



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 27, 1967

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 15, 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. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK
MR. WEST

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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - OCTOBER 27, 1967

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON OCTOBER 27, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

MR. WEST

OTHERS PRESENT:

COLEMAN MOBLEY
(DECATUR HERALD)
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 SEPTEMBER 15, 1967 WERE APPROVED.

MR. DUMAS ANNOUNCED A WORKSHOP TO STUDY LIBRARY LAWS IS TO BE HELD NOVEMBER 8, 1967 BY THE ROLLING PRAIRIE LIBRARY SYSTEM, AND ASKED THE BOARD MEMBERS TO LET HIM KNOW IF THEY PLAN TO ATTEND.

IN SUMMARIZING THE STATISTICAL REPORT, MR. DUMAS STATED THAT CIRCULATION IS DOWN 1800 FOR THIS MONTH, THE FIRST TIME IT HAS DROPPED IN SEVERAL MONTHS. MR. DUMAS STATED THAT THE LIBRARY IS IN AN INTENSIVE WEEDING OUT PROGRAM, DISCARDING EVERYTHING THAT IS DATED OR HAS STOPPED CIRCULATING AND HAS NO SCHOLARLY VALUE. ANYTHING OF MARKETABLE VALUE IS SAVED.

MR. DUMAS REPORTED ON THE NORTH CENTRAL LIBRARY CONFERENCE HELD IN MILWAUKEE, WISCONSIN OCTOBER 11-14, 1967. HE STATED THAT THE CONFERENCE WAS SURPRISINGLY GOOD AND THAT HE FOUND IT MOST STIMULATING. HOW LIBRARIES HAVE TO CHANGE IN THE NEXT 30 YEARS IN ORDER TO KEEP UP WITH THE TIMES WAS A POINT OF DISCUSSION. TEXT BOOKS OF PROGRAMMED INSTRUCTION ARE CURRENTLY VERY POPULAR AND SHOULD BE INVESTIGATED AS TO THE POSSIBILITY OF ADDITION TO THE COLLECTION. THE PERSONNEL SHORTAGE WAS DISCUSSED AND IT WAS ESTIMATED THAT UP TO 125,000 VACANCIES EXIST THROUGHOUT THE COUNTRY.

CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. MILLER, MOVED THAT A TRANSFER OF \$400.00 BE MADE FROM CODE 402, CONTINGENCIES, TO CODE 215, SERVICES TO MAINTAIN AUTOMOTIVE EQUIPMENT. THE MOTION CARRIED.

MR. MILLER GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES FOR THE MONTH AND BILLS APPROVED THROUGH SEPTEMBER 22, 1967. THE REPORT WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

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WITH RESPECT TO THE LIBRARY REMAINING OPEN ON CERTAIN HOLIDAYS, MR. SAPPINGTON REPORTED THAT THE CIVIL SERVICE COMMISSION AND CITY ATTORNEY LANDHOLT HAD BEEN CONTACTED. THEY INDICATED THAT THERE ARE NO CIVIL SERVICE RESTRICTIONS CONCERNING HOLIDAYS TAKEN, AND THAT IT WOULD BE A MATTER OF POLICY TO BE DECIDED BY THE BOARD.

MR. SCHUERMAN STATED THAT A SPECIAL MEETING HAD BEEN HELD BY THE NEW CENTRAL LIBRARY BUILDING COMMITTEE WITH CONSULTANTS OF INTERIOR PLANNING AND DESIGN SERVICES OF NEW YORK CITY, AND THAT A PROPOSAL HAD BEEN RECEIVED FROM THIS FIRM, WHICH IS NOW BEING TAKEN UNDER ADVISEMENT BY THE COMMITTEE.

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD IS SCHEDULED FOR FRIDAY, NOVEMBER 17, 1967 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

THE MEETING WAS ADJOURNED AT 5:30 P.M.

Robert H. Dumas

ROBERT H. DUMAS, CITY LIBRARIAN

FOR THE SECRETARY OF THE BOARD

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STATISTICAL REPORT

September, 1967

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1967:	15,804	3,339	11,834	30,977	196,349
1966:	16,586	4,046	12,020	32,652	188,639

DATA PROCESSING

Packs Made: 6,297 - replacement
 978 - new
 55 - newly accessioned
 7,330 - total

REGISTRATION

Resident	29,202	Non-Resident	6,682
Added	<u>512</u>	Added	<u>52</u>
	29,714		6,734
Withdrawn	<u>678</u>	Withdrawn	<u>88</u>
	29,036		6,646
			<u>35,682</u>

TECHNICAL PROCESSING

Cataloging

New books added	750
New titles added	379
Books transferred	53
Books recataloged	6
Books withdrawn	1142
Books mended	149

Acquisitions

Books checked in	567
Pamphlets checked in	58
Microfilm checked in	12
Lists processed	6

REQUISITION AGING REPORT

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

July 1967	3
August	9
September	<u>29</u>
Total	41

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MONTHLY FINANCE REPORT

CITY OF DECATUR, ILLINOIS

FOR THE PERIOD

MAY 1ST, 1967 THRU SEPTEMBER 30, 1967

1967 - 1968
FIFTH MONTH

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CITY OF DECATUR
September 30, 1967
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	\$ 70,066.23	\$ 435,000.00	\$ 505,066.23
Water Fund	48,093.33	1,310,719.11	1,358,812.44
<u>Motor Vehicle Parking System Fund of City of Decatur, Illinois</u>			
Revenue Fund	33,700.62	204,250.94	237,951.56
Bond & Interest Fund	262.64	314,000.00	314,262.64
Bond Reserve	<u>13,287.50</u>	<u>125,000.00</u>	<u>138,287.50</u>
TOTAL-MVPS Revenue Fund	47,250.76	643,250.94	690,501.70
Motor Vehicle Parking Facilities Acquisition & Construction	90,018.21	1,450,000.00	1,540,018.21
<u>Other Agencies</u>			
Civil Defense	1,479.52	2,000.00	3,479.52
Municipal Band	0.00	0.00	0.00
Playground & Recreation	171.11	0.00	171.11
Public Library	<u>5,075.61</u>	<u>226,738.63</u>	<u>231,814.24</u>
TOTAL-OTHER AGENCIES	6,726.24	228,738.63	235,464.87
Motor Fuel Tax	86,563.21	443,000.00	529,563.21
1963 Street Improvement Bond	26,544.03	0.00	26,544.03
1966 Street Improvement Bond	121,813.17	2,302,975.00	2,424,788.17
1963 Traffic Signal Bond	18,972.63	40,000.00	58,972.63
1966 Traffic Control Signal	49,924.06	0.00	49,924.06
1966 Bridge Bond	17,653.19	70,000.00	87,653.19
Urban Renewal-Performance	1,281.00	40,000.00	41,281.00

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CITY OF DECATUR, ILLINOIS

MAY 1ST, 1967 THRU SEPTEMBER 30, 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	30,154.06	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	698.93	4,175.24	10,324.76	28.79
Non-Resident Fees	400.00	28.00	140.00	260.00	35.00
Interest on Investments	8,000.00	62.49	62.49	7,937.51	0.78
Lost & Damaged Books	600.00	49.45	256.73	343.27	42.79
Memorial Books	50.00	0.00	31.89	18.11	63.78
Prints Made on Copy Machine	300.00	24.50	105.10	194.90	35.03
Postage	200.00	9.56	67.75	132.25	33.88
Miscellaneous	500.00	20.51	175.06	324.94	35.01
TOTAL REVENUE	423,204.00	31,047.50	354,844.41	68,359.59	83.85

OBJECT CODE NO.	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
PERSONAL SERVICES					
940.101	222,819.01	0.00	20,121.01	71,605.22	151,213.79
940.107	3,483.00	0.00	202.44	1,157.51	2,325.49
940.109	23,931.06	0.00	2,028.85	8,593.06	15,338.00
CONTRACTUAL SERVICES					
940.201	850.00	83.80	0.00	275.70	490.50
940.202	3,350.00	0.00	619.57	619.57	2,730.43
940.211	14,000.00	125.00	1,180.38	3,421.83	10,453.17

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
<u>CONTRACTUAL SERVICES</u>						
940.212	Service to Maintain Improvements Other than Buildings	300.00	0.00	13.00	50.94	249.06
940.214	Service to Maintain Office Equipment	709.00	13.50	7.50	313.17	382.33
940.215	Service to Maintain Automotive Equipment	450.00	35.00	0.00	414.80	0.20
940.221	Auditing Service	600.00	0.00	585.00	585.00	15.00
940.229	Other Professional Services	20,500.00	0.00	183.42	183.42	20,316.58
940.231	Electricity	3,000.00	0.00	253.51	1,034.54	1,965.46
940.233	Telephone & Telegraph	2,446.00	0.00	209.79	1,016.63	1,429.37
940.241	Travel Expense	1,000.00	0.00	0.00	528.69	471.31
940.244	Freight & Cartage	200.00	0.00	0.00	0.00	200.00
940.245	Postage	1,380.00	0.00	26.63	296.97	1,083.03
940.284	Professional & Technical Service, Fees & Costs	398.00	0.00	0.00	77.00	321.00
940.288	Rentals	12,826.00	0.00	854.69	4,111.07	8,714.93
<u>COMMODITIES</u>						
940.310	Gas, Oil, & Anti-Freeze	300.00	0.00	0.00	77.61	222.39
940.312	Janitorial Supplies	25.00	0.00	0.00	13.29	11.71
940.320	Materials to Maintain Buildings and Other Improvements	1,900.00	210.00	22.91	697.44	992.56
940.324	Materials to Maintain Automotive Equipment	325.00	18.39	8.70	168.04	138.57
940.330	Medical & Laboratory Supplies	10.00	0.00	0.00	10.00	0.00
940.345	Office Supplies	5,600.00	467.88	172.93	3,584.15	1,547.97
<u>OTHER CHARGES</u>						
940.402	Contingencies	2,400.00	0.00	0.00	0.00	2,400.00
940.423	Other Insurance	1,010.00	0.00	181.00	214.00	796.00
TOTAL - OPERATING EXPENDITURES		<u>323,812.07</u>	<u>953.57</u>	<u>26,671.33</u>	<u>99,049.65</u>	<u>223,808.85</u>

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
	<u>CAPITAL OUTLAY</u>					
940.515	Office Machinery and Equipment	2,360.00	0.00	632.00	1,853.00	507.00
940.520	Other Machinery and Equipment	1,729.00	0.00	0.00	195.00	1,534.00
940.525	Library Books	57,500.00	9,603.14	3,225.41	21,932.52	25,964.34
	TOTAL - CAPITAL OUTLAY	61,589.00	9,603.14	3,857.41	23,980.52	28,005.34
	GRAND TOTAL	385,401.07	10,556.71	30,528.74	123,030.17	251,814.19

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

BILLS TO BE APPROVED FOR THE PERIOD ENDING SEPTEMBER 22, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07303	Treasurer-City of Decatur	Payroll	6,714.01
07304	Treasurer-City of Decatur %MVP Facilities Acquisition & Construction Fund	Certificate of Time Deposit	101,738.63
07623	V O I D		
07624	Dan Keith	Lawn Care-Dill Branch	3.00
07625	Treasurer-City of Decatur	Payroll	273.53
07626	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	196.07
07627	Illinois Power Co	Electric & Gas Service	202.69
07628	Marathon Oil Co	Gasoline	8.89
07629	Treasurer-City of Decatur	Reimburse Petty Cash Items	26.84
07630	Treasurer-City of Decatur	Payroll	6,538.57
07631	Treasurer-City of Decatur % 1966 Bridge Bond Fund	Certificate of Time Deposit	25,569.45
07632	Treasurer-City of Decatur	Payroll	278.63
07633	Treasurer-City of Decatur	Payroll	351.18
07634	Postmaster, Decatur	Postage	1.60
07635	Treasurer-Payroll	Payroll	349.31
07636	Manpower Inc	Temporary Help	162.00
07637	Stappenbeck Bookbindery	Book Binding	619.57
07638	Industrial Towel Service	August Service	19.16
07639	Chalmers Fire Equipment Co	Service Fire Extinguishers	100.94
07640	Decatur Window Cleaning	August Service	1,053.78
07641	Camfield's Disposal Service	Service to 9/1/67	4.00
07642	Dan Keith	Lawn Care-Dill Branch	3.00

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DECATUR PUBLIC LIBRARYBILLS TO BE APPROVED FOR PERIOD ENDING SEPTEMBER 22, 1967(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07643	Fred Rohman	Trash Hauling	10.00
07644	Ebers Office Machines	Service Typewriter	7.50
07645	Northtown Ford Inc	Service Vehicle	3.75
07646	Murphey, Jenne & Jones	Annual Audit of Accounts	585.00
07647	Ambassador Motor Inn	Building Consultants	16.95
07648	Illinois Bell Telephone	Phone Service	209.79
07649	Manpower Inc	Temporary Help	72.00
07650	C.M. Mohrhardt and R.A. Ulveling	Building Consultants, Reimburse Expenses	166.47
07651	Pitney-Bowes Inc	Postage Meter Rental	21.60
07652	Swartz Homes Inc	September Rent-Dill Branch	176.69
07653	IBM Corp	Machine Rental	678.00
07654	Decatur Electric Supply	Lamps and Starters	18.38
07655	Mid-State Paint Corp	Vehicle Repair Parts	1.95
07656	Business Envelope Co	(10,000) Window Envelopes	63.70
07657	Haines and Essick Co	Misc. Office Supplies	58.50
07658	Gaylord Bros Inc	Name Sign	1.95
07659	Bennett & Shade Co	Liability Insurance	132.00
07660	Dick Blick Co	Drawing Board	32.00
07661	Kodak Co	Film File	184.00
07662	National Education Assoc	Books	2.25
07663	American Aviation Pub. Co	Books	18.00
07664	American Council on Ed.	Books	2.50
07665	National Peace Literature	Books	0.25
07666	American Hotel Assoc.	Books	7.50
07667	American Library, Assoc.	Books	17.50

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DECATUR PUBLIC LIBRARYBILLS TO BE APPROVED FOR PERIOD ENDING SEPTEMBER 22, 1967(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07668	Association Medical Colleges	Books	8.00
07669	Baker & Taylor Company	Books	2,573.18
07670	Daily Pantagraph	Subscription	21.50
07671	R.R.Bowker Co	Books	25.00
07672	The British Council	Books	6.38
07673	British Information Serv.	Books	5.20
07674	Capstone Bookpress	Books	2.00
07675	Careers Publishing Co	Books	0.15
07676	Center for Information on American	Books	0.70
07677	Crown Publishing Inc	Books	3.85
07678	Modern Drug Encyclopedia	Books	19.50
07679	Editor and Publisher	Books	10.75
07680	Editorial Research Reports	Books	4.00
07681	Educators Progress Service	Books	70.84
07682	Exceptional Books	Books	2.95
07683	Great Books Foundation	Books	144.00
07684	Illinois Audubon Society	Books	3.00
07685	International Art Market	Books	12.00
07686	Howard Warren Publishers	Books	1.20
07687	A.C.McClurg Co	Books	48.13
07688	McNaughton Book Service	Books	68.90
07689	J.M.Kummer, MD	Books	5.90
07690	Oxford University Press	Books	20.30
07691	Petersen Publishing	Books	3.96
07692	Pilot Books	Books	2.00

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DECATUR PUBLIC LIBRARY

BILLS TO BE APPROVED FOR PERIOD ENDING SEPTEMBER 22, 1967(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07693	R.R.Bowker Co	Books	3.00
07694	Shirley R. Meidinger	Books	0.80
07695	Leo Shull Publications	Books	2.60
07696	Sportshelf	Books	1.45
07697	Sporting News	Books	2.05
07698	State Capital Info Service	Books	36.00
07699	St Martin's Press	Books	17.07
07700	Stryker-Post Publications	Books	1.75
07701	U. of Illinois Press	Books	6.00
07702	U. of Oregon Books	Books	2.10
07703	University Microfilms	Microfilm Service	35.00
07704	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	202.44
07705	LaSalle National Bank	Certificate of Time Deposit	25,000.00
07706	Treasurer-City of Decatur	Payroll	349.96
07707	Illinois Power Co	Electric & Gas Service	253.51
07708	Manpower Inc	Temporary Help	90.00
07709	Norman's Laundry	Cleaning Service	0.50
07710	Wallace Business Forms Inc	Form Paper	42.91
07711	Striglos Office Equipment	Desks and Chairs	416.00
		TOTAL LIBRARY FUND VOUCHERS	<u>\$176,229.61</u>

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