

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 16, 1968

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JANUARY 12, 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:

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

NOTE: THE NEXT MONTHLY MEETING OF THE BOARD WILL BE HELD MARCH 15, 1968
IN THE BOARD ROOM OF THE MAIN LIBRARY AT 4:30 P.M.

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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - FEBRUARY 16, 1968

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON FEBRUARY 16, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

MR. SCHUERMAN
MR. WEST

OTHERS PRESENT:

LINDA HUGHES
(HERALD-REVIEW)
MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:40 P.M. BY MR. OLSEN.

THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 12, 1968 WERE APPROVED.

CITY LIBRARIAN ROBERT DUMAS STATED THAT THE CIRCULATION FOR THE LAST MONTH SHOWED AN INCREASE OF OVER 5,000 AND AN INCREASE OVER THE PREVIOUS YEAR OF 7,964, SO THAT WE CAN SAFELY PREDICT FOR THE FIRST TIME IN 5 YEARS THAT WE ARE GOING TO END UP WITH A SLIGHT INCREASE IN CIRCULATION FOR THE YEAR.

MR. DUMAS REPORTED THAT REGISTRATION IS DOWN AGAIN. HE STATED THAT IT IS A LITTLE BIT OF A DETRIMENT THAT WE DO NOT HAVE A MORE REFINED FIGURE ON REGISTRATION ACTIVITIES AND THAT MRS. WEIDNER OF DATA PROCESSING IS NOW GOING TO BE KEEPING THE REGISTRATION BY AGENCY AND DEPARTMENT SO THAT WE SHOULD BE ABLE TO COMPARE HOW MUCH ACTIVITY THERE IS IN THE REGISTRATION AREAS BEGINNING NEXT YEAR. MR. DUMAS STATED THAT WE ARE ALSO NOW GOING TO BEGIN THE ACCESSIONING INTO THE MACHINE PROCESSING ALL BIOGRAPHIES.

MR. MILLER STATED THAT HE PLANS TO CONTACT JACK LOFTUS OR FRANK LAMBRICK REGARDING THE BUILD-UP OF REQUISITIONS SO THAT WE DO NOT GET CAUGHT AT THE END OF THE FISCAL YEAR WITH A BACKLOG.

AS CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. MILLER GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH JANUARY 31, 1968 AND BILLS APPROVED THROUGH JANUARY 24, 1968. THE MOTION FOR APPROVAL OF THE REPORT BY MR. MILLER WAS SECONDED BY MR. FREYFOGLE AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. MILLER FURTHER MOVED THAT:

\$300 be transferred FROM CODE 101, REGULAR SALARIES, TO CODE 345, OFFICE SUPPLIES; \$600 BE TRANSFERRED FROM CODE 101, REGULAR SALARIES, TO CODE 202, PRINTING AND BINDING; AND \$60 BE TRANSFERRED FROM CODE 101, REGULAR SALARIES, TO CODE 284, PROFESSIONAL AND TECHNICAL SERVICE FEES AND COSTS.

THE MOTION WAS SECONDED BY MRS. RUSSELL AND WAS APPROVED.

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

MR. KIDD BE RECLASSIFIED FROM LIBRARIAN (PROVISO) TO LIBRARY ASSISTANT I AND THAT HIS PAY GRADE BE ADVANCED, CONSISTENT WITH THE RECLASSIFICATION, TO PAY GRADE 18.

MR. MILLER SECONDED THE MOTION AND THE MOTION CARRIED.

MR. SAPPINGTON FURTHER MOVED THAT:

OFFICIAL STATEMENTS REGARDING THE POLICIES OF THE LIBRARY BE RELEASED EXCLUSIVELY BY THE PRESIDENT OF THE LIBRARY BOARD OF DIRECTORS.

THE MOTION WAS SECONDED BY MRS. RUSSELL AND WAS APPROVED.

MR. DUMAS REPORTED THAT MR. PORTER, CONSULTANT OF I.P. & D.S. OF NEW YORK CITY, WAS HERE LAST WEEK AND SPENT MOST OF THE DAY WITH MR. DUMAS GOING OVER THE BUILDING PROJECT AND GETTING VALUE JUDGMENTS AND INFORMATION ABOUT STORAGE MATERIAL, ETC. MR. PORTER IS TO SUBMIT A PRELIMINARY DRAFT WITHIN A COUPLE OF WEEKS.

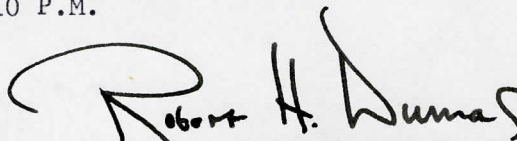
MR. DUMAS REPORTED THAT THE LIBRARY HAS HIRED A HEAD OF THE HOME READING DEPARTMENT, MR. SAMUEL BETTY, A RECENT GRADUATE OF THE UNIVERSITY OF ILLINOIS LIBRARY SCHOOL. MR. BETTY BEGAN WORK FEBRUARY 1, 1968 AND MR. DUMAS BELIEVES HIM TO BE A GOOD ADDITION TO THE LIBRARY STAFF.

MR. OLSEN STATED THAT MR. ROBERT WEST IS TURNING IN HIS RESIGNATION AS A MEMBER OF THE LIBRARY BOARD OF DIRECTORS IN THE NEAR FUTURE.

A MEETING OF THE FINANCE COMMITTEE WAS REQUESTED BY MR. MILLER FOR WEDNESDAY, FEBRUARY 21, 1968 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

THE NEXT REGULAR BOARD MEETING IS TO BE HELD MARCH 15, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY AT 4:30 P.M.

THE MEETING WAS ADJOURNED AT 5:10 P.M.



ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

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TRYCO

ROBERT B. WEST
PRESIDENT

February 19, 1968

Mr. Bill Olson
President
Board of Directors
Decatur Public Library
457 W. Main
Decatur, Illinois

Dear Bill:

Recently we have had some organizational changes that will require a greater workload on all concerned and in the best interest of effective service to the Decatur Library Board and Tryco Manufacturing Company, I feel that it is necessary that I tender my resignation.

It's been an interesting and pleasurable experience during the last four years. I have particularly enjoyed the cooperative and pleasant attitude of the very able Board members.

Thank you for the opportunity to better appreciate this very important service to our community.

Sincerely,

TRYCO MANUFACTURING COMPANY, INC.



RBW:dm

cc: Mayor James Rupp

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STATISTICAL REPORT

January, 1968

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1968:	19,971	3,335	13,341	36,647	330,946
1967:	16,146	3,605	11,854	31,605	322,982

DATA PROCESSING

Packs Made: 6,269 - Replacements
 968 - For Technical Processes
 7,237 - total

REGISTRATION

Resident	28,986	Non-Resident	6,321	
Added	<u>696</u>	Added	<u>90</u>	
	29,682		6,411	
Withdrawn	<u>767</u>	Withdrawn	<u>68</u>	
	28,915		6,343	<u>35,258</u>

TECHNICAL PROCESSING

Cataloging

New books added	952
New titles added	452
Books discarded	1878
Books transferred	13
Books mended	230

Acquisitions

Books checked in	742
Pamphlets checked in	35
Microfilm checked in	10
Lists processed	6

REQUISITION AGING REPORT

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

December 1967	19
January 1968	<u>33</u>
	52

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MONTHLY FINANCE REPORT
CITY OF DECATUR, ILLINOIS
FOR THE PERIOD
MAY 1ST, 1967 THRU JANUARY 31, 1968

1967 - 1968
NINTH MONTH

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CITY OF DECATUR
January 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	\$ 270,483.48	\$ 288,011.89	\$ 558,495.37
Water Fund	\$ 198,092.25	\$ 1,505,991.01	\$ 1,704,083.26
<u>Motor Vehicle Parking System</u>			
Revenue Fund	\$ 74,995.23	\$ 198,893.93	\$ 273,889.16
Bond & Interest Fund	11.37	166,201.63	166,213.00
Bond Reserve	<u>33,411.41</u>	<u>155,067.20</u>	<u>188,478.61</u>
TOTAL-MOTOR VEHICLE PARKING	\$ 108,418.01	\$ 520,162.76	\$ 628,580.77
M.V.P.S. Acquisition & Construction	\$ 88,222.18	\$ 500,000.00	\$ 588,222.18
<u>Other Agencies</u>			
Civil Defense	\$ 3,272.35	\$ 0.00	\$ 3,272.35
Municipal Band	764.31	0.00	764.31
Playground & Recreation	0.00	0.00	0.00
Public Library	<u>106,956.80</u>	<u>75,000.00</u>	<u>181,956.80</u>
TOTAL-OTHER AGENCIES	\$ 110,993.46	\$ 75,000.00	\$ 185,993.46
Motor Fuel Tax	\$ 95,157.36	\$ 330,000.00	\$ 425,157.36
1963 Street Improvement Bond	\$ 1,898.31	\$ 82,062.22	\$ 83,960.53
1966 Street Improvement Bond	\$ 119,659.06	\$ 2,275,687.15	\$ 2,395,346.21
1963 Traffic Signal Bond	\$ 4,066.37	\$ 30,000.00	\$ 34,066.37
1966 Traffic Control Signal	\$ 30,139.01	\$ 14,011.48	\$ 44,150.49
1966 Bridge Bond	\$ 7,791.11	\$ 50,000.00	\$ 57,791.11
Urban Renewal-Performance	\$ 6,749.30	\$ 30,000.00	\$ 36,749.30
<u>Trust Funds</u>			
Illinois Municipal Retirement	\$ 7,833.81	\$ 0.00	\$ 7,833.81
Public Benefit	4,964.29	36,000.00	40,964.29
Employees Pension	7,839.42	0.00	7,839.42
Withholding Tax	12,794.70	0.00	12,794.70
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	22,796.81	0.00	22,796.81
Police Pension	<u>17,915.55</u>	<u>0.00</u>	<u>17,915.55</u>
TOTAL-TRUST FUNDS	\$ 78,766.96	\$ 43,000.00	\$ 119,766.96

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CITY OF DECATUR, ILLINOIS

MAY 1ST, 1967 THRU JANUARY 31, 1968

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	45,644.95	317,031.47	768.53	99.76
Tax Levy Receipts-Prior	4,800.00	2,584.11	2,584.11	2,215.89	53.84
Fines & Fees	14,500.00	1,347.64	8,041.06	6,458.94	55.46
Non-Resident Fees	400.00	35.00	252.00	148.00	63.00
Interest on Investments	8,000.00	670.84	3,757.20	4,242.80	46.97
Lost & Damaged Books	600.00	59.01	534.38	65.62	89.06
Memorial Books	50.00	0.00	54.64	(4.64)	109.28
Prints Made on Copy Machine	300.00	57.00	244.40	55.60	81.47
Postage	200.00	16.97	122.38	77.62	61.19
Miscellaneous	500.00	38.98	361.07	138.93	72.21
TOTAL REVENUE	423,204.00	50,454.50	411,426.34	11,777.66	97.21

OBJECT CODE NO.	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
940.101	222,819.01	0.00	15,972.87	129,847.19	92,971.82
940.107	3,483.00	0.00	208.81	1,986.38	1,496.62
940.109	23,931.06	0.00	1,618.29	14,402.57	9,528.49

PERSONAL SERVICES

940.101	Regular Salaries
940.107	Hospitalization, Medical, & Life Insurance
940.109	Temporary Salaries

CONTRACTUAL SERVICES

940.201	Advertising	94.50	548.60	301.40
940.202	Printing & Binding	43.74	1,865.86	12.93
940.211	Service to Maintain Buildings	1,105.41	10,033.04	3,866.96

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ACTIVITY: 940 DEC 1967 PUBLIC LIBRARY

1967-1968
BUDGET AND
APPROPRIATION

OBJECT
CODE NO.

OBJECT OF EXPENDITURES

PURCHASE
ORDERS
OUTSTANDING

EXPENDITURES
CURRENT
MONTH

EXPENDITURES
YEAR TO
DATE

UNENCUMBERED
BALANCES

CONTRACTUAL SERVICES

940.212	Service to Maintain Improvements Other than Buildings	300.00	0.00	30.99	112.08	187.92
940.214	Service to Maintain Office Equipment	709.00	0.00	0.00	383.89	325.11
940.215	Service to Maintain Automotive Equipment	850.00	45.00	5.00	554.05	250.95
940.221	Auditing Service	600.00	0.00	0.00	585.00	15.00
940.229	Other Professional Services	20,500.00	0.00	656.00	866.02	19,633.98
940.231	Electricity	3,000.00	0.00	300.85	1,949.29	1,050.71
940.233	Telephone & Telegraph	2,446.00	0.00	203.62	1,833.32	612.68
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	211.86	1,157.92	222.08
940.284	Professional & Technical Service Fees & Costs	398.00	0.00	0.00	367.00	31.00
940.288	Rentals	12,826.00	0.00	678.00	7,180.47	5,645.53

COMMODITIES

940.310	Gas, Oil, & Anti-Freeze	300.00	0.00	0.00	152.79	147.21
940.312	Janitorial Supplies	25.00	0.00	0.84	14.13	10.87
940.320	Materials to Maintain Buildings and Other	1,900.00	10.00	93.76	1,727.00	163.00
940.324	Improvements Materials to Maintain	425.00	0.00	68.18	349.71	75.29
940.330	Automotive Equipment Medical & Laboratory Supplies	10.00	0.00	0.00	10.00	0.00
940.345	Office Supplies	5,600.00	5.25	26.24	5,299.57	295.18

OTHER CHARGES

940.402	Contingencies	1,875.00	0.00	0.00	0.00	1,875.00
940.423	Other Insurance	1,035.00	0.00	0.00	1,032.49	2.51
TOTAL - OPERATING EXPENDITURES		323,812.07	1,631.46	21,318.96	183,107.02	139,073.59

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ACTIVITY: 940 DECATUR PUBLIC LIBRARY

1967-1968.
BUDGET AND APPROPRIATION
PURCHASE ORDERS OUTSTANDING
EXPENDITURES CURRENT MONTH
EXPENDITURES YEAR TO DATE
UNENCUMBERED BALANCES

OBJECT CODE NO. OBJECT OF EXPENDITURES

CAPITAL OUTLAY

940.515	Office Machinery and Equipment	2,360.00	0.00	100.72	1,953.72	406.28
940.520	Other Machinery and Equipment	1,729.00	0.00	325.03	520.03	1,208.97
940.525	Library Books	<u>57,500.00</u>	<u>7,894.02</u>	<u>3,614.56</u>	<u>43,888.77</u>	<u>5,717.21</u>
	TOTAL - CAPITAL OUTLAY	<u>61,589.00</u>	<u>7,894.02</u>	<u>4,040.31</u>	<u>46,362.52</u>	<u>7,332.46</u>
	GRAND TOTAL	<u>385,401.07</u>	<u>9,525.48</u>	<u>25,359.27</u>	<u>229,469.54</u>	<u>146,406.05</u>

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City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending January 24, 1968:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07897	Illinois Bell Telephone	Replace Check damaged in Checkwriter	
07898	American Library Association	Books	32.00
07899	Christian Science Monitor	Books	24.00
07900	Ebsco Subscription Service	Books	3,294.24
07901	Editorial Research Reports	Books	108.00
07902	Industrial Press	Books	7.00
07903	J. Whitaker & Sons	Books	20.25
07904	Journal Library History	Books	10.00
07905	Moody's Investor Service	Books	415.00
07906	Municipal Year Book	Books	12.00
07907	National Council of Teachers of English	Books	7.00
07908	Congressional Quarterly	Books	120.00
07909	H.W. Wilson Co.	Books	19.00
07910	Marathon Oil Co	Gasoline	15.04
07911	Treasurer-City of Decatur	Payroll	282.05
07912	Aetna Life Insurance	Employee Hospitalization	203.61
07913	Treasurer-City of Decatur	Payroll	7,780.37
07914	Treasurer-City of Decatur	Payroll	293.67
07915	Treasurer-City of Decatur	Payroll	424.70
07916	Aetna Life Insurance	Employee Life Insurance	5.20
07917	Illinois Power Co	Electric & Gas Service	300.85
07918	Treasurer-City of Decatur	Payroll	8,602.97
07919	Manpower Inc	Temporary Help	90.00
07920	V O I D		

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<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07921	R.R.Bowker Co	Advertisement for Personnel	59.00
07922	American Library Association	-do-	16.50
07923	Stappenbeck Bookbindery	Book Binding	43.74
07924	Decatur Window Cleaning	December Maintenance	1,053.78
07925	Camfield's Disposal	Service to 1/1/68	4.00
07926	H & H Disposal Service	Service to 1/31/68	5.00
07927	Industrial Towel Service	December Service	16.03
07928	Norman's Laundry	Clean Rags	0.99
07929	Mason Steel & Welding	Service Book Deposit	37.50
07930	Treasurer-City of Decatur	Annual Service Charge	500.00
07931	Greanias & Owen	Legal Service	156.00
07932	Illinois Bell Telephone	Phone Service	203.62
07933	IBM Corporation	Equipment Rental-January 68	678.00
07934	IBM Corporation	Card Punch Ribbons	24.24
07935	Remington Rand Corp.	Shelving	100.72
07936	Boardman Company	Auto Page Book Return	325.03
07937	A&A Distributors	Books	23.73
07938	Barrons Educational Service	Books	6.50
07939	Burdette Smith Co.	Books	25.00
07940	Library of Congress	Books	15.00
07941	Chicago Sun Times	Annual Subscription	12.50
07942	Columbia University Press	Books	5.65
07943	Commerce Clearing House	Books	120.00
07944	Consumers Research	Books	4.00
07945	Facts on File Inc	Books	145.80
07946	F.W.Faxton Co Inc	Books	16.00
07947	General Microfilm Inc	Microfilm Service	120.83
07948	Harvard University Press	Books	3.20
07949	V O I D		

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<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07950	Illinois Audubon Society	Books	3.00
07951	Northwood-Illustrated Serv.	Books	24.00
07952	Institute for Research	Books	9.76
07953	Martindale-Hubbell Inc	Books	75.00
07954	A.C.McClurg Co	Books	14.59
07955	McGraw Hill Inc	Books	24.50
07956	National Railway Co.	Books	42.00
07957	Pacific Books Inc	Books	3.30
07958	Public Affairs Info. Service	Books	100.00
07959	R.K.Sanderson Co.	Books	20.00
07960	St. Louis Post Dispatch	Annual Subscription	27.00
07961	Thomson Newspapers Inc	Annual Subscription	5.64
07962	Trail-R. Club of America	Books	24.85
07963	University Microfilms Library	Books	3.75
07964	College Blue Book	Books	65.50
07965	Baker Taylor Co	Books	2,639.55
07966	Treasurer-City of Decatur	Reimburse Petty Cash Items	49.15
07967	Treasurer-City of Decatur	Payroll	399.45
07968	General Tire Co.	Tires & Service	73.18
07969	Postmaster, Decatur	Reimburse Postage Meter	200.00
07970	R.R.Bowker Co.	Advertisement for Personnel	19.00
07971	Burdick Plumbing & Heating	Service Rest Rooms & Heating Plant	83.26
07972	Columbia University Press	Books	2.54
07973	National Association Counties	Books	5.00
07974	National Council Churches	Books	6.53
07975	Peter Smith, Publisher	Books	7.99
07976	Quigley Publications	Books	7.00
TOTAL LIBRARY BILLS			<u>\$29,724.85</u>

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