

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 13, 1967

- I. CALL TO ORDER
W. A. SAPPINGTON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING DECEMBER 16, 1966
- III. COMMUNICATIONS
 - A. DEPUTY STATE LIBRARIAN
 - B. ROBERT A. GROHNE
- 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. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. TEBUSSEK
MR. WEST

16-1042

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS' MEETING - JANUARY 13, 1967

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON JANUARY 13, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. TEBUSSEK
MR. WEST

MEMBERS ABSENT:

MR. GROHNE
MRS. RUSSELL
MR. SCHUERMAN

OTHERS PRESENT:

ROBERT H. DUMAS
COLEMAN MOBLEY
(DECATUR HERALD)
HELEN SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:50 P.M. BY MR. SAPPINGTON.

THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 16, 1966 WERE APPROVED.

MR. SAPPINGTON DISCUSSED BRIEFLY A LETTER FROM THE DEPUTY STATE LIBRARIAN REGARDING THE APPROPRIATIONS AND LEVIES ON VILLAGE LIBRARIES. TWO RECENT COURT DECISIONS WERE DESCRIBED WHICH DIFFERENTIATE BETWEEN THE RELATIVE POWERS OF A LIBRARY BOARD OF DIRECTORS, AND A VILLAGE BOARD OF TRUSTEES OVER THE APPROPRIATION AND LEVY FOR VILLAGE LIBRARY PURPOSES.

MR. SAPPINGTON ALSO ANNOUNCED THE RECEIPT OF A THANK YOU LETTER FROM MR. ROBERT GROHNE IN APPRECIATION FOR CONTRIBUTIONS MADE BY THE BOARD AT THE DEATH OF MR. GROHNE'S MOTHER.

IN HIS MONTHLY REPORT TO THE BOARD, CITY LIBRARIAN ROBERT DUMAS STATED THAT AMONG THE PRINCIPAL ADMINISTRATIVE ACTIVITIES OF THE MONTH HAS BEEN ATTENTION DEVOTED TO THE REORGANIZATION OF THE LIBRARY'S TABLE OF ORGANIZATION. THE AIM HAS BEEN TO UNIFY WIDELY SCATTERED ROUTINES AND FUNCTIONS AND TO DEVELOP A LOGICAL STRUCTURE INTO WHICH THESE DUTIES COULD BE PLACED AND RESPONSIBILITY FOR THEM ASSIGNED.

MR. DUMAS ALSO STATED THAT CONSIDERABLE TIME HAD BEEN SPENT THIS MONTH IN THE EXAMINATION OF WORK ROUTINES AND FILES BEING KEPT.

THE CITY LIBRARIAN REPORTED UPON HIS VISIT MADE RECENTLY TO THE STATE LIBRARY IN SPRINGFIELD. THERE IS IN OPERATION AT THE STATE LIBRARY AT THE PRESENT TIME THE FIRST ON-LINE COMPUTERIZED BIBLIOGRAPHIC AND CIRCULATION CONTROL SYSTEM OF THE WORLD. MR. DUMAS STATED THAT HE HOPED IT WOULD BE POSSIBLE THIS SPRING FOR SOME OF THE BOARD MEMBERS TO SCHEDULE A TRIP TO THE STATE LIBRARY TO OBSERVE WHAT IS BEING DONE THERE.

17-1042

MR. DUMAS FURTHER REPORTED THE RECEIPT OF A LETTER FROM IBM CONFIRMING THEIR EFFORTS TO COMPLETE THE CHANGEOVER TO SLOWER MACHINES. THE TARGET DATE FOR SHIPMENT OF THE 085 COLLATOR IS JULY 14, BUT THEY ARE ATTEMPTING TO EXPEDITE DELIVERY.

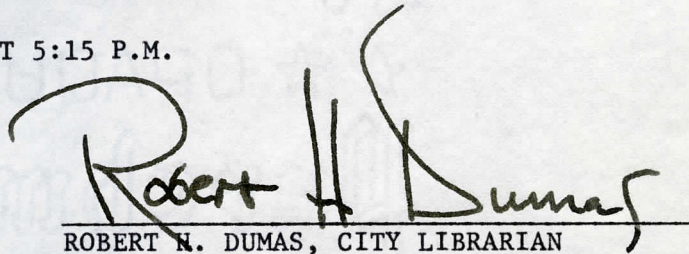
MR. WEST, A MEMBER OF THE COMMITTEE ON POLICIES, PUBLIC RELATIONS AND PERSONNEL STATED THAT AT A MEETING ON JANUARY 5, 1967, THE COMMITTEE HAD DECIDED THEY WOULD NOT SPEND THE MONEYS THAT HAD BEEN ALLOCATED FOR A STUDY OF THE LIBRARY PERSONNEL SITUATION, BUT THAT THE CITY LIBRARIAN IS TO FORM AN ORGANIZATIONAL PLAN IN BROAD OUTLINE AND IS GOING TO REFINES IS SUFFICIENT FOR BUDGET AND OPERATING PURPOSES FOR THE CURRENT YEAR.

CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. OLSEN, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES AND BILLS TO BE APPROVED THROUGH THE MONTH ENDING DECEMBER 31, 1966. A MOTION WAS MADE AND SECONDED THAT THE REPORT OF THE FINANCE COMMITTEE BE ACCEPTED AND WAS UNANIMOUSLY APPROVED BY A ROLL CALL VOTE OF THE BOARD.

MR. SAPPINGTON STATED THAT MR. SCHUERMAN HAS ACCEPTED THE RESPONSIBILITY OF ACTING AS DPL REPRESENTATIVE TO THE ROLLING PRAIRIE LIBRARIES SYSTEM.

MR. OLSEN RECOMMENDED AND MOVED THAT THE HEALTH AND HOSPITALIZATION INSURANCE BENEFIT OF THE LIBRARY BE MADE AVAILABLE TO THE CITY LIBRARIAN AS A FRINGE BENEFIT. THE MOTION WAS APPROVED.

THE MEETING WAS ADJOURNED AT 5:15 P.M.


ROBERT H. DUMAS, CITY LIBRARIAN

FOR: SECRETARY OF THE BOARD

18-1000

LIBRARIAN'S REPORT

December, 1966

Among the principal administrative activities of the month has been the attention we have devoted to the reorganization of the library's table of organization. The aim has been to unify widely scattered routines and functions, and to develop a logical structure into which these duties could be placed and responsibility for them assigned.

Since the work will be done by me, the work will not proceed as rapidly nor as smoothly, as it would if a professional personnel consultant were doing it; but I hope, since it will be hammered out in the forge of experience, that the final results will be more valid and useful. The first tentative steps of what will be a long term and continuing effort are before you: these are a proposed table of organization, a brief outline of the work carried on in technical services as an example of what will be done for each major division of the library. The next few sheets are individual organizational summaries of each division showing the strength as anticipated in the next fiscal year, the new job titles which have been tentatively assigned, and the corresponding old job titles. Stapled to these sheets are the present organizational charts as nearly as they can be represented. Finally there are sheets with new job descriptions for three positions. Naturally none of these proposed changes can be implemented without the permission of the Civil Service Commissioners. There are serious obstacles in the way of their effective implementation. I have spoken to Mr. Kirk about these matters and he has been very helpful and cooperative and he is arranging for me to appear before the Commission in order to explain our problems and the way in which we are attempting to cope with them.

(7-12-66)

Considerable time has also been spent this month to an examination of work routines and files being kept. This was undertaken partly for the purpose of self education and partly to pinpoint routines, files and operations which are suspect and which may lend themselves to simplification or elimination. One improvement has already resulted. In the past, because of the routines involved, it has taken as much as two weeks, sometimes longer, for a newly registered patron to receive a borrowers' card unless he applied directly at the Central Adult Circulation Desk. This has inconvenienced and distressed many new patrons. We are now immediately issuing books to patrons who present properly completed registration forms; and by modifying the registration routine, the borrower should have received his library card long before he finishes with the books initially charged to him. It will be the practice of the library henceforth to adapt library routines whenever possible to the convenience of the public.

A third item I wish to report upon to you is a visit I recently made to the State Library in Springfield. There is in operation there at the present time the first on-line computerized bibliographic and circulation control system in the world. As I observed the operation of their system, I was reminded of John Reed's remark made after a trip to Russia in 1919 that he had just made a trip into the future - and it works. The on-line system in Springfield has immense significance, not only for the State Library, but for us and for other libraries near us and for libraries all over the state. Unfortunately unless this fact is generally understood by most librarians and trustees, the enormous potential of the Springfield experiment may never be released, for the expense of modern computers is so great that computerized library control is no more possible on an individual or small group basis than modern telephone communication would be possible with two or three subscribers. Mr. Reid assured me that other visitors would be welcomed and I hope it will be possible this spring for some Board members to schedule a trip to observe what is being done there.

20-11-62

And finally, while I am on the subject of machine control of library operations I wish to report that a letter has been received from IBM confirming their efforts to complete the changeover to slower machines. The target date for shipment of the 085 Collator is July 14, but they are attempting to expedite delivery.

STATISTICAL REPORT

December, 1966

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1965:	15,122	3,404	10,720	29,246	291,377
1966:	18,508	4,633	12,597	35,738	351,048

DATA PROCESSING

Packs Made: 606 - new
 5,433 - replacement

TECHNICAL PROCESSING

Cataloging

Books added	641
Books added by recat. or transfer	3
New books added	637
New titles added	362
Books withdrawn	325
Books withdrawn by recat or transfer	3
Books discarded	322
Microfilm reels added	27

Acquisitions

Books received	673
Pamphlets received	1
Microfilm received	25
Lists processed (books ordered)	4

Bindery

Books mended	102
Books returned from bindery	424
Bound periodicals	15

22-12/10

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending December 30, 1966:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
05452	Treasurer-City of Decatur	Payroll	209.37
05487	Postmaster, Decatur	Postage	2.45
05488	Marathon Oil Co	Gasoline	13.66
05495	Treasurer-City of Decatur	Payroll	221.07
05498	Treasurer-City of Decatur	Payroll	6,000.08
05524	Postmaster, Decatur	Postage, Postal Cards, Renew Bulk Mailing Permit	128.00
05551	Illinois Power Co	Electric & Gas Service	275.76
05556	Treasurer-City of Decatur	Payroll	237.12
05576	Treasurer-City of Decatur	Payroll	218.90
05579	Treasurer-City of Decatur	Payroll	6,003.36
05583	Marathon Oil Company	Gasoline	22.45
05609	Treasurer-City of Decatur	Payroll	191.25
05610	Stappenbeck Book Bindery	Book Binding	910.71
05611	Industrial Towel Service-	November Service	13.32
05612	H & H Disposal Service	Service to 1/1/67-Dill Branch	5.00
05613	Decatur Window Cleaners	October Supplies, November Service & Supplies	1,112.28
05614	Dash Disposal Service	Service to 12/1/66	4.00
05615	Norman's	Wash Rags	2.30
05616	Pfile's Camera Inc	Repair broken film	3.50
05617	Weaver Bros Transfer	Re-locate Key Punch Machine	14.00
05618	Ebers	Service Office Equipment	195.00
05619	General Tire Service	Service Flat Tire	1.50
05620	Soy Ford Inc	Vehicle Service & Materials	169.72
05621	Aero Mayflower Transit Co.	Moving furniture from Walpole, Mass. to Decatur, Illinois	1,081.80

DECATUR PUBLIC LIBRARY (Cont'd)

Bills to be approved for the period ending December 30, 1966 (cont'd)

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
05622	Illinois Bell Telephone Co	Phone Service	211.01
05623	Swartz Homes Inc	December Rent-Dill Branch	176.64
05624	Bacon Pamphlet Service Inc	Books	1.18
05625	Baker & Taylor Company	Books	2,477.95
05626	Chilton Books Inc	Books	27.05
05627	Doubleday & Company	Books	52.60
05628	Hanson-Bennett Magazine	Magazine Subscriptions	1,942.56
05629	A.C. McClurg Co	Books	58.94
05630	McNaughton Book Service	December Service	120.00
05631	Moody's Investor Service Inc	(1) year Library Service	415.00
05632	National Directory Service	Directory	3.70
05633	Prentice Hall Inc	Books	528.00
05634	Russell's Guides Inc	Books	20.00
05635	Scarecrow Press Inc	Books	17.00
05636	Charles Scribner's Sons	Books	1.64
05637	State Capitol Information	Books	200.00
05638	University Microfilms Inc	Microfilm Service	23.50
05639	University of Wisconsin Press	Books	5.32
05640	Virginia Kirkus Service	Books	48.00
05641	Mrs. M.E. Leonard	Christmas Tree Decorations	6.24
05642	National City Truck Lines	Windshield Wiper Blade	2.36
05643	Industrial Printing	Office Forms & Supplies	110.10
05644	Haines & Essick Co	Office Supplies	8.57
05645	Irish-Behnke Co	Fleet Insurance	418.00
05646	Federal Mutual Ins. Co	Boiler Insurance	51.49
		TOTAL LIBRARY BILLS	<u>\$23,963.45</u>

24-1092

SUMMARY OF INCOME AND EXPENDITURES
EIGHT MONTH ENDING DEC. 31, 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	265,716.37	87.46
Tax Levy Receipts-Prior	4,600.00	0.00	0.00
Fines & Fees	13,000.00	8,077.62	62.14
Non-Resident Fees	676.00	259.00	38.31
Interest on Investments	600.00	2,257.07	376.18
Illinois State Library Reimbursement	400.00	0.00	0.00
Lost & Damaged Books	694.00	392.78	56.60
Reserves	108.00	22.10	20.46
Memorial Books	35.00	28.45	81.29
Prints Made on Copy Machine	317.00	196.10	61.86
Plastic Bags	90.00	4.47	4.97
Postage	366.00	129.12	35.28
Rolling Prairie Libraries	3,000.00	0.00	0.00
Miscellaneous	2,028.00	301.78	14.88
TOTAL REVENUE	347,270.00	299,021.17	86.11

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	99,629.98	100,646.96
940.109	Temporary Salaries	25,415.00	9,383.82	16,031.18
<u>CONTRACTUAL SERVICES</u>				
940.201	Advertising	100.00	89.06	10.94
940.202	Printing & Binding	2,500.00	910.71	1,589.29
940.211	Service to Maintain Buildings	10,750.00	7,722.97	3,027.03
940.212	Service to Maintain Improvements Other Than Buildings	150.00	77.25	72.75
940.214	Service to Maintain Office Equipment	924.00	448.72	475.28
940.215	Service to Maintain Automotive Equipment	600.00	162.95	437.05
940.221	Auditing Services	600.00	600.00	0.00
940.229	Other Professional Services	2,000.00	52.00	1,948.00
940.231	Electricity	3,000.00	1,676.48	1,323.52
940.233	Telephone & Telegraph	2,446.36	1,661.78	784.58
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	796.53	603.47

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1966 - 1967 BUDGET
 ACTIVITY: 94.0 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	54.00	288.50
940.288	Rentals	11,400.00	4,347.37	7,052.63
940.299	Contractual Services Not Otherwise Classified	150.00	139.53	10.47
<u>COMMODITIES</u>				
940.302	Books, Publications, and Maps	41,040.00	21,654.76	19,385.24
940.310	Gas, Oil, & Anti-Freeze	303.00	179.74	123.26
940.312	Janitorial Supplies	25.00	5.37	19.63
940.320	Materials to Maintain Buildings and Other Improvements	1,300.00	1,205.50	94.50
940.324	Materials to Maintain Automotive Equipment	600.00	167.62	432.38
940.330	Medical & Laboratory Supplies	15.00	0.00	15.00
940.345	Office Supplies	5,600.00	2,891.05	2,708.95
<u>OTHER CHARGES</u>				
940.402	Contingencies	3,000.00	1,481.80	1,518.20
940.423	Other Insurance	4,500.00	3,742.52	757.48
TOTAL - OPERATING EXPENDITURES		<u>319,247.80</u>	<u>159,318.38</u>	<u>159,929.42</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>\$159,318.38</u>	<u>\$162,445.92</u>

SUMMARY OF INCOME AND EXPENDITURES
MONTH ENDING

ACTIVITY: 955 MUNICIPAL BAND FUND

REVENUE	ESTIMATED REVENUE	RECEIVED TO-DATE	% OF EST.
Surplus May 1st 1966	118.00		
Tax Levy Receipts-Current	18,200.00		
Tax Levy Receipts-Prior	300.00		
TOTAL REVENUE	<u>18,918.00</u>		

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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

December 22, 1966

COMMITTEE MEMBERSHIP ROSTRUM:

Committee on Properties and Finance

Mr. Olsen, Chairman

Mr. Miller

Mr. Tebussek

_____ (New member)

Committee on Policies, Public Relations and Personnel

Mr. Grohne, Chairman

Mr. West

Mr. Schuerman

Mrs. Russell