>	
	29,308		6,874	<u>36,182</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,060
New titles added	492
Books withdrawn	28
Books recataloged	3
Books mended	352

Acquisitions

Books received	1,144
Microfilm received	5
Pamphlets received	15
Paperbacks received	5
Lists processed	8

REQUISITION AGING REPORT

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

June - 1966	1
Aug	2
Sept	6
Oct	5
Dec	6
Jan - 1967	11
Feb	12
Mar	1
Apr	6
May	<u>2</u>
	52

101
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CITY OF DECATUR
May 31, 1967
Statement of Cash and Investments

Name of Fund	All Funds Cash on Hands (Deficit)	Investments	Fund Balance
General Fund	\$ 130,423.95	\$ 300,000.00	\$ 430,423.95
Water Fund	\$ 192,162.28	\$ 1,443,442.75	\$ 1,635,605.03
<u>Motor Vehicle Parking System</u> <u>Fund of City of Decatur, Illinois</u>			
Revenue Fund	\$ 160,927.03	\$ 83,289.75	\$ 244,216.78
Bond & Interest Fund	2,642.59	300,000.00	302,642.59
Bond Reserve	<u>0.00</u>	<u>75,000.00</u>	<u>75,000.00</u>
<u>Total Motor Veh.Park.Sys.Rev.</u> <u>of City of Decatur, Illinois</u>	\$ 163,569.62	\$ 458,289.75	\$ 621,859.37
<u>Mtr.Veh.Park.Facilities</u> <u>Acquisition & Construction</u>	\$ 66,282.09	\$ 2,450,000.00	\$ 2,516,282.09
<u>Other Agencies</u>			
Civil Defense	\$ 1,747.12	2,000.00	\$ 3,747.12
Municipal Band	3,916.64	0.00	3,916.64
Playground & Recreation	23,680.24	0.00	23,680.24
Public Library	<u>121,826.85</u>	<u>0.00</u>	<u>121,826.85</u>
<u>Total Other Agencies</u>	\$ 151,170.85	\$ 2,000.00	\$ 153,170.85
Motor Fuel Tax	\$ 77,022.87	\$ 570,000.00	\$ 647,022.87
1963 Street Improvement Bond	\$ 40,880.29	\$ 0.00	\$ 40,880.29
1966 Street Improvement Bond	\$ 150,708.64	\$ 2,380,000.00	\$ 2,530,708.64
1963 Traffic Signal Bond	\$ 40,441.70	\$ 75,000.00	\$ 115,441.70
1966 Traffic Control Signal	\$ 4,676.26	\$ 89,000.00	\$ 93,676.26
1966 Bridge Bond	\$ 2,922.09	\$ 95,000.00	\$ 97,922.09
Urban Renewal-Performance	\$ 43,681.50	\$ 0.00	\$ 43,681.50

102
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CITY OF DECATUR, ILLINOIS

MAY 1ST, 1967 THRU MAY 31ST, 1967

OTHER AGENCIESACTIVITY: 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 1st	76,054.00	0.00	78,443.63	(2,389.63)	103.14
Tax Levy Receipts-Current	317,800.00	60,308.11	60,308.11	257,491.89	18.98
Tax Levy Receipts-Prior	4,800.00	0.00	0.00	4,800.00	0.00
Fines & Fees	14,500.00	694.19	694.19	13,805.81	4.79
Non-Resident Fees	400.00	0.00	0.00	400.00	0.00
Interest on Investments	8,000.00	0.00	0.00	8,000.00	0.00
Lost & Damaged Books	600.00	2.25	2.25	597.75	0.38
Memorial Books	50.00	0.00	0.00	50.00	0.00
Prints Made on Copy Machine	300.00	24.90	24.90	275.10	8.30
Postage	200.00	11.91	11.91	188.09	5.96
Miscellaneous	500.00	25.49	25.49	474.51	5.10
TOTAL REVENUE	423,204.00	61,066.85	139,510.48	283,693.52	32.97

<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>PERSONAL SERVICES</u>						
940.101	Regular Salaries	222,819.01	0.00	12,415.44	12,415.44	210,403.57
940.107	Hospitalization, Medical, & Life Insurance	3,483.00	0.00	189.70	189.70	3,293.30
940.109	Temporary Salaries	23,931.06	0.00	1,465.36	1,465.36	22,465.70
<u>CONTRACTUAL SERVICES</u>						
940.201	Advertising	250.00	0.00	155.40	155.40	94.60
940.202	Printing & Binding	3,350.00	0.00	0.00	0.00	3,350.00
940.211	Service to Maintain Buildings	14,000.00	0.00	56.35	56.35	13,943.65

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
<u>CONTRACTUAL SERVICES</u>						
940.212	Service to Maintain Improvements Other than Buildings	300.00	0.00	10.25	10.25	289.75
940.214	Service to Maintain Office Equipment	709.00	0.00	0.00	0.00	709.00
940.215	Service to Maintain Automotive Equipment	450.00	78.50	69.63	69.63	301.87
940.221	Auditing Service	600.00	0.00	0.00	0.00	600.00
940.229	Other Professional Services	500.00	0.00	0.00	0.00	500.00
940.231	Electricity	3,000.00	0.00	181.63	181.63	2,818.37
940.233	Telephone & Telegraph	2,446.00	0.00	189.82	189.82	2,256.18
940.241	Travel Expense	1,000.00	0.00	0.00	0.00	1,000.00
940.244	Freight & Cartage	200.00	0.00	0.00	0.00	200.00
940.245	Postage	1,380.00	0.00	37.53	37.53	1,342.47
940.284	Professional & Technical Service Fees & Costs	398.00	0.00	0.00	0.00	398.00
940.288	Rentals	12,826.00	0.00	660.35	660.35	12,165.65
<u>COMMODITIES</u>						
940.310	Gas, Oil, & Anti-Freeze	300.00	0.00	34.40	34.40	265.60
940.312	Janitorial Supplies	25.00	0.00	0.00	0.00	25.00
940.320	Materials to Maintain Buildings and Other Improvements	1,900.00	10.12	209.63	209.63	1,680.25
940.324	Materials to Maintain Automotive Equipment	325.00	0.00	49.30	49.30	275.70
940.330	Medical & Laboratory Supplies	10.00	0.00	0.00	0.00	10.00
940.345	Office Supplies	5,600.00	761.70	19.10	19.10	4,819.20
<u>OTHER CHARGES</u>						
940.402	Contingencies	3,000.00	0.00	0.00	0.00	3,000.00
940.423	Other Insurance	1,010.00	0.00	0.00	0.00	1,010.00
TOTAL - OPERATING EXPENDITURES		<u>303,812.07</u>	<u>850.32</u>	<u>15,743.89</u>	<u>15,743.89</u>	<u>287,217.86</u>

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
<u>CAPITAL OUTLAY</u>						
940.515	Office Machinery and Equipment	2,360.00	335.00	900.00	900.00	1,125.00
940.520	Other Machinery and Equipment	1,729.00	0.00	0.00	0.00	1,729.00
940.525	Library Books	<u>57,500.00</u>	<u>8,034.61</u>	<u>1,039.74</u>	<u>1,039.74</u>	<u>48,425.65</u>
TOTAL - CAPITAL OUTLAY		<u>61,589.00</u>	<u>8,369.61</u>	<u>1,939.74</u>	<u>1,939.74</u>	<u>51,279.65</u>
GRAND TOTAL		<u>365,401.07</u>	<u>9,219.93</u>	<u>17,683.63</u>	<u>17,683.63</u>	<u>338,497.51</u>

105
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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARYBills to be approved for the period ending May 15, 1967

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07402	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	189.70
07403	Postmaster, Decatur	Postage	2.60
07404	Marathon Oil Company	Gasoline	15.69
07405	Treasurer-City of Decatur	Payroll	278.30
07406	Dan Keith	-Lawn Care-Dill Branch	3.00
07407	Gus Sabottka	Lawn Care-Evans Branch	4.25
07408	Illinois Power Co	Electric & Gas Service	181.63
07409	Treasurer-City of Decatur	Reimburse Petty Cash Items	10.29
07410	Treasurer-City of Decatur	Payroll	240.88
07411	Treasurer-City of Decatur	Payroll	6,165.55
07412	Manpower Inc	Temporary Help	360.00
07413	V O I D		
07414	New York Times	Advertisement-Personnel	155.40
07415	Burdick Plumbing & Heating	Plumbing Service-Evans Branch	24.30
07416	Camfield's Disposal	Service to 5/2/67	4.00
07417	Gadberry Disposal	April & May Service-Evans Branch	5.00
07418	H & H Disposal	Service to May 1-Cambridge Dr.	5.00
07419	Industrial Towel Service	April Service	18.05
07420	Decatur Refrigeration Co	Service Bookmobile Air Conditioner	74.22
07421	Soy Ford Inc	Service Station Wagon	48.91
07422	Illinois Bell Telephone	Phone Service	189.82
07423	Pitney Bowes Inc	Postage Machine Maintenance	32.00
07424	First National Bank Decatur	Safety Deposit Box	5.00

106
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DECATUR PUBLIC LIBRARY:

Bills to be approved for the period ending May 15, 1967(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07425	IBM Corporation	Machine Rental	478.66
07426	Swartz Homes Inc	May Rent-Dill Branch	176.69
07427	Baker-Taylor Company	Books	712.28
07428	Westervelt Paper Co	Sanitary Supplies	208.44
07429	Jefferson Stationers Inc	File Jackets	18.48
07430	Library Bureau	Shelving	900.00
07431	International Publications	Books	28.40
07432	Manufacturers' News Inc	Books	35.90
07433	A.C.McClurg Inc	Books	6.36
07434	Planned Parenthood Inc	Books	11.55
07435	Stechert-Hafner Inc	Books	207.70
07436	Arthur Wiesenberger Co	Books	32.00
		TOTAL LIBRARY VOUCHERS	<u>\$10,830.05</u>

R E S O L U T I O N

WHEREAS Howard Spence, a page in the Decatur Public Library, has for his scholarship been honored by the President of the United States, and

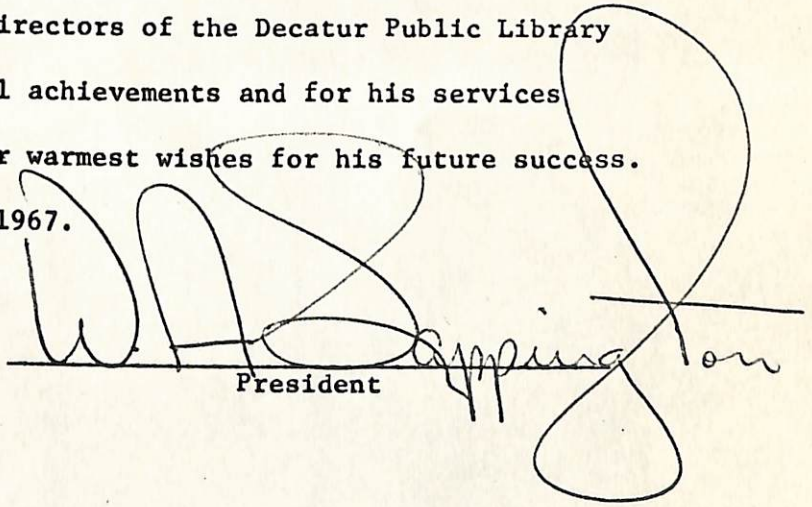
WHEREAS by his scholarly and personal attainments he has brought great honor to Decatur and this library, and

WHEREAS these honors were achieved while he was employed in the Decatur Public Library where he has distinguished himself by his zealous application to his work and by his unfailing good nature in the discharge of his duties,

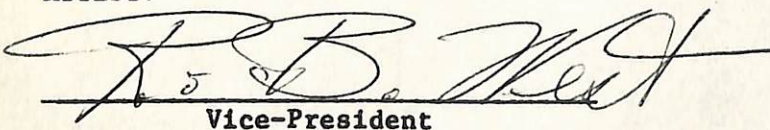
NOW THEREFORE, be it

RESOLVED, that the Board of Directors of the Decatur Public Library commend Howard Spence for his personal achievements and for his services to the Library and extend to him their warmest wishes for his future success.

DATED this 16th day of June, 1967.


President

ATTEST:


Vice-President