decatur public library

ROBERT H. DUMAS, City Librarian   457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 15, 1967

I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING NOVEMBER 17, 1967

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:

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

THE NEXT REGULAR MONTHLY BOARD MEETING OF THE BOARD WILL BE HELD FRIDAY, JANUARY 12, 1968 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

172
RHD

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - DECEMBER 15, 1967

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON DECEMBER 15, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

<u>MEMBERS PRESENT</u>:	<u>MEMBERS ABSENT</u>:	<u>OTHERS PRESENT</u>:
MR. FREYFOGLE	MR. MILLER	LINDA HUGHES (HERALD REVIEW)
MR. OLSEN	MRS. RUSSELL	MR. DUMAS
MR. SAPPINGTON	MR. WEST	MISS SCHWEGMAN
MR. SCHUERMAN		
MR. TEBUSSEK		

THE MEETING WAS CALLED TO ORDER AT 5:05 P.M. BY MR. OLSEN.

THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 17, 1967 WERE APPROVED.

MR. DUMAS REPORTED THAT BUILDING CONSULTANTS SCHMELZER AND PORTER OF IP & DS, NEW YORK CITY, WERE IN THE LIBRARY ON MONDAY AND TUESDAY, DECEMBER 11 AND 12, AND BEGAN GATHERING MATERIALS IN ORDER TO MAKE THEIR RECOMMENDATIONS.

MR. DUMAS FURTHER REPORTED THAT HOSPITAL SERVICE HAS BEEN REINSTITUTED IN THE EXTENSION DIVISION OF THE LIBRARY. THE SERVICE WAS FORMERLY PROVIDED BUT WAS STOPPED BECAUSE OF LACK OF STAFF.

AS A MEMBER OF THE PROPERTIES AND FINANCE COMMITTEE, MR. TEBUSSEK GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES FOR THE MONTH OF NOVEMBER AND BILLS APPROVED THROUGH NOVEMBER 23, 1967. MR. SAPPINGTON SECONDED THE MOTION FOR APPROVAL. THE REPORT WAS UNANIMOUSLY APPROVED BY ROLL-CALL VOTE.

CHAIRMAN OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE MR. SAPPINGTON MOVED:

> THAT LIBRARY ASSISTANTS I AND II BE ADVANCED FROM PAY GRADES 13 AND 15 TO PAY GRADES 18 AND 20 RESPECTIVELY; AND THAT THE RELATIVE STANDINGS OF PRESENT STAFF WITHIN THE RANGE OF THESE PAY GRADES BE MAINTAINED.

MR. SCHUERMAN SECONDED AND THE MOTION WAS APPROVED.

MR. SAPPINGTON FURTHER MOVED:

THAT THE MAXIMUM FINE FOR OVERDUE MATERIALS BE SET AT $2.25.

MR. FREYFOGLE SECONDED THE MOTION AND THE MOTION CARRIED.

173
RHD

THE POSSIBILITY OF KEEPING THE LIBRARY OPEN ON CERTAIN HOLIDAYS WAS DISCUSSED. MR. SAPPINGTON STATED THAT UPON RECOMMENDATION OF MR. DUMAS COMMITTEE ACTION ON THIS PROPOSAL WAS DEFERRED UNTIL STAFF AND SERVICE ARE RAISED TO A MORE NEARLY ADEQUATE LEVEL. MR. DUMAS STATED THAT HE DID NOT THINK SERVICE SHOULD BE WEAKENED OVER A THREE-WEEK PERIOD JUST TO GIVE LIMITED SERVICE FOR ONE DAY SINCE THE STAFF IS ALREADY RESTRICTED. MR. FREYFOGLE SUGGESTED THAT PERHAPS PEOPLE FROM THE SCHOOLS COULD BE HIRED ON AN OCCASIONAL BASIS. MR. SAPPINGTON STATED THAT HIS COMMITTEE WOULD DO SOME ADDITIONAL WORK ON THIS PROPOSAL.

THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD JANUARY 12, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY AT 4:30 P.M.

THE MEETING WAS ADJOURNED AT 5:50 P.M.

Robert H. Dumas

ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

174
RHD

STATISTICAL REPORT

November, 1967

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books - 1967:	16,630	3,364	14,356	34,350	264,758
1966:	17,673	4,344	15,387	37,404	262,131

DATA PROCESSING

Packs Made: 6,011 - replacements
1,499 - for T. P.
7,510 - total

REGISTRATION

Resident	28,953	Non-Resident	6,306	
Added	750	Added	94	
	29,703		6,400	
Withdrawn	856	Withdrawn	100	
	28,847		6,300	35,147

TECHNICAL PROCESSING

Cataloging

New books added	724
New titles added	230
Books withdrawn	1,657
Books transferred	62
Books cataloged	6

Acquisitions

Books checked in	818
Pamphlets checked in	25
Microfilm checked in	11
Paperbacks checked in	101
Lists processed	4

REQUISITION AGING REPORT

Purchase Orders have not been received for the following requisitions as of November 30, 1967:

October	20
November	18
Total	38

175
RHD

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

BILLS TO BE APPROVED FOR THE PERIOD ENDING NOVEMBER 23RD, 1967:

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
07771	LaSalle National Bank	Certificate of Time Deposit	50,000.00
07772	Treasurer-City of Decatur	Reimburse Petty Cash Items	17.29
07773	Federal Mutuals Insurance Co	Boiler Insurance	51.49
07774	Treasurer-City of Decatur	Payroll	7,058.57
07775	Treasurer-City of Decatur	Payroll	290.82
07776	Treasurer-City of Decatur	Payroll	291.42
07777	Ozark Airlines Inc.	Travel Expense	127.30
07778	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	208.81
07779	Postmaster, Decatur	Reimburse Postage Meter	200.00
07780	Gus Sobottka	Lawn Care-Evans Branch	19.50
07781	Irish-Behnke Insurance	Liability Insurance	478.00
07782	Treasurer-City of Decatur	Payroll	277.93
07783	Treasurer-City of Decatur	Payroll	7,080.38
07784	Marathon Oil Co	Gasoline	13.71
07785	Illinois Power Co	Electric & Gas Service	194.27
07786	Treasurer-City of Decatur	Payroll	172.34
07787	Treasurer-City of Decatur	Payroll	260.01
07788	Treasurer-City of Decatur	Payroll	6,972.02
07789	Manpower Inc	Temporary Help	180.00
07790	R.R.Bowker Co	Advertisements for Personnel	78.00
07791	Camfield Disposal Service	Service to 11/1/67	4.00
07792	Gadberry Disposal Service	Service to 12/1/67	10.00
07793	Industrial Towel Service	October Service	17.75
07794	Decatur Window Cleaning	Building Maintenance(2 months)	2,107.56

176
RHD

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
07795	Norman's Laundry	Laundry Service	1.55
07796	Northtown Ford Inc	Vehicle Parts and Service	106.50
07797	El Bauer Checrolet	Vehicle Parts and Service	41.58
07798	H.A.Kuhle Co.	Vehicle Parts and Service	51.19
07799	Illinois Bell Telephone Co	Phone Service	203.27
07800	Robert H. Dumas	Travel Expense	61.20
07801	U.S.Information Service	Institutional Membership	2.00
07802	American Library Association	Annual Membership & Service Fee	88.00
07803	V O I D		
07804	Staff Organization Round Table	Institutional Membership	2.00
07805	I.B.M. Corporation	Supplies and Machine Rental	1,116.80
07806	Swartz Homes Inc	November Rent-Dill Branch	176.69
07807	Decatur Electric Supply	Assorted Electrical Materials	7.99
07808	Spector Freight Systems Inc	Incoming Freight	21.07
07809	Gaylord Bros. Inc	Charging Machine Plates and Rental for (8) Machines	703.90
07810	Haines and Essick Co	Calendars	3.04
07811	Moore Business Forms Inc	(6,000) Book Notice Forms	85.86
07812	Paxton's Service Press	Rubber Stamps	15.15
07813	Book Fair Distributors	Books	69.00
07814	American Library Association	Books	11.00
07815	American Library Association	Books	100.00
07816	Baker & Taylor Co	Books	4,709.81
07817	V O I D		
07818	R.R.Bowker Co	Books	211.45
07819	Consumers Bulletin	Books	4.00
07820	Cowles Education Service	Books	11.39
07821	General Microfilm Service	Microfilm Service	186.02
07822	E.M.Hale & Co	Books	8.37

177
RHD

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
07823	Library Journal	Books	124.00
07824	Helen V. Phillips	Books	3.00
07825	Humanities Press Inc	Books	18.00
07826	A.C.McClurg Co	Books	89.43
07827	McGraw-Hill Publications	Books	492.35
07828	Book Div. Hearst Magazines	Books	15.92
07829	Executive Council Episcopal Church	Books	4.95
07830	Play Schools Association Inc	Books	1.10
07831	Rand McNally Inc	Books	3.81
07832	Red Mountain Editions	Books	5.00
07833	Richard D. Irwin Inc	Books	9.49
07834	Scarecrow Press Inc	Books	11.90
07835	Charles Scribner Sons	Books	68.16
07836	Sportshelf Inc	Books	8.20
07837	Systems Sales Co	Books	11.70
07838	Tab Books	Books	10.51
07839	Trail-R-Club of America	Books	2.60
07840	Unesco Publications	Books	4.25
07841	U. of Illinois Press	Books	1.50
07842	University Microfilms Inc	Books	21.50
07843	University of Oklahoma Press	Books	4.91
07844	White House Historical Assoc.	Books	13.75
07845	H.W.Wilson Company	Books	345.00
07846	American Library Association	Institutional Membership	198.00
		TOTAL LIBRARY FUND VOUCHERS	$85,579.03

178
RHD

MONTHLY FINANCE REPORT

CITY OF DECATUR, ILLINOIS

FOR THE PERIOD

MAY 1ST, 1967 THRU NOVEMBER 31, 1967

1967 - 1968
SEVENTH MONTH

179
RHD

CITY OF DECATUR
November 30, 1967
Statement of Cash and Investments

Name of Fund		All Funds Cash on Hand (Deficit)		Investments		Fund Balance
General Fund	$	163,008.76	$	285,000.00	$	448,008.76
Water Fund	$	17,785.22	$	1,615,313.44	$	1,633,098.66
Motor Vehicle Parking System Fund of City of Decatur, Illinois						
Revenue Fund	$	27,091.27	$	231,893.93	$	258,985.20
Bond & Interest Fund		11,661.37		154,201.63		165,863.00
Bond Reserve		6,289.59		157,110.41		163,400.00
Total Motor Veh. Park. Sys. Rev. of City of Decatur, Illinois	$	45,042.23		543,205.97		588,248.20
Mtr. Veh. Park. Facilities Acquisition & Construction	$	84,107.36		900,000.00		984,107.36
Other Agencies						
Civil Defense	$	1,377.52		2,000.00		3,377.52
Municipal Band		0.00		0.00		0.00
Playground & Recreation		171.11		0.00		171.11
Public Library		10,675.45		175,000.00		185,675.45
Total Other Agencies	$	12,224.08	$	177,000.00	$	189,224.08
Motor Fuel Tax	$	84,694.65	$	574,304.55	$	658,999.20
1963 Street Improvement Bond	$	23,905.96	$	62,397.11	$	86,303.07
1966 Street Improvement Bond	$	296,031.64	$	2,103,509.60	$	2,399,541.24
1963 Traffic Signal Bond	$	36,578.01	$	0.00	$	36,578.01
1966 Traffic Control Signal	$	29,308.19	$	18,059.19	$	47,367.38
1966 Bridge Bond	$	63,806.62	$	0.00	$	63,806.62
Urban Renewal Performance	$	36,749.30	$	0.00	$	36,749.30

180
KHD

Name of Fund	All Funds Cash on Hand (Deficit)	Investments	Fund Balance
Trust Funds			
Illinois Municipal Retirement	$ 8,640.59	$ 0.00	$ 8,640.59
Public Benefit	11,638.96	26,000.00	37,638.96
Employees Pension	6,773.92	0.00	6,773.92
Withholding Tax	19,092.40	0.00	19,092.40
Right of Way Acquisition	766.34	2,000.00	2,766.34
Unclaimed Rebate	1,856.04	5,000.00	6,856.04
Firemen's Pension	20,866.53	0.00	20,866.53
Police Pension	18,632.79	0.00	18,632.79
Total Trust Funds	$ 88,267.57	$ 33,000.00	$ 121,267.57
Special Assessment Funds			
Beverly Heights Sewer	$ 315.02	$ 2,000.00	$ 2,315.02
Beverly Heights Watermain	1,285.10	0.00	1,285.10
East Lake Sewer	177.92	0.00	177.92
Ewing Hill Sewer	998.50	0.00	998.50
Forest Knolls Sewer	1,589.84	1,000.00	2,589.84
Hillcrest Sewer	1,237.06	0.00	1,237.06
Hillcrest Watermain	977.91	1,000.00	1,977.91
Homewood Place Sewer	1,683.28	11,000.00	12,683.28
Lakeview Sewer	1,086.62	17,000.00	18,086.62
Northeast Sewer	8,270.98	40,500.00	48,770.98
Oak Grove Sewer No. 1	712.90	39,600.00	40,312.90
Oak Grove Sewer No. 2	320.16	2,000.00	2,320.16
Oak Ridge Point Sewer	653.20	4,000.00	4,653.20
Powers Sewer	1,025.92	7,500.00	8,525.92
Pythian Sewer	134.33	0.00	134.33
Ravina Park Sewer	3,337.80	16,000.00	19,337.80
Sesom Watermain	993.44	0.00	993.44
Sesom Sewer	690.40	6,000.00	6,690.40
Spittler Heights Sewer	531.34	0.00	531.34
F. M. Tarr Sewer	171.25	0.00	171.25
Virginia Addition Sewer	812.23	9,000.00	9,812.23
Downtown Street Lighting No. 2	432.65	3,500.00	3,932.65
Downtown Street Lighting No. 3	517.21	7,000.00	7,517.21
Paving	823.24	3,000.00	3,823.24
Sewer	376.15	2,000.00	2,376.15
Northside Sewer	541.94	9,000.00	9,541.94
Southeast Sewer	865.36	8,000.00	8,865.36
Total Special Assessments	$ 30,561.75	$ 189,100.00	$ 219,661.75
GRAND TOTALS	$ 1,012,071.34	6,500,889.86	$ 7,512,961.20

181 — RHL

TREASURER'S STATEMENT OF CASH

Name of Bank	Bank Balance	Amount of Checks Outstanding	Net Cash Available for Expenditures
Millikin National Bank	$ 86,471.00	$ 4,521.48	$ 81,949.52
Citizens National Bank	297,881.79	95,489.57	202,392.22
Soy Capital Bank	183,767.13	10,048.51	173,718.62
Northtown Bank of Decatur	417,893.22	42,250.00	375,643.22
South Shores National Bank	163,982.09	74,675.80	89,306.29
Pershing National Bank	118,580.89	33,934.87	84,646.02
LaSalle National Bank	3,122.90	215.00	2,907.90
First National Bank of Decatur	20,211.23	18,703.68	1,507.55
Totals	$ 1,291,910.25	$ 279,838.91	$ 1,012,071.34

182
RHD

CITY OF DECA[illegible]R, ILLINOIS

MAY 1ST, 1967 THRU NOVEMBER 31, 1967

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
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	271,386.52	46,413.48	85.40
Tax Levy Receipts-Prior	4,800.00	0.00	0.00	4,800.00	0.00
Fines & Fees	14,500.00	792.95	5,921.60	8,578.40	40.84
Non-Resident Fees	400.00	28.00	196.00	204.00	49.00
Interest on Investments	8,000.00	0.00	586.36	7,413.64	0.73
Lost & Damaged Books	600.00	70.39	434.46	165.54	72.41
Memorial Books	50.00	7.31	39.20	10.80	78.40
Prints Made on Copy Machine	300.00	25.70	162.10	137.90	54.03
Postage	200.00	10.61	94.21	105.79	47.11
Miscellaneous	500.00	44.54	298.06	201.94	59.61
TOTAL REVENUE	423,204.00	979.50	357,562.14	65,641.86	84.49

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
	PERSONAL SERVICES					
940.101	Regular Salaries	222,819.01	0.00	14,052.40	99,699.04	123,119.97
940.107	Hospitalization, Medical, & Life Insurance	3,483.00	0.00	208.81	1,568.76	1,914.24
940.109	Temporary Salaries	23,931.06	0.00	1,181.70	11,327.88	12,603.18
	CONTRACTUAL SERVICES					
940.201	Advertising	850.00	16.50	78.00	353.70	479.80
940.202	Printing & Binding	3,350.00	2,717.50	0.00	619.57	12.93
940.211	Service to Maintain Buildings	14,000.00	125.00	2,139.31	6,667.38	7,207.62

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

BJECT ODE NO.	OBJECT OF EXPENDITURES	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
	CONTRACTUAL SERVICES					
40.212	Service to Maintain Improvements Other than Buildings	300.00	0.00	21.05	77.99	222.01
40.214	Service to Maintain Office Equipment	709.00	6.00	0.00	351.39	351.61
40.215	Service to Maintain Automotive Equipment	850.00	45.00	112.25	527.05	277.95
40.221	Auditing Service	600.00	0.00	0.00	585.00	15.00
40.229	Other Professional Services	20,500.00	0.00	0.00	210.02	20,289.98
40.231	Electricity	3,000.00	0.00	194.27	1,419.12	1,580.88
40.233	Telephone & Telegraph	2,446.00	0.00	203.27	1,423.64	1,022.36
40.241	Travel Expense	1,000.00	0.00	188.50	845.15	154.85
40.244	Freight & Cartage	200.00	0.00	0.00	0.00	200.00
40.245	Postage	1,380.00	0.00	200.00	706.26	673.74
40.284	Professional & Technical Service Fees & Costs	398.00	0.00	290.00	367.00	31.00
40.288	Rentals	12,826.00	0.00	1,515.11	6,480.87	6,345.13
	COMMODITIES					
40.310	Gas, Oil, & Anti-Freeze	300.00	0.00	20.10	117.95	182.05
40.312	Janitorial Supplies	25.00	0.00	0.00	13.29	11.71
40.320	Materials to Maintain Buildings and Other Improvements	1,900.00	429.60	7.99	713.96	756.44
40.324	Materials to Maintain Automotive Equipment	325.00	0.00	80.63	281.43	43.57
40.330	Medical & Laboratory Supplies	10.00	0.00	0.00	10.00	0.00
40.345	Office Supplies	5,600.00	82.65	619.10	4,887.86	629.49
	OTHER CHARGES					
40.402	Contingencies	2,000.00	0.00	0.00	0.00	2,000.00
40.423	Other Insurance	1,010.00	0.00	478.00	743.49	266.51
	TOTAL - OPERATING EXPENDITURES	323,812.07	3,422.25	21,590.49	139,997.80	180,392.02

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
	CAPITAL OUTLAY					
940.515	Office Machinery and Equipment	2,360.00	118.50	0.00	1,853.00	388.50
940.520	Other Machinery and Equipment	1,729.00	315.00	0.00	195.00	1,219.00
940.525	Library Books	57,500.00	14,099.29	6,570.37	29,840.89	13,559.82
	TOTAL - CAPITAL OUTLAY	61,589.00	14,532.79	6,570.37	31,888.89	15,167.32
	GRAND TOTAL	385,401.07	17,955.04	28,160.86	171,886.69	195,559.34

JAM 9/81