

decatur

library

public

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 14, 1966

- I CALL TO ORDER
W. A. SAPPINGTON, PRESIDENT
- II ACTION ON MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 9, 1966
 - B. SPECIAL BOARD MEETING SEPTEMBER 19, 1966
- III COMMITTEE REPORTS
 - A. FINANCE
 - B. PERSONNEL
 - C. POLICY
 - D. PROPERTIES
- IV APPOINTMENT OF ROBERT DUMAS AS CITY LIBRARIAN
- V UNFINISHED BUSINESS
- VI NEW BUSINESS
 - A. SET DATE FOR NOVEMBER MEETING
- VII ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. OLSEN
MRS. POGUE
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS' MEETING - OCTOBER 14, 1966

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON OCTOBER 14, 1966 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. OLSEN
MRS. POGUE
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK

MEMBERS ABSENT:

MR. GROHNE
MR. MILLER
MRS. RUSSELL
MR. WEST

OTHERS PRESENT:

MR. JOSEPH WEBB
(DECATUR HERALD)
MISS EDNA F. JONES
MISS HELEN SCHWEGMAN
MRS. KAY WEIDNER

THE MEETING WAS CALLED TO ORDER AT 4:15 BY MR. SAPPINGTON.

THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 9 AND OF THE SPECIAL BOARD MEETING OF SEPTEMBER 19, 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 SEPTEMBER 30, 1966 FOR THE LIBRARY.

MR. OLSEN STATED THAT THE FINANCE COMMITTEE RECOMMENDED THE TRANSFER OF \$400 FROM 940.402 CONTINGENCIES TO 940.221 AUDITING SERVICES. A MOTION TO THIS EFFECT WAS MADE AND WAS APPROVED BY THE BOARD.

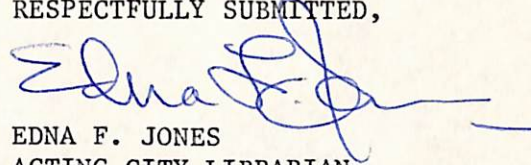
THE CHAIRMAN OF THE PERSONNEL COMMITTEE, MR. OLSEN, STATED THAT THE PERSONNEL COMMITTEE RECOMMENDED THAT AS OF NOVEMBER 1, 1966, THE LIBRARY PAY SCALE BE RAISED TO THE CITY OF DECATUR PAY GRADE SCHEDULE. THE MOTION WAS MADE AND WAS APPROVED.

MR. SAPPINGTON ANNOUNCED THAT AT AN EXECUTIVE BOARD MEETING HELD OCTOBER 3, 1966 THE APPOINTMENT OF MR. ROBERT H. DUMAS AS CITY LIBRARIAN WAS AGREED UPON. MR. DUMAS IS TO BEGIN NOVEMBER 28, 1966 AT A SALARY OF \$12,500 PER YEAR WITHOUT ANY FRINGE BENEFITS FOR AN INDETERMINATE PERIOD AT THE PLEASURE OF THE BOARD OF DIRECTORS. A MOTION TO THIS EFFECT WAS MADE BEFORE THE BOARD AND WAS APPROVED.

NOVEMBER 18, 1966 WAS APPROVED AS THE DATE OF THE NEXT REGULAR BOARD MEETING.

THE MEETING WAS ADJOURNED AT 4:50 P.M.

RESPECTFULLY SUBMITTED,

A handwritten signature in blue ink, appearing to read 'Edna F. Jones', with a long horizontal flourish extending to the right.

EDNA F. JONES
ACTING CITY LIBRARIAN

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be Approved for the period ending September 13, 1966:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
04900	Treasurer-City of Decatur	Payroll	5,475.72
04971	Treasurer-City of Decatur	Payroll	287.56
05017	Treasurer-City of Decatur	Payroll	242.24
05018	Michael Daly	Lawn Care-Dill Branch	3.00
05019	Decatur Window Cleaners	August Cleaning Service, Main, Dill and Evans Branch	1,024.53
05020	Decatur Refrigeration	Service Bookmobile Air Conditioner	28.73
05021	Gaylord Bros Inc	Repair Electric Pencils	3.50
05022	Longbons Sheet Metal Co	Steps for Bookmobile	58.16
05023	Illinois Bell Telephone	Phone Service	195.80
05024	I.B.M. Corp	Machine Rental and Office Supplies	1,292.14
05025	Swartz Homes Inc	August Rent-Dill Branch	176.64
05026	Gadberry Disposal Service	Aug & Sep Service-Evans Branch	5.00
05027	Champaign News-Gazette	One(1) Year Subscription	12.00
05028	Chilton Books Company	Books	17.51
05029	Illinois State Journal	One(1) Year Subscription	15.60
05030	A.C. McClurg Company	Books	2.08
05031	McNaughton Book Service	September Service	120.00
05032	Narcotics Education Inc	Books	3.75
05033	U.S.Government Printing	Census Volume	6.00
05034	Baker Taylor Company	Books	636.44
05035	Schuerman Key Shop	Spring for Door Closer	3.95
05036	Decatur Electric Supply	Misc. Electrical Materials	39.42
05037	Moore & Walker Garage	Service Bookmobile	3.50

DECATUR PUBLIC LIBRARY

Bills to be Approved for the period ending September 13, 1966(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
05038	Pfile's Camera Inc	Recorder Tape	3.50
05039	Gaylord Bros. Inc	Printed Labels	1.80
05040	Haines & Essick Company	Assorted Office Supplies	51.02
05041	Wallace Business Forms	(6,000) Paper Sets	11.50
05042	Postmaster Decatur	Postage	90.00
05043	Industrial Towel Service	August Service-Main Library	14.03
05044	Scarecrow Press Inc	Books	14.87
05045	University Microfilms Inc	Microfilm Service	16.75
		TOTAL LIBRARY FUND VOUCHERS	<u>\$9,856.74</u>

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be Approved for the period ending September 28, 1966:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
04952	Treasurer-City of Decatur	Payroll	5,467.16
05061	Illinois Power Company	Electric & Gas Service	201.64
05063	Treasurer-City of Decatur	Payroll	311.60
05065	Michael Daly	Lawn Care-Dill Branch	3.00
05079	Postmaster, Decatur	Postage	1.65
05080	Marathon Oil Company	Gasoline	18.13
05084	Treasurer-City of Decatur	Payroll	261.91
05085	Decatur Window Cleaning	September Service	1,053.78
05086	Michael Daly	Lawn Care-Dill Branch	3.00
05087	Illinois Bell Telephone	Phone Service	15.77
05088	Swartz Homes Inc	September Rent-Dill Branch	176.64
05089	Dash-Disposal Service	Service to 9/1/66	4.00
05090	Baker & Taylor Co	Books	823.07
05091	Daily Pantagraph	(1) year Subscription	16.50
05092	International Art Market	(1) year Subscription	12.00
05093	Journal of Library History	(1) year Subscription	10.00
05094	A.C.McClurg Co	Books	1.92
05095	National Education Assoc.	Books	2.41
05096	Scarecrow Press Inc	Books	11.90
05097	Thomas Publishing Co	Books	25.00
05098	Decatur Paper House	Assorted Office Supplies	125.93
05099	Haines & Essick Co	Pen Holders	0.24
05100	Industrial Printing Inc	Print Call Cards	18.75
05101	V O I D		
05102	Illinois Bell Telephone	Phone Service	11.10

DECATUR PUBLIC LIBRARY:

Bills to be approved for the period ending September 28, 1966(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
05103	Collier-Macmillan Service	Books	134.78
05104	Doubleday and Company	Books	52.51
05105	Library of Congress	Books	51.02
05106	McNaughton Book Service	Books	8.13

TOTAL LIBRARY
FUND VOUCHERS

\$8,823.54

MONTHLY FINANCE REPORT

CITY OF DECATUR, ILLINOIS

Period Ending September 30, 1966

STATEMENT OF CASH AND INVESTMENTS
CITY OF DECATUR
SEPTEMBER 30, 1966

<u>Name of Fund</u>	<u>All Funds Cash on Hands (Deficit)</u>	<u>Investments</u>	<u>Fund Balance</u>
General Fund	\$ 192,565.21	\$ 426,068.50	\$ 618,633.71
Water Fund	81,853.49	1,249,692.43	1,331,545.92
Motor Vehicle Parking System Revenue	66,456.99	152,718.62	219,175.61
<u>Other Agencies</u>			
Central Park	\$ 1,925.33	\$ 1,972.69	\$ 3,898.02
Civil Defense	208.72	4,000.00	4,208.72
Municipal Band	0.00	0.00	0.00
Playground & Recreation	10,050.51	0.00	10,050.51
Public Library	85,095.13	99,416.67	184,511.80
Total-Other Agencies	\$ 97,279.69	\$ 105,389.36	\$ 202,669.05
Motor Fuel Tax	\$ 17,500.97	\$ 210,000.00	\$ 227,500.97
1961 Street Improvement Bond	212,737.89	0.00	212,737.89
1963 Street Improvement Bond	3,143.61	0.00	3,143.61
1966 Street Improvement Bond	78,025.90	2,669,897.78	2,747,923.68
1963 Downtown Traffic Signal	5,849.16	99,285.36	105,134.52
1966 Traffic Control Signal	6,505.89	89,362.22	95,868.11
1966 Bridge Bond	5,782.77	94,362.22	100,144.99
Urban Renewal Performance	105,701.50	0.00	105,701.50
<u>Trust Funds</u>			
Illinois Municipal Retr.	\$ 4,278.89	\$ 0.00	\$ 4,278.89
Public Benefit	8,063.68	42,500.00	50,563.68
Employee Pension	10,648.45	0.00	10,648.45
Withholding Tax	24,354.35	0.00	24,354.35
Right-of-Way Acquisition	217.09	2,800.00	3,017.09
Unclaimed Rebate	830.77	6,000.00	6,830.77
Firemens' Pension	37,274.25	0.00	37,274.25
Police Pension	32,624.01	0.00	32,624.01
Total-Trust Funds	\$ 118,291.49	\$ 51,300.00	\$ 169,591.49

SUMMARY OF INCOME AND EXPENDITURES
FIFTH MONTH ENDING SEPTEMBER 30, 1966

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ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>REVENUE</u>	<u>ESTIMATED REVENUE</u>	<u>RECEIVED 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	253,482.65	83.44
Tax Levy Receipts-Prior	4,600.00	0.00	0.00
Fines & Fees	13,000.00	5,635.26	43.35
Non-Resident Fees	676.00	168.00	24.85
Interest on Investments	600.00	974.78	162.46
Illinois State Library Reimbursement	400.00	0.00	0.00
Lost & Damaged Books	694.00	239.01	34.44
Reserves	108.00	8.65	8.01
Memorial Books	35.00	0.00	0.00
Prints Made on Copy Machine	317.00	110.30	34.79
Plastic Bags	90.00	2.89	3.21
Postage	366.00	90.16	24.63
Rolling Prairie Libraries	3,000.00	0.00	0.00
Miscellaneous	2,028.00	227.21	11.20
 TOTAL REVENUE	 347,270.00	 282,575.22	 81.37

1966 - 1967 BUDGET
ACTIVITY: 940 DECATUR PUBLIC
LIBRARY

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>APPROPRIATION</u>	<u>EXPENDITURES TO-DATE</u>	<u>UNENCUMBERED BALANCES</u>
940.101	Regular Salaries	200,276.94	64,026.34	136,250.60
940.109	Temporary Salaries	25,415.00	6,267.28	19,147.72
<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 Buildings	10,750.00	5,364.59	5,385.41
940.212	Service to Maintain Improvements Other Than Buildings	150.00	69.75	80.25
940.214	Service to Maintain Office Equipment	924.00	233.92	690.08
940.215	Service to Maintain Automotive Equipment	600.00	71.70	528.30
940.221	Auditing Services	600.00	0.00	600.00
940.229	Other Professional Services	2,000.00	4.00	1,996.00
940.231	Electricity	3,000.00	1,028.70	1,971.30
940.233	Telephone & Telegraph	2,446.36	1,037.43	1,408.93
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	558.35	841.65

1966 - 1967 BUDGET
ACTIVITY: 940 DECATUR PUBLIC
LIBRARY

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OBJECT CODE NO.	OBJECT OF EXPENDITURES	APPROPRIATION	EXPENDITURES TO-DATE	UNENCUMBERED BALANCES
940.284	Professional & Technical Service Fees & Costs	342.50	0.00	342.50
940.288	Rentals	11,400.00	3,199.45	8,200.55
940.299	Contractual Services Not Otherwise Classified	150.00	118.25	31.75

COMMODITIES

940.302	Books, Publications, and Maps	41,040.00	9,471.16	31,568.84
940.310	Gas, Oil, & Anti-Freeze	303.00	91.03	211.97
940.312	Janitorial Supplies	25.00	5.37	19.63
940.320	Materials to Maintain Buildings and Other Improvements	1,300.00	1,199.26	100.74
940.324	Materials to Maintain Automotive Equipment	600.00	95.24	504.76
940.330	Medical & Laboratory Supplies	15.00	0.00	15.00
940.345	Office Supplies	5,600.00	1,772.64	3,827.36

OTHER CHARGES

940.402	Contingencies	3,000.00	0.00	3,000.00
940.423	Other Insurance	4,500.00	3,273.03	1,226.97

TOTAL - OPERATING EXPENDITURES	319,247.80	98,213.42	221,034.38
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CAPITAL OUTLAY

940.515	Office Machinery and Equipment	2,516.50	0.00	2,516.50
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TOTAL - CAPITAL OUTLAY	2,516.50	0.00	2,516.50
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GRAND TOTAL	321,764.30	98,213.42	223,550.88
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SUMMARY OF INCOME AND EXPENDITURES
FIFTH MONTH ENDING SEPTEMBER 30, 1966

ACTIVITY: 955 MUNICIPAL BAND FUND

REVENUE	ESTIMATED REVENUE	RECEIVED TO-DATE	% OF EST.
Surplus May 1st 1966	418.00	418.37	100.09
Tax Levy Receipts-Current	18,200.00	15,258.86	83.84
Tax Levy Receipts-Prior	300.00	0.00	0.00
TOTAL REVENUE	18,918.00	15,677.23	82.87