

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

APRIL 19, 1968

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MARCH 15, 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. FREYFOGLE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON

THE NEXT REGULAR MONTHLY MEETING OF THE LIBRARY BOARD OF DIRECTORS WILL BE MAY 17, 1968 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - APRIL 19, 1968

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON APRIL 19, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MRS. BRALLEY
MR. BUTLER
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN

MEMBERS ABSENT:

MRS. RUSSELL
MR. TEBUSSEK

OTHERS PRESENT:

LINDA HUGHES
(HERALD REVIEW)
CHARLOTTE HUSER
(HERALD REVIEW)
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 MARCH 15, 1968 WERE APPROVED.

MR. DUMAS ANNOUNCED THAT THE BOARD HAD BEEN INVITED TO ATTEND THE DEDICATION OF THE NEW PEORIA PUBLIC LIBRARY ON SUNDAY, APRIL 21, 1968 AT 2 P.M. MR. DUMAS ALSO CALLED ATTENTION TO A BULLETIN FROM STATE LIBRARIAN THAT A SPECIAL TAX TO COVER COST OF AUDIT IS AVAILABLE, SHOULD THE TAX CEILING EVER BE REACHED.

PRESIDENT OLSEN STATED THAT A REPRESENTATIVE OF DECATUR PUBLIC LIBRARY IS TO BE APPOINTED TO THE ROLLING PRAIRIE LIBRARIES SYSTEM. MR. SCHUERMAN ASKED THAT HE NOT BE REAPPOINTED BECAUSE OF HIS DUTIES AS CHAIRMAN OF THE LIBRARY BUILDING COMMITTEE.

MR. OLSEN STATED HE WOULD ATTEND THE NEXT MEETING OF THE MACON COUNTY GOVERNMENT COORDINATING COUNCIL AS LIBRARY REPRESENTATIVE.

MR. DUMAS REPORTED THAT THERE WAS NOT MUCH CHANGE IN THE CIRCULATION FOR THIS MONTH. THE TOTAL CIRCULATION IS DOWN VERY SLIGHTLY, PRIMARILY DUE TO THE SHRINKAGE IN CIRCULATION IN THE EXTENSION DIVISION. HE FURTHER REPORTED THAT THE CATALOGING DEPARTMENT SHOWED AN INCREASE OF 600 BOOKS PROCESSED OVER LAST MONTH AND THAT THE NUMBER OF TITLES PROCESSED NEARLY DOUBLED.

MR. OLSEN EXPRESSED THE APPRECIATION OF THE BOARD TO MR. MILLER FOR HIS PRESENTATION TO THE CITY COUNCIL OF THE 1968-69 LIBRARY BUDGET. MR. MILLER STATED THAT HE BELIEVED THE COUNCIL WOULD PASS THE BUDGET SUBSTANTIALLY AS PROPOSED.

AS CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. MILLER MOVED:

THAT \$500.00 BE TRANSFERRED FROM OBJECT CODE 402, CONTINGENCIES, TO OBJECT CODE 345, OFFICE SUPPLIES;

THAT \$35.00 BE TRANSFERRED FROM OBJECT CODE 402, CONTINGENCIES, TO OBJECT CODE 231, ELECTRICITY;

THAT \$5.00 BE TRANSFERRED FROM OBJECT CODE 402, CONTINGENCIES, TO OBJECT CODE 233, TELEPHONE AND TELEGRAPH;

THAT \$100.00 BE TRANSFERRED FROM OBJECT CODE 402, CONTINGENCIES, TO OBJECT CODE 320, MATERIALS TO MAINTAIN BUILDINGS AND IMPROVEMENTS; AND

THAT \$125.00 BE TRANSFERRED FROM OBJECT CODE 402, CONTINGENCIES, TO OBJECT CODE 324, MATERIALS TO MAINTAIN AUTOMOTIVE EQUIPMENT.

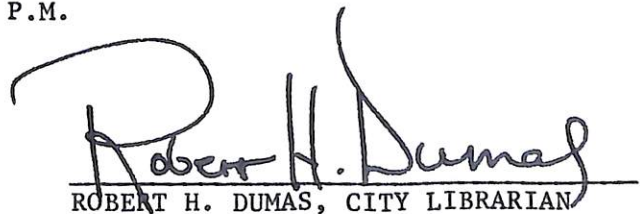
MR. SAPPINGTON SECONDED THE MOTION AND THE MOTION CARRIED.

MR. MILLER GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH MARCH 31, 1968 AND BILLS APPROVED THROUGH MARCH 25, 1968. THE MOTION FOR APPROVAL OF THE REPORT BY MR. MILLER WAS SECONDED BY MR. SAPPINGTON AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

AS CHAIRMAN OF THE NEW CENTRAL LIBRARY BUILDING COMMITTEE, MR. SCHUERMAN PRESENTED A RESOLUTION EXPRESSING APPRECIATION OF THE BOARD TO REPRESENTATIVES OF THE FRIENDS OF THE LIBRARY AND THE LEAGUE OF WOMEN VOTERS, NAMELY, MAURICE BOATMAN, LUCILLE CROW, AND JANET WESTENHAVER, A PRIVATE CITIZEN, FOR ENDORSING THE INCLUSION OF A NEW LIBRARY BUILDING IN THE CITY'S FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM. MR. MILLER SECONDED AND THE RESOLUTION WAS ADOPTED. A SIGNED COPY OF THIS RESOLUTION IS ATTACHED TO THESE MINUTES.

THE BOARD'S ANNUAL MEETING WAS SET FOR MAY 17, 1968, THE DATE OF THE NEXT REGULAR BOARD MEETING, AT WHICH TIME NEW OFFICERS WILL BE ELECTED.

THE MEETING WAS ADJOURNED AT 5:00 P.M.



ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

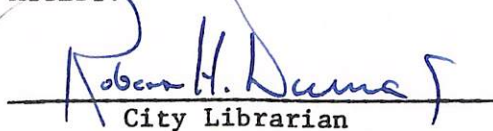
R E S O L U T I O N

BE IT RESOLVED that the Board of Directors of the Decatur Public Library hereby express its appreciation to the Friends of the Decatur Public Library, to the Decatur League of Women Voters, to the respective representatives of these organizations, Mr. Maurice Boatman, and Mrs. Lucille Crow, and to Mrs. Janet Westenhaver as a private citizen for appearing before the City Council to endorse the need for inclusion of a new central library building in the City's Five-Year Capital Improvement Program.

DATED this 19th day of April, 1968.


President

ATTEST:


City Librarian

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

SPECIAL MEETING OF BOARD OF DIRECTORS - APRIL 26, 1968

A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON APRIL 26, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MRS. BRALLEY
MR. BUTLER
MR. MILLER
MR. OLSEN
MRS. RUSSELL

MEMBERS ABSENT:

MR. FREYFOGLE
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK

OTHERS PRESENT:

MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 5:00 P.M. BY MR. OLSEN.

AS CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. MILLER MOVED:

THAT \$600.00 BE TRANSFERRED FROM OBJECT CODE 101, REGULAR SALARIES,
TO OBJECT CODE 202, PRINTING AND BINDING;

THAT \$50.00 BE TRANSFERRED FROM OBJECT CODE 101, REGULAR SALARIES,
TO OBJECT CODE 233, TELEPHONE AND TELEGRAPH;

THAT \$75.00 BE TRANSFERRED FROM OBJECT CODE 101, REGULAR SALARIES,
TO OBJECT CODE 324, MATERIALS TO MAINTAIN AUTOMOTIVE EQUIPMENT, AND

THAT \$700.00 BE TRANSFERRED FROM OBJECT CODE 101, REGULAR SALARIES,
TO OBJECT CODE 345, OFFICE SUPPLIES.

MRS. RUSSELL SECONDED THE MOTION AND IT WAS APPROVED.

THE MEETING WAS ADJOURNED AT 5:05 P.M.


ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF COMBINED ANNUAL MEETING FOR 1967/1968
AND MONTHLY MEETING FOR MAY, 1968

THE REGULAR AND ANNUAL MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD MAY 17, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

MRS. BRALLEY
MR. SCHUERMAN
MR. TEBUSSEK

OTHERS PRESENT:

LINDA HUGHES
(HERALD REVIEW)
COLEMAN MOBLEY
(HERALD REVIEW)
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 APRIL 19, 1968 AND OF THE SPECIAL BOARD MEETING OF APRIL 26, 1968 WERE APPROVED.

MR. OLSEN READ A LETTER FROM MOUNT CALVARY LUTHERAN CHURCH EXPRESSING THEIR SATISFACTION IN BEING OF SERVICE TO THE LIBRARY BY ALLOWING PARKING SPACE FOR A BOOKMOBILE. IT WAS SUGGESTED THAT A LETTER OF APPRECIATION BE SENT TO THE CHURCH THANKING THEM FOR THE USE OF THEIR FACILITIES.

CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. MILLER, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH APRIL 30, 1968 AND BILLS APPROVED THROUGH APRIL 29, 1968. THE MOTION FOR APPROVAL OF THE REPORT BY MR. MILLER WAS SECONDED BY MR. SAPPINGTON AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

AS A MEMBER OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE, MR. SAPPINGTON MOVED:

THAT OVERDUE FINES FOR PHONOGRAPH RECORD ALBUMS BE BASED UPON THE ALBUM AS A UNIT RATHER THAN UPON THE NUMBER OF RECORDS IN THE ALBUM.

MR. FREYFOGLE SECONDED THE MOTION AND IT WAS APPROVED.

MR. SAPPINGTON FURTHER MOVED:

THAT THE CITY LIBRARIAN BE GRANTED AUTHORITY TO ISSUE SHORT-TERM BORROWERS' CARDS TO TRANSIENTS AND SHORT-TERM RESIDENTS OF THE CITY UPON PAYMENT OF A SUITABLE DEPOSIT.

UPON A SECOND FROM MRS. RUSSELL, THE MOTION WAS ADOPTED.

STATISTICAL REPORT

April, 1968

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1968 -	21,021	3,317	16,162	40,500	452,863
1967 -	19,921	4,302	17,071	41,293	445,153

DATA PROCESSING

Packs Made: 1,276 - For Technical Processes
7,811 - Replacements
9,087 - Total

REGISTRATION

Resident	28,901	Non-Resident	6,346	
Added	<u>805</u>	Added	<u>112</u>	
	29,706		6,458	
Withdrawn	<u>709</u>	Withdrawn	<u>499</u>	
	28,997		5,959	<u>34,956</u>

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,777	Books checked in	2,382
New titles added	511	Pamphlets checked in	70
Books transferred	28	Records checked in	12
Books mended	214	Microfilm checked in	20
Books from bindery	292	Telephone books	26

REQUISITION AGING REPORT

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

MONTHLY FINANCE REPORT
CITY OF DECATUR, ILLINOIS
FOR THE PERIOD

MAY 1ST, 1967 THRU APRIL 30, 1968

1967 - 1968
TWELFTH MONTH

CITY OF DECATUR, ILLINOIS

MAY 1ST, 1967 THRU APRIL 30, 1968

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	0.00	317,031.47	768.53	99.76
Tax Levy Receipts-Prior	4,800.00	0.00	2,584.11	2,215.89	53.84
Fines & Fees	14,500.00	1,434.25	11,297.52	3,202.48	77.91
Non-Resident Fees	400.00	63.00	357.00	43.00	89.25
Interest on Investments	8,000.00	687.50	5,057.45	2,942.55	63.22
Lost & Damaged Books	600.00	26.03	651.52	(51.52)	108.59
Memorial Books	50.00	5.00	59.64	(9.64)	119.28
Prints Made on Copy Machine	300.00	63.92	393.30	(93.30)	131.10
Postage	200.00	21.33	175.02	24.98	87.51
Miscellaneous	500.00	67.25	1,771.00	(1,271.00)	354.20
TOTAL REVENUE	<u>423,204.00</u>	<u>2,368.28</u>	<u>417,821.66</u>	<u>5,382.34</u>	<u>98.73</u>

<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	210,434.01	0.00	18,126.15	191,024.41	19,409.60
940.107	Hospitalization, Medical, & Life Insurance	3,483.00	0.00	443.10	2,840.73	642.27
940.109	Temporary Salaries	23,931.06	0.00	1,734.83	19,885.84	4,045.22
<u>CONTRACTUAL SERVICES</u>						
940.201	Advertising	850.00	0.00	108.00	741.60	65.40
940.202	Printing & Binding	4,550.00	0.00	1,132.08	3,942.63	607.37
940.211	Service to Maintain Buildings	14,000.00	0.00	1,159.47	13,646.46	353.54

ACTIVITY: 940 DEC 1967 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	36.16	153.79	146.21
940.214	Service to Maintain Office Equipment	709.00	0.00	10.00	581.69	127.31
940.215	Service to Maintain Automotive Equipment	850.00	0.00	107.88	739.02	110.98
940.221	Auditing Service	600.00	0.00	0.00	585.00	15.00
940.229	Other Professional Services	20,500.00	0.00	3,731.72	7,542.52	12,957.48
940.231	Electricity	3,035.00	0.00	303.36	3,034.68	0.32
940.233	Telephone & Telegraph	2,501.00	0.00	213.78	2,460.00	41.00
940.241	Travel Expense	1,000.00	0.00	0.00	848.65	151.35
940.244	Freight & Cartage	200.00	0.00	0.00	0.00	200.00
940.245	Postage	1,380.00	0.00	6.32	1,373.91	6.09
940.284	Professional & Technical Service Fees & Costs	458.00	0.00	0.00	455.00	3.00
940.288	Rentals	12,826.00	0.00	1,043.07	10,842.78	1,983.22
<u>COMMODITIES</u>						
940.310	Gas, Oil, & Anti-Freeze	300.00	0.00	37.02	211.93	88.07
940.312	Janitorial Supplies	125.00	0.00	102.23	124.70	0.30
940.320	Materials to Maintain Buildings and Other Improvements	2,000.00	0.00	21.50	1,997.57	2.43
940.324	Materials to Maintain Automotive Equipment	625.00	0.00	130.08	546.25	78.75
940.330	Medical & Laboratory Supplies	10.00	0.00	0.00	10.00	0.00
940.345	Office Supplies	7,100.00	0.00	905.25	6,971.38	128.62
<u>OTHER CHARGES</u>						
940.402	Contingencies	1,010.00	0.00	0.00	0.00	1,010.00
940.423	Other Insurance	1,035.00	0.00	0.00	1,032.49	2.51
TOTAL - OPERATING EXPENDITURES		<u>313,812.07</u>	<u>0.00</u>	<u>29,352.00</u>	<u>271,636.03</u>	<u>42,176.04</u>

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<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>CAPITAL OUTLAY</u>						
940.515	Office Machinery and Equipment	2,360.00	0.00	280.50	2,234.22	125.78
940.520	Other Machinery and Equipment	1,729.00	0.00	1,061.58	1,581.61	147.39
940.525	Library Books	67,500.00	0.00	9,102.41	62,904.70	4,595.30
TOTAL - CAPITAL OUTLAY		71,589.00	0.00	10,444.49	66,720.53	4,868.47
GRAND TOTAL		385,401.07	0.00	39,796.49	338,356.56	47,044.51