

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

MARCH 17, 1967

- I. CALL TO ORDER  
W. A. SAPPINGTON, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING FEBRUARY 18, 1967
- III. COMMUNICATIONS
- IV. CITY LIBRARIAN'S REPORT
- V. STATISTICAL REPORT
- VI. REPORTS OF COMMITTEES:
  - A. PROPERTIES AND FINANCE
  - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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



DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - MARCH 17, 1967

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON MARCH 17, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. GROHNE  
MR. MILLER  
MRS. RUSSELL  
MR. SAPPINGTON  
MR. SCHUERMAN  
MR. TEBUSSEK

MEMBERS ABSENT:

MR. OLSEN  
MR. WEST

OTHERS PRESENT:

MR. DUMAS  
MISS SCHWEGMAN

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

THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 18, 1967 WERE APPROVED.

MR. SAPPINGTON READ A LETTER RECEIVED FROM DE LAFAYETTE REID, DEPUTY STATE LIBRARIAN, ANNOUNCING THE THIRD NEW TRUSTEES CONFERENCE TO BE HELD AT THE ILLINI UNION, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS, OCTOBER 27, 28 AND 29, 1967. IT WAS DECIDED TO DEFER ACTION ON THE LETTER UNTIL THE NEW MEMBER OF THE BOARD HAD BEEN APPOINTED.

CITY LIBRARIAN ROBERT DUMAS, IN HIS REPORT TO THE BOARD, STATED THAT HE HAS DISCUSSED WITH ELIZABETH EDWARDS, LIBRARIAN OF THE ROLLING PRAIRIE LIBRARY SYSTEM, THE RELATIONSHIP OF THE PUBLIC LIBRARY TO THE ROLLING PRAIRIE SYSTEM.

MR. DUMAS FURTHER REPORTED THAT TAKING INTO CONSIDERATION THE PRESENT SHELVING AVAILABLE IN THE LIBRARY, NEW SHELVING PROPOSED, AND POSTULATING A MODEST INCREASE IN CIRCULATION, THE LIBRARY WOULD BE AT ITS ABSOLUTE CAPACITY WITHIN 3 YEARS. MR. DUMAS URGED THAT THE BOARD GIVE CONSIDERATION TO A NEW CENTRAL LIBRARY BUILDING IN THE NEAR FUTURE AND TO EMPOWER THE FINANCE COMMITTEE TO SELECT AND EMPLOY A CONSULTANT TO DEVISE AN APPROPRIATE BUILDING PROGRAM.

MR. DUMAS SAID THIS SPRING HE ANTICIPATES A VISIT TO THE VARIOUS SPECIAL AND TECHNICAL LIBRARIES IN DECATUR TO EXPLORE POSSIBILITIES OF COOPERATION WITH THEM, ESPECIALLY CONCERNING A JOINT PERIODICALS RETENTION AND BINDING POLICY.

AFTER MR. DUMAS' REPORT, MR. SAPPINGTON ASKED THE BOARD WHAT THEIR FEELINGS WERE REGARDING THE NEED FOR THE CONSTRUCTION OF A NEW CENTRAL LIBRARY BUILDING. THE CONSENSUS OF THE BOARD WAS THAT THERE IS A DEFINITE NEED FOR A NEW BUILDING AND THAT THEY WERE ENTHUSIASTIC IN THIS BELIEF. MR. SCHUERMAN SUGGESTED THAT A SPECIAL COMMITTEE BE APPOINTED TO WORK OUT DETAILS AND PLANS FOR THE FURTHERANCE OF THE BUILDING PROGRAM. THE BOARD AGREED THAT THIS SHOULD BE DONE.



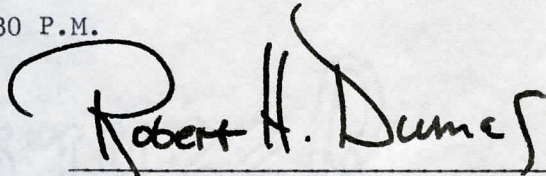
MR. MILLER OF THE PROPERTY AND FINANCE COMMITTEE GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES AND BILLS APPROVED THROUGH THE MONTH ENDING FEBRUARY 28, 1967. THE REPORT WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. MILLER FURTHER MOVED THAT TRANSPORTATION AND INCIDENTAL EXPENSES BE PAID FOR THE CITY LIBRARIAN TO ATTEND IBM CUSTOMER EDUCATION SCHOOL IN ENDICOTT, NEW YORK (COURSE EX 33, EXECUTIVE COMPUTER CONCEPTS). THE MOTION WAS APPROVED.

MR. GROHNE, CHAIRMAN OF THE PERSONNEL AND POLICY COMMITTEE, MOVED THAT MONEY RECEIVED BY THE LIBRARY IN PAYMENT FOR LOST BOOKS OR OTHER LIBRARY MATERIAL BE REFUNDED IF THE BOOK IS FOUND AND RETURNED TO THE LIBRARY IN GOOD CONDITION, PROVIDED A RECEIPT OF PAYMENT FOR THAT SPECIFIC BOOK IS PRESENTED AT TIME IT IS RETURNED. THE MOTION CARRIED, MRS. RUSSELL DISSENTING.

THE CERTIFICATION FOR \$27,000 EACH YEAR TOWARD THE BUILDING OF A BRANCH LIBRARY BUILDING WAS DISCUSSED AND IT WAS INDICATED THAT THE BOARD WILL DISCUSS THE MATTER AT ITS APRIL MEETING.

THE MEETING WAS ADJOURNED AT 6:30 P.M.



ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD



## CITY LIBRARIAN'S REPORT

March 17, 1967

### Cooperation with Other Agencies.

During the last month I have discussed with Miss Edwards several times the desirability of our meeting to discuss the relationship of the Decatur Public Library to the Rolling Prairies System. Miss Edwards has on a number of occasions inquired as to how the regional systems could better serve Decatur and expressed a warm interest in cooperating closely.

This past week I met with Miss Edwards and we had a preliminary discussion to place problems facing us into a kind of framework allowing each of us to gain a better picture of the difficulties and roadblocks facing the other. I am looking forward to other meetings with Miss Edwards as each of us develops the necessary information to carry our discussions forward.

I have also made an engagement to discuss problems of common interest with Miss Donahue, library supervisor for the schools. Among the matters which I wish to discuss with Miss Donahue are areas of public library service she would like to see improved, common problems of collections development, other areas of possible cooperation, and as the children's and Young Adult Program get into high gear again the possibilities of library personnel visiting schools, distributing book lists, giving talks, meeting with English classes, etc.

Finally, this Spring I am anticipating a visit to the various special and technical libraries in the city to explore possibilities of cooperation. I am especially anxious to sound out the librarians in special libraries and get their ideas upon a joint periodicals retention and binding policy. Serial publications, generally, and periodicals, specifically, represent a resource it is very difficult to overestimate. But they also involve a control and space problem that is considerable. I hope by pooling our ideas about pooling our resources that all of us can benefit and that the community's resources in this area can be strengthened.

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## The Central Building

I have just completed an estimate of available shelving in the central library. The estimate is based on the assumption that circulation will keep book stock on hand more or less stable. Approximately 123 lineal feet of shelving is available in the Magic Carpet Room. In the Adult Services area there is a maximum of 800 lineal feet. In the Youth Room there is presently an overflow. In the government document section there is presently an overflow.

Current plans of the administration call for the addition of shelving in the west reference room to relieve the overflow of government documents. Transfer of some stock to adult services is planned to relieve partially the overflow in the Youth Room. The space problem in this area will be further handled by returning shelving in the Youth Room currently allocated to Adult Services. Necessary additional shelving for the Adult Circulation Department will be gained, if possible, by replacement of two tables in the north reading room by shelving. The possibility of relieving crowded shelving conditions by replacement of study facilities with shelving facilities is limited because of the structural condition of the building which sustained considerable weakening in the recent past by termite damage. At that time the floors were shored up by additional pilasters and the library was advised to distribute its principal weight load around the periphery of the building and to reserve the center of the rooms for tables, desks, and general traffic in order to restrict the weight load in these areas.

I have consulted with the architect who is responsible for the work in repairing the termite damage in order to ascertain whether I might safely add some more shelving at various points in the public service areas of the library and how much. He has advised me that without expensive supports being constructed that no more weight can be added to the center floor area of the Magic Carpet Room. He has agreed that one two-<sup>section</sup>second range shelving similar to that currently installed to house government documents may be safely added, providing wide aisles are maintained. He has advised me against replacing study facilities in the north

490-1200



reading room with shelving unless the floor in that area is shored up by supports in the basement. He estimates the cost of such supports between 3 and 4 thousand dollars. Taking into consideration the present shelving available, the new shelving proposed, and postulating a modest increase in circulation, I would expect that the library would be at its absolute capacity within three years. The stack additions in 1934 brought the total area of the central library to 22,200 sq. ft., but at least 10% of the space is, according to Mr. J. L. Wheeler, (who was consulted by the Board in 1965 concerning Central Building needs) is lost because of heavy masonry used in the exterior and interior walls. This leaves approximately 20,000 sq. ft. of available floor space as compared with the formula requirements based on our present population of 41,000 sq. ft., and the needs of the library based upon projected population in 1990 of 125,000 and a book stock of 250,000 volumes. Our building needs at that time will be in the order of 63 to 69 thousand square feet, according to the studies done by the City of Decatur's Department of Community Development.

The present central library has well served the people of Decatur. Briefly the history of the present building begins with the donation by Andrew Carnegie of \$60,000 to construct a central library in 1901. The site purchased by the city cost \$15,000. In 1934 an addition to the stack room of the library was begun in January as a CWA project which ceased in March with the addition uncompleted. The work was resumed in May under the Illinois Emergency Relief Commission and was completed in October of that year. The cost to the city for the addition was approximately \$11,000. The total building costs then for a central library for the people of Decatur since 1901 has been \$26,000 or roughly 40¢ per year.

It can never be said that value has not been received from the present structure. But in recent years the upkeep, repairs, and maintenance have soared while the utility and functionalism of the plant has declined. According to a survey by the Board in 1963, repairs over the previous fifteen year period had

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amounted to more than a quarter of a million dollars.

It is time and past time to undertake a new building program for the central library. A study of the central library plant in 1954 by Ernest J. Reece found that "the main building.... now falls materially short of providing for a collection of accepted dimensions..." as well as noting shortcomings in the floor plan and arrangement of parts. Among the inefficiencies resulting from the arrangement of the various components of the building may be mentioned the extra staff necessary to supervise the various service areas during less busy times in the library - staff which might be better employed elsewhere than a public service desk if the building were organized so that one staff member might observe and aid patrons over the entire floor. Multiple charging stations are wasteful of staff time. The Administrative Office is unduly secluded. Desirable openness in the treatment of central circulation area cannot be attained because so much of the collection must be on a second level. Mr. Reece concluded at that time that planning for a modern and functional building should be begun. In the next few years there was sporadic talk of a new building. In 1962 Ralph Ulveling and Charles Mohrhardt of the Detroit Public Library, studied previous surveys, visited Decatur, and in 1963 made recommendations for a new building upon the present site, calling the present structure "a liability from both the standpoint of economics and at library service." In March of 1963 a report by Dr. Herbert Goldhor of the University of Illinois Library School, expressed the opinion that a new building was needed and the need would become "even more pressing in the next 10 or 15 years." Of the various lines of action open to the Board, he recommended as the one more clearly indicated the erection of a new building on the present site.

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In 1965 Mr. Joseph Wheeler, the foremost living authority on library building and site selection, in a report to the Board of Library Directors called the need for a new building "imperative". He was most emphatic in agreeing with previous consultants that the new building should be located on the present site.

I urge the Board give consideration of a new central library building in the near future, and that it empower the Finance Committee to select and employ a consultant to devise an appropriate building program and over the term of the project to consult with and advise the Board, Administration, and Architect in order to achieve the best and most useful building at the least cost to the people of Decatur, and to act on a continuing basis as a committee for a new building, with instructions to do whatever is necessary to expedite such a building and to return with specific recommendations for board action relative to the construction of a new central library as their investigations proceed.



STATISTICAL REPORT

February, 1967

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1967:	18,343	4,037	15,065	37,445	360,427
1966:	20,244	4,971	15,879	41,094	438,506

DATA PROCESSING

Packs Made: 707 - new  
6,401 - replacement  
7,108 - Total

REGISTRATION

Resident	29,333	Non-Resident	7,037
Added	<u>854</u>	Added	<u>110</u>
	30,187		7,147
Withdrawn	<u>868</u>	Withdrawn	<u>142</u>
	29,319		7,005
			<u>36,324</u>

TECHNICAL PROCESSING

Cataloging

Books added	713
New titles added	280
Books withdrawn	422
Books transferred	1
Books recataloged	1

Acquisitions

Books received	1,376
Pamphlets recd	33
Paperbacks recd	2
Microfilm recd	15
Lists processed	4

Bindery

Books to bindery	250
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## CITY OF DECATUR, ILLINOIS

## DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending February 28th, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
05889	Secretary of State	Vehicle License	2.50
05890	Postmaster, Decatur	Postage	90.00
05892	Treasurer-City of Decatur	Payroll	277.99
05895	Treasurer-City of Decatur	Payroll	5,749.21
05919	Aetna Life Insurance	Employee Hospitalization	197.44
05942	I.B.M. Corporation	Machine Rental	4,909.44
05948	Treasurer-City of Decatur	Payroll	301.22
05974	Aetna Life Insurance	Employee Life Insurance	5.00
05975	Marathon Oil Co	Gasoline	16.77
05978	Treasurer-City of Decatur	Payroll	6,481.96
06006	Manpower Inc	Temporary Help	90.00
06007	Illinois Power Co	Electric & Gas Service	400.79
06023	Treasurer-City of Decatur	Payroll	251.22
06075	Manpower Inc	Temporary Help	45.00
06076	Treasurer-City of Decatur	Reimburse Petty Cash Items	13.30
06078	Treasurer-City of Decatur	Payroll	272.75
06084	Manpower Inc	Temporary Help	36.00
06085	Decatur Herald & Review	Microfilm Copies	324.55
06086	Decatur Refrigeration Co	Service Air Conditioner	23.25
06087	King-Lar Company	Service Heater-Evans Branch	16.00
06088	Decatur Window Cleaners	January Service	1,073.78
06089	Camfield's Disposal Serv.	Service to 2/1/67	8.00
06090	H & H Disposal Service	Service to 3/1/67	5.00
06091	Industrial Towel Service	January Service	18.77
06092	sM Business Products	Thermo-Fax Maintenance	65.00

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DECATUR PUBLIC LIBRARY:

Bills to be approved for the period ending February 28th, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06093	Eastman Kodak Company	Service Agreement	27.50
06094	General Tire Co	Vehicle Tire Service	3.25
06095	Soy Ford Inc	Vehicle Service & Parts	80.39
06096	Illinois Bell	Phone Service	198.99
06097	Swartz Homes Inc	Dill Branch Rent-Jan & Feb	353.38
06098	American Book Publishing	Books	44.50
06099	American Library Assoc.	Books	8.33
06100	Baker & Taylor Co	Books	3,110.08
06101	Collier-Macmillan	Books	27.66
06102	Croner Publications	Books	9.00
06103	Doubleday & Company	Books	49.92
06104	Gourmet Distributing Co	Books	11.35
06105	Ebsco Industries Inc	Books	35.15
06106	V O I D		
06107	Official Guide	Books	39.00
06108	N.Y. Graphic Society	Books	10.50
06109	New York Times	Microfilms	285.00
06110	University Microfilms Inc	Microfilms	43.75
06111	Ward Ritchie Press	Books	12.16
06112	James T. White & Co	Books	20.00
06113	Publishers Weekly	Books	15.00
06114	Black and Company	Coffee Maker	14.95
06115	A & M Supply	Vehicle Repair Parts	18.74
06116	IBM Corporation	Machine Rental & Supplies	1,259.43
06117	Gaylord Bros Inc	Library Cards & Office Supplies	421.88
06118	Demco Library Supplies	Library Cards & Office Supplies	466.00



DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending February 28, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06119	H.W.Wilson Co	Advertising	15.00
06120	R.R.Bowker Co	Advertising	80.00
06121	Soy Ford Inc	Vehicle Service & Parts	23.69
06122	American Library Assoc.	Institutional Membership	166.00
06123	Library Bureau	Office Supplies	27.00
		TOTAL LIBRARY FUND VOUCHERS	<u>\$27,552.54</u>



STATEMENT OF CASH AND INVESTMENTS  
CITY OF DECATUR  
February 28, 1967

<u>Name of Fund</u>	<u>All Funds Cash on Hand (Deficit)</u>	<u>Investments</u>	<u>Fund Balance</u>
General	\$ 146,189.53	\$ 374,380.92	\$ 520,570.45
Water	\$ 191,040.38	\$ 1,330,577.31	\$ 1,521,617.69
Mtr.Veh.Park.System Rev.Fund of City of Decatur, Illinois	\$ 26,002.81	\$ 245,735.91	\$ 271,738.72
Mtr.Veh.Park.Facilities Acquisition & Construction	\$ 414,133.38	\$ 2,850,000.00	\$ 3,264,133.38
<u>Other Agencies</u>			
Central Park	\$ 191.56	\$ 1,972.69	\$ 2,164.25
Civil Defense	3,970.23	0.00	3,970.23
Municipal Band	444.73	0.00	444.73
Playground & Recreation	4,248.78	0.00	4,248.78
Public Library	11,614.75	150,000.00	161,614.75
<u>Total Other Agencies</u>	\$ 20,470.05	\$ 151,972.69	\$ 172,442.74
Motor Fuel Tax	\$ 336,059.40	\$ 230,000.00	\$ 566,059.40
1961 Street Improvement Bond	\$ 220,821.74	\$ 0.00	\$ 220,821.74
1963 Street Improvement Bond	\$ 40,778.14	\$ 0.00	\$ 40,778.14
1966 Street Improvement Bond	\$ 68,401.41	\$ 2,574,897.78	\$ 2,643,299.19
1963 Downtown Traffic Signal	\$ 21,385.45	\$ 74,107.11	\$ 95,492.56
1966 Traffic Control Bond	\$ 8,334.16	\$ 89,362.22	\$ 97,696.38
1966 Bridge Bond	\$ 2,943.29	\$ 94,362.22	\$ 97,305.51
Urban Renewal Performance	\$ 44,061.50	\$ 0.00	\$ 44,061.50
<u>Trust Funds</u>			
Illinois Municipal Retire.	\$ 9,646.85	\$ 0.00	\$ 9,646.85
Public Benefit	4,090.47	51,500.00	55,590.47
Employee Pension	6,573.22	0.00	6,573.22
Withholding Tax	17,290.10	0.00	17,290.10
Right of Way Acquisition	263.24	2,800.00	3,063.24
Unclaimed Rebate	5,412.02	0.00	5,412.02
Firemen's Pension	14,467.69	0.00	14,467.69
Police Pension	16,439.00	0.00	16,439.00
<u>Total Trust Funds</u>	\$ 74,182.59	\$ 54,300.00	\$ 128,482.59

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SUMMARY OF INCOME AND EXPENDITURES  
TENTH MONTH ENDING February 28, 1967

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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	302,961.37	99.72
Tax Levy Receipts-Prior	4,600.00	4,775.50	103.82
Fines & Fees	13,000.00	10,625.68	81.74
Non-Resident Fees	676.00	336.00	49.71
Interest on Investments	600.00	3,291.28	548.55
Illinois State Library Reimbursement	400.00	0.00	0.00
Lost & Damaged Books	694.00	536.88	77.36
Reserves	108.00	35.25	32.64
Memorial Books	35.00	36.45	104.14
Prints Made on Copy Machine	317.00	247.25	78.00
Plastic Bags	90.00	5.45	6.06
Postage	366.00	182.13	49.76
Rolling Prairie Libraries	3,000.00	0.00	0.00
Miscellaneous	2,028.00	343.96	16.96
<b>TOTAL REVENUE</b>	<b>347,270.00</b>	<b>345,013.51</b>	<b>99.35</b>

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	185,276.94	124,381.46	60,895.48
940.109	Temporary Salaries	20,209.00	11,583.32	8,625.68
940.107	Hospital/Life Ins.	1,339.00	202.44	1,136.56
	<u>CONTRACTUAL SERVICES</u>			
940.201	Advertising	510.00	184.06	325.94
940.202	Printing & Binding	2,500.00	1,897.46	602.54
940.211	Service to Maintain Buildings	11,737.00	9,947.20	1,789.80
940.212	Service to Maintain Improvements Other Than Buildings	150.00	77.25	72.75
940.214	Service to Maintain Office Equipment	924.00	541.22	382.78
940.215	Service to Maintain Automotive Equipment	600.00	286.95	313.05
940.221	Auditing Services	600.00	600.00	0.00
940.229	Other Professional Services	2,000.00	552.00	1,448.00
940.231	Electricity	3,000.00	2,366.14	633.86
940.233	Telephone & Telegraph	2,446.36	2,065.50	380.86
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	1,118.86	281.14

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1966 - 1967 BUDGET  
ACTIVITY: 940 DECATUR PUBLIC  
LIBRARY

OBJECT CODE NO.	OBJECT OF EXPENDITURES	APPROPRIATION	EXPENDITURES TO-DATE	UNENCUMBERED BALANCES
940.284	Professional & Technical Service Fees & Costs	342.50	260.00	82.50
940.288	Rentals	13,370.00	10,518.19	2,851.81
940.299	Contractual Services Not Otherwise Classified	150.00	139.53	10.47
<u>COMMODITIES</u>				
940.302	Books, Publications, and Maps	56,040.00	46,825.13	9,214.87
940.310	Gas, Oil, & Anti-Freeze	303.00	223.73	79.27
940.312	Janitorial Supplies	25.00	5.37	19.63
940.320	Materials to Maintain Buildings and Other Improvements	1,800.00	1,277.73	522.27
940.324	Materials to Maintain Automotive Equipment	600.00	255.99	344.01
940.330	Medical & Laboratory Supplies	15.00	0.00	15.00
940.345	Office Supplies	5,600.00	4,577.84	1,022.16
<u>OTHER CHARGES</u>				
940.402	Contingencies	3,000.00	1,492.30	1,507.70
940.423	Other Insurance	4,500.00	4,069.02	430.98
TOTAL - OPERATING EXPENDITURES		<u>319,247.80</u>	<u>225,685.56</u>	<u>93,562.24</u>
<u>CAPITAL OUTLAY</u>				
940.515	Office Machinery and Equipment	<u>2,516.50</u>	<u>0.00</u>	<u>2,516.50</u>
TOTAL - CAPITAL OUTLAY		<u>2,516.50</u>	<u>0.00</u>	<u>2,516.50</u>
GRAND TOTAL		<u>321,764.30</u>	<u>225,685.56</u>	<u>96,078.74</u>

SUMMARY OF INCOME AND EXPENDITURES  
TENTH MONTH ENDING February 28, 1967

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	18,237.33	100.21
Tax Levy Receipts-Prior	<u>300.00</u>	<u>287.47</u>	<u>95.82</u>
TOTAL REVENUE	<u>18,918.00</u>	<u>18,943.17</u>	<u>100.13</u>