

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

AUGUST 16, 1968

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JULY 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
 - REPORT OF EXAMINATION FOR FY 1967/1968
MURPHEY, JENNE & JONES
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRALLEY
MR. BUTLER
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - AUGUST 16, 1968

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

MEMBERS PRESENT:

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

MEMBERS ABSENT:

MR. BUTLER
MR. DICK
MR. SCHUERMAN

OTHERS PRESENT:

LINDA HUGHES
(HERALD & REVIEW)
MARY O'CONNELL
(HERALD & REVIEW)
MRS. LEONARD
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:30 P.M. BY MR. OLSEN.

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

MR. OLSEN ANNOUNCED A TRUSTEE CONFERENCE TO BE HELD SEPTEMBER 13-15, 1968 AT URBANA, ILLINOIS FOR ALL TRUSTEES WHO HAVE NOT ATTENDED A CONFERENCE SPONSORED BY THE ILLINOIS STATE LIBRARY AND THE GRADUATE SCHOOL OF LIBRARY SCIENCE, UNIVERSITY OF ILLINOIS. ON OCTOBER 18, 1968 A TRUSTEE DAY ILA MEETING IS TO BE HELD IN CHICAGO, ILLINOIS. MR. SAPPINGTON URGED ATTENDANCE AT THESE MEETINGS.

A COMMUNICATION FROM THE J. J. SWARTZ COMPANY REQUESTING THAT AN EASEMENT AGREEMENT BE SIGNED BY THE PRESIDENT AND SECRETARY OF THE BOARD GIVING PERMISSION TO RUN A SEWER LINE THROUGH THE PARKING AREA OF THE DILL BRANCH LIBRARY WAS READ BY MR. OLSEN. MR. MILLER MOVED THAT THE EASEMENT AGREEMENT BE SIGNED, MR. FREYFOGLE SECONDED, AND THE MOTION CARRIED.

MRS. MILDRED LEONARD, ACTING CITY LIBRARIAN, NOTED THAT BOOK CIRCULATION IN JULY WAS UP 6,000 FROM JUNE, A FAIRLY SUBSTANTIAL INCREASE. CIRCULATION IN JULY WAS 47,761. THIS ALSO IS AN INCREASE OVER JULY 1967, WHEN CIRCULATION WAS 44,181.

MR. MILLER GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH JULY 31, 1968 AND BILLS APPROVED THROUGH JULY 29, 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.

AS RETIRED CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. MILLER MOVED THAT THE BOARD ACCEPT THE REPORT OF EXAMINATION OF MURPHEY, JENNE & JONES, CERTIFIED PUBLIC ACCOUNTANTS, OF THE STATEMENT OF REVENUE, EXPENDITURES AND BALANCE ON A CASH BASIS OF THE DECATUR PUBLIC LIBRARY FOR THE FISCAL YEAR ENDED APRIL, 1968. MRS. BRALLEY SECONDED THE MOTION AND IT WAS APPROVED.

MR. MILLER STATED THAT THE AUDITOR'S REPORT DID MENTION THAT PROPERTY CONTROL RECORDS WERE NOT MAINTAINED BY THE DECATUR PUBLIC LIBRARY. MR. MILLER FURTHER STATED THAT HE COULD APPRECIATE THE MANY REASONS WHY WE DID NOT ATTEMPT TO RESURRECT PROPERTY RECORDS AT THIS LATE DATE AS IT IS VIRTUALLY IMPOSSIBLE TO REFLECT PROPERTY COSTS OR VALUE OF MUCH OF THE EQUIPMENT WE HAVE IN OUR PRESENT LIBRARY, BUT IF WE EVER GET A NEW PUBLIC LIBRARY IN DECATUR, IT SEEMS THAT OUR LIBRARY SHOULD BEGIN MAINTAINING PROPERTY RECORDS. THESE WOULD BE MOST HELPFUL IF WE EVER HAD LOSSES WHICH WOULD RESULT IN AN INSURANCE CLAIM.

THE NEXT REGULARLY SCHEDULED MONTHLY BOARD MEETING WILL BE HELD SEPTEMBER 13, 1968 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

THE MEETING WAS ADJOURNED AT 5:00 P.M.

Mildred Leonard
MILDRED LEONARD (ACTING CITY LIBRARIAN)

FOR SECRETARY OF THE BOARD

EASEMENT AGREEMENT

THIS INDENTURE, made this _____ day of August, A.D. 1968, by and between JOHN W. HARING, JAMES L. SOULES and NATHAN WILLIAMS, Trustees under a Trust Agreement dated September 15, 1967, hereinafter called "Grantees" and SWARTZ HOMES, INC., and BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY, hereinafter called "Grantors",

WITNESSETH:

WHEREAS, the undersigned Grantor Swartz Homes, Inc., is the owner in fee simple of the real estate described as follows:

Lot Two (2) of Windsor Village First Addition, as per Plat recorded in Book 300 at page 333 of the Records in the Recorder's Office of Macon County, Illinois; and

WHEREAS, the undersigned Grantor, Board of Directors of the Decatur Public Library, is the Lessee of said real estate and has an option to purchase the same; and

WHEREAS, John W. Haring, James L. Soules and Nathan Williams, the grantees, as trustees under the aforesaid Trust Agreement are the owners of a parcel of land described as follows:

The Northwest Quarter (NW $\frac{1}{4}$) of the
Southwest Quarter (SW $\frac{1}{4}$) of the Southwest Quarter
(SW $\frac{1}{4}$) of Section 26, Township 17 North Range
2 East of the 3rd P.M., situated in Macon
County, Illinois; and

WHEREAS, the aforesaid real estate owned by
the Grantees as Trustees, adjoins the parcel of land owned

by the Grantors; and

WHEREAS, the Grantees are desirous of obtaining an easement for the purpose of a sanitary sewer over the North 25 feet of the aforesaid Lot 2.

NOW, THEREFORE, in consideration of One Dollar (\$1.00) and other good and valuable consideration, the Grantors and each of them, do hereby give, grant and convey to the Grantees, John W. Haring, James L. Soules and Nathan Williams, as Trustees, under a Trust Agreement dated September 15, 1967, their heirs, executors, assigns or successors, the right, privilege and authority to construct, re-construct, repair, maintain and operate a sanitary sewer line over and through the North 25 feet of Lot Two (2) of Windsor Village First Addition, and the right to enter upon the aforesaid 25 foot tract at such times or time as shall be necessary or desirable for the purposes hereinabove set out.

IT IS FURTHER MUTUALLY AGREED AND UNDERSTOOD that this Agreement is binding upon the heirs, executors, administrators, and assigns of the respective parties hereto.

ATTEST:

Rosemary K. Bralley
Secretary
(Ms. J. A.)

BOARD OF DIRECTORS OF THE DECATUR
PUBLIC LIBRARY

By: W. H. O'Neal
President

SWARTZ HOMES, INC:

ATTEST:

Jeanette M. Swartz
Secretary

By: _____
President

HOMER L. CHASTAIN & ASSOCIATES

Consulting Engineers

Decatur, Illinois

SUBJECT HSW DEV. CO.

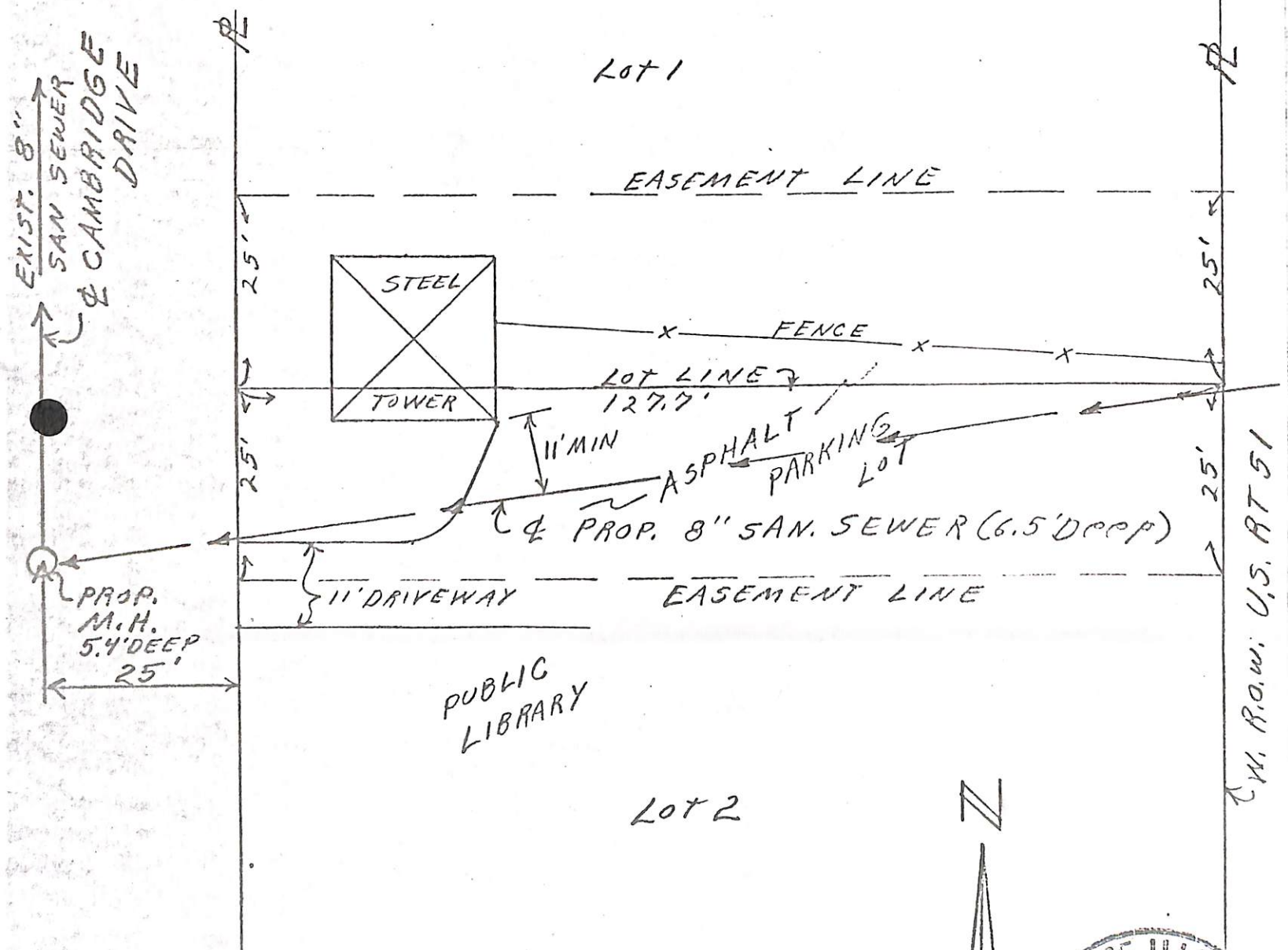
PROJECT NO. 1996

PREP. BY REK DATE 7-16-68

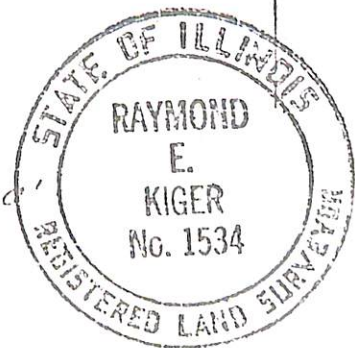
CHKD BY _____ DATE _____

SHEET NO. 1 OF 1

DETAIL OF PROPOSED 8" SANITARY
SEWER THROUGH LOT 2 OF WINDSOR
VILLAGE FIRST ADDITION



Note: Windsor Village First Addition
Recorded in Book 300, Page 333
Shows 50 ft. Easement (25' off
South Side Lot 1 & 25' off North
Side Lot 2) EXIST I.P.C. TOWER
Was located by Field Measurements



STATISTICAL REPORT

August, 1968

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1968 -	19,578	4,521	17,636	41,735	174,270
1967 -	17,600	5,380	16,495	39,475	165,372

REGISTRATION

Resident	28,816	Non-Resident	5,509	
Added	<u>632</u>	Added	<u>62</u>	
	29,448		5,571	
Withdrawn	<u>775</u>	Withdrawn	<u>500</u>	
	28,673		5,071	<u>33,744</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,338
New titles added	376
Books withdrawn	875
Books mended	278
Books sent to bindery	73
Books returned fr bindery	74

Acquisitions

Books checked in	1,227
Pamphlets checked in	6
telephone books	25
Microfilm checked in	19

REQUISITION AGING REPORT

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

August	0
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CITY OF DECATUR, ILLINOIS

MONTHLY FINANCE REPORT

FOR THE PERIOD

MAY 1ST, 1968 THRU August 31, 1968

1968 - 1969
FOURTH MONTH

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>REVENUE ITEMS</u>	<u>ESTIMATED REVENUE</u>	<u>CURRENT MONTH</u>	<u>TOTAL RECEIPTS</u>	<u>UNCOLLECTED ESTIMATED REVENUE</u>	<u>% OF ESTIMATE</u>
Estimated Fund Balance, May 1	66,000.00	0.00	79,465.10	(13,465.10)	120.40
Tax Levy Receipts-Current	353,000.00	0.00	176,886.16	176,113.84	50.10
Tax Levy Receipts-Prior	4,000.00	0.00	0.00	4,000.00	0.00
Fines and Fees	10,250.00	1,010.53	3,747.98	6,502.02	36.47
Non-Residential Fees	340.00	63.00	154.00	186.00	45.29
Interest on Investments	4,170.00	164.16	1,188.37	2,981.63	28.50
Lost and Damaged Books	730.00	46.09	156.90	573.10	21.49
Memorial Books	70.00	0.00	7.68	62.32	10.97
Prints Made on Copy Machine	270.00	33.20	108.18	161.82	40.07
Postage	170.00	15.26	60.26	109.74	35.45
Miscellaneous	500.00	38.79	170.19	329.81	34.04
TOTAL REVENUE	<u>439,500.00</u>	<u>1,371.03</u>	<u>261,944.82</u>	<u>177,555.18</u>	<u>59.60</u>

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1968-1969 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
101	Regular Salaries	239,661.00	0.00	26,162.25	79,376.67	160,284.33
107	Hospitalization, Medical, and Life Insurance	3,320.00	0.00	251.42	952.51	2,367.49
109	Temporary Salaries	28,103.00	0.00	2,747.81	8,231.57	19,871.43
201	Advertising	500.00	12.00	0.00	147.60	340.40
202	Printing and Binding	4,000.00	1,763.10	196.90	971.58	1,265.32
211	Service to Maintain Buildings	14,000.00	0.00	1,208.89	4,610.95	9,389.05
212	Service to Maintain Improvements Other Than Buildings	100.00	0.00	24.09	60.77	39.23
214	Service to Maintain Office Equipment	887.00	0.00	209.50	491.42	395.58
215	Service to Maintain Automotive Equipment	500.00	0.00	23.16	102.48	397.52

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1968-1969 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH---	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
221	Auditing Service	700.00	0.00	460.00	460.00	240.00
229	Other Professional Services	9,500.00	0.00	755.00	1,049.58	8,450.42
231	Electricity	3,200.00	0.00	238.81	933.54	2,266.46
233	Telephone and Telegraph	3,000.00	0.00	201.06	807.52	2,192.48
241	Travel Expense	831.00	0.00	13.50	299.67	531.33
244	Freight and Cartage	100.00	0.00	0.00	0.00	100.00
245	Postage	1,800.00	0.00	9.50	425.75	1,374.25
284	Professional and Technical Service Fees and Costs	455.00	0.00	0.00	60.00	395.00
288	Rentals	10,979.00	0.00	865.88	3,492.52	7,486.48
310	Gas, Oil & Anti-Freeze	300.00	0.00	49.00	67.81	232.19
312	Janitorial Supplies	300.00	0.00	25.74	81.83	218.17
320	Materials to Maintain Buildings and Other Improvements	2,000.00	0.00	255.79	615.38	1,384.62
324	Materials to Maintain Automotive Equipment	425.00	0.00	0.00	60.55	364.45
330	Medical and Laboratory Supplies	10.00	0.00	0.00	0.00	10.00
345	Office Supplies	6,350.00	782.60	154.75	3,447.09	2,120.31
402	Contingencies	18,000.00	0.00	0.00	0.00	18,000.00
423	Other Insurance	1,050.00	0.00	132.00	132.00	918.00
	TOTAL OPERATING EXPENDITURES	<u>350,071.00</u>	<u>2,557.70</u>	<u>33,985.05</u>	<u>106,878.79</u>	<u>240,634.51</u>
	<u>CAPITAL OUTLAY</u>					
502	Buildings	100,000.00	0.00	0.00	0.00	100,000.00
515	Office Machinery and Equipment	225.00	0.00	0.00	140.00	85.00
525	Library Books	49,704.00	846.18	5,228.33	15,940.75	32,917.07
	TOTAL CAPITAL OUTLAY	<u>149,929.00</u>	<u>846.18</u>	<u>5,228.33</u>	<u>16,080.75</u>	<u>133,002.07</u>
	GRAND TOTAL	<u>500,000.00</u>	<u>3,403.88</u>	<u>39,213.38</u>	<u>122,959.54</u>	<u>373,636.58</u>

City of Decatur, Illinois

Decatur Public Library

Bills to be Approved for the Period Ending August 28, 1968:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10794	Treasurer-City of Decatur	Payroll	9,521.75
10795	-do-	-do-	774.70
10796	-do-	-do-	9,137.43
10801	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	251.42
10802	Texaco Inc	Gasoline	48.40
10803	Illinois Power Company	Electric & Gas Service	238.81
10804	Treasurer-City of Decatur	Reimburse Petty Cash Items	93.68
10805	Burdick Plumbing & Heating	Service Boiler	91.30
10806	Chelmars Fire Equipment Co	Service Fire Extinguishers	92.90
10807	Decatur Window Cleaning Co	July Maintenance	1,053.78
10808	Orkin Exterminating Co	Monthly Service	9.00
10809	Camfields Disposal Service	Service to 8/1/68	5.00
10810	H & H Disposal Service	Service to 7/31/68	5.50
10811	Normans Laundry	Towel Service	1.59
10812	Ebers	Service Typewriters	209.50
10813	El Bauer Chevrolet Co	Service Bookmobile	10.91
10814	Murphey, Jenne & Jones	Annual Audit of Accounts	460.00
10815	Greanias & Owen	Legal Service-Building Plans	755.00
10816	Illinois Bell Telephone Co	Phone Service	201.06
10817	IBM Corporation	Equipment Rental for August	678.00
10818	Swartz Homes Inc	August Rent-Dill Branch	187.88
10819	IBM Corporation	Typewriter Ribbons	14.92
10820	Industrial Towel Service	July Service	25.22
10821	Decatur Electric Supply Co	Lamps	216.97
10822	Wallace Business Forms Inc	Various Forms Printed	83.45

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10823	A & A Distributors Inc	Books	2.57
10824	Adrian Press Inc	Books	14.40
10825	American Heritage Pub. Co.	Books	8.30
10826	Arlington House Inc	Books	7.68
10827	Bacon Pamphlet Service	Books	14.34
10828	R.R.Bowker Co	Books	10.85
10829	Library of Congress	Books	240.00
10830	Champion Map Company	Wall Map	27.50
10831	Doubleday & Company	Books	86.00
10832	General Microfilm Service	Microfilm Service	72.54
10833	Library Supply Co	Books	4.32
10834	A.C.McClure Co	Books	22.50
10835	National Geographic Society	Books	13.15
10836	Porter Sargent Pubs. Co.	Books	16.50
10837	University Microfilm Co	Microfilm Service	24.50
10838	USA Standards Institute	Books	2.75
10839	E.G.Warman Pubs. Co.	Books	7.95
10840	H.W.Wilson Company	Books	8.00
10841	Baker & Taylor Co	Books	2,692.65
10842	Treasurer-City of Decatur	Payroll	512.98
10843	Bennett & Shade Co	Liability Insurance-3rd year installment	132.00
10844	Ebers	Typewriter Ribbons	36.00
10845	American Correctional Assoc.	Books	2.50
10846	American Library Assoc.	Books	2.00
10847	Baker and Taylor Co	Books	1,832.34
10848	Columbia University	Books	3.00
10849	General Microfilm Co	Microfilm Service	19.51

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10850	Howard W. Sams Co	Books	4.33
10851	Reuben Donnelley Co.	Books	15.00
10852	Merck & Co	Books	15.40
10853	Special Libraries Assoc.	Books	16.55
10854	Stappenbeck Bookbindery	Book Binding	196.90
10855	University Microfilm	Microfilm Service	33.50
		TOTAL LIBRARY FUND VOUCHERS	<u>\$30,266.68</u>