

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 13, 1968

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING AUGUST 16, 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:

MRS. BRALLEY
MR. BUTLER
MR. DICK
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON
MR. SCHUERMAN

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - SEPTEMBER 13, 1968

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON SEPTEMBER 13, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. BUTLER
MR. DICK
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN

MEMBERS ABSENT:

MRS. BRALLEY
MR. FREYFOGLE
MR. MILLER
MRS. RUSSELL

OTHERS PRESENT:

MARY O'CONNELL
(HERALD REVIEW)
MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 5:10 P.M. BY MR. OLSEN.

THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 16, 1968 WERE APPROVED.

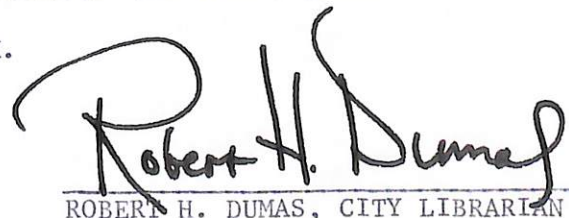
MR. DUMAS REPORTED THAT THERE HAVE BEEN NO CHANGES IN THE CIRCULATION TRENDS FOR THE LAST FOUR MONTHS. "CIRCULATION IS INCREASING AND WE ARE GETTING ALONG FINE", HE STATED.

CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, MR. BUTLER, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURE THROUGH AUGUST 31, 1968 AND BILLS APPROVED THROUGH AUGUST 28, 1968. THE MOTION FOR APPROVAL OF THE REPORT BY MR. BUTLER WAS SECONDED BY MR. SAPPINGTON AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. SAPPINGTON PRESENTED \$1.00 FROM THE J. J. SWARTZ COMPANY TO THE PRESIDENT OF THE BOARD WHICH WAS RECEIVED FOR THE BOARD'S APPROVAL OF AN EASEMENT AGREEMENT THROUGH THE PARKING AREA OF THE DILL BRANCH LIBRARY.

THE NEXT REGULARLY SCHEDULED MONTHLY BOARD MEETING WILL BE HELD ON FRIDAY, OCTOBER 11, 1968 AT 4:30 P.M. IN THE BOARD ROOM OF THE MAIN LIBRARY.

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

A large, stylized handwritten signature in black ink, reading "Robert H. Dumas". The signature is written over a horizontal line.

ROBERT H. DUMAS, CITY LIBRARIAN

FOR THE SECRETARY OF THE BOARD

STATISTICAL REPORT

September, 1968

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1968 -	18,181	2,928	12,627	33,736	208,006
1967 -	15,804	3,339	11,834	30,977	196,349

REGISTRATION

Registered Resident Borrowers:

Main	18,403
Evans	1,489
B-1	2,197
B-2	2,519
Dill	<u>1,441</u>
	26,049

Registered Non-Resident Borrowers:

Main	1,572
Evans	46
B-1	31
B-2	148
Dill	429
RPL	<u>930</u>
	3,156
	<u>29,205</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,564
New titles added	574
Books withdrawn	505
Books mended	165

Acquisitions

Books checked in	861
Pamphlets checked in	15
Paperbacks checked in	60
Telephone books	4
Microfilm checked in	5

REQUISITION AGING REPORT

Purchase Orders have not been received
for the following requisitions as of
September 30, 1968:

September	0
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CITY OF DECATUR, ILLINOIS

MONTHLY FINANCE REPORT

FOR THE PERIOD

MAY 1ST, 1968 THRU SEPTEMBER 30, 1968

1968 - 1969
FIFTH 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	78,616.07	255,502.23	97,497.77	
Tax Levy Receipts-Prior	4,000.00	0.00	0.00	4,000.00	
Fines and Fees	10,250.00	679.22	4,427.20	5,822.80	
Non-Residential Fees	340.00	42.00	196.00	144.00	
Interest on Investments	4,170.00	0.00	1,168.37	2,961.63	
Lost and Damaged Books	730.00	6.80	163.70	566.30	
Memorial Books	70.00	15.00	22.68	47.32	
Prints Made on Copy Machine	270.00	27.40	135.58	134.42	
Postage	170.00	9.78	70.04	99.96	
Miscellaneous	500.00	209.96	380.15	119.85	
TOTAL REVENUE	<u>439,500.00</u>	<u>79,606.23</u>	<u>341,551.05</u>	<u>97,948.95</u>	<u>77.71</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	17,433.28	96,809.95	142,851.05
107	Hospitalization, Medical, and Life Insurance	3,320.00	0.00	251.42	1,203.93	2,116.07
109	Temporary Salaries	26,103.00	0.00	1,381.48	9,613.05	16,489.95
201	Advertising	500.00	111.00	0.00	147.60	241.40
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	1,076.68	5,687.63	8,312.37
212	Service to Maintain Improvements Other Than Buildings	100.00	3.00	24.00	84.77	12.23
214	Service to Maintain Office Equipment	887.00	0.00	0.00	491.42	395.58
215	Service to Maintain Automotive Equipment	500.00	0.00	88.25	190.73	309.27

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	0.00	460.00	240.00
229	Other Professional Services	9,500.00	0.00	6,976.88	8,026.46	1,473.54
231	Electricity	3,200.00	0.00	263.27	1,196.81	2,003.19
233	Telephone and Telegraph	3,000.00	0.00	209.00	1,016.52	1,983.48
241	Travel Expense	831.00	0.00	0.00	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	200.00	625.75	1,174.25
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	889.88	4,382.40	6,596.60
310	Gas, Oil & Anti-Freeze	300.00	0.00	28.18	95.99	204.01
312	Janitorial Supplies	300.00	0.00	18.61	100.44	199.56
320	Materials to Maintain Buildings and Other Improvements	2,000.00	0.00	1.10	616.48	1,383.52
324	Materials to Maintain Automotive Equipment	425.00	0.00	14.95	75.50	349.50
330	Medical and Laboratory Supplies	10.00	0.00	0.00	0.00	10.00
345	Office Supplies	6,350.00	56.28	936.45	4,383.54	1,910.18
402	Contingencies	18,000.00	0.00	0.00	0.00	18,000.00
423	Other Insurance	1,050.00	0.00	82.00	214.00	836.00
	TOTAL OPERATING EXPENDITURES	<u>350,071.00</u>	<u>1,933.38</u>	<u>29,875.43</u>	<u>136,754.22</u>	<u>211,383.40</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	8,382.30	1,286.29	17,227.04	24,094.66
	TOTAL CAPITAL OUTLAY	<u>149,929.00</u>	<u>8,382.30</u>	<u>1,286.29</u>	<u>17,367.04</u>	<u>124,179.66</u>
	GRAND TOTAL	<u>500,000.00</u>	<u>10,315.68</u>	<u>31,161.72</u>	<u>154,121.26</u>	<u>335,563.06</u>

CITY OF DECATUR
September 31, 1968
Statement of Cash and Investments

<u>Name of Fund</u>	<u>All Funds</u> <u>Cash on Hand</u> <u>(Deficit)</u>	<u>Investments</u>	<u>Fund Balance</u>
General Fund	\$ 112,565.36	\$ 197,701.10	\$ 310,266.46
Central Service Fund	\$ 887.21	\$ 0.00	\$ 887.21
Water Fund	\$ 25,526.90	\$ 1,589,458.67	\$ 1,614,985.57
<u>Motor Vehicle Parking System</u>			
Revenue Fund	\$ 16,248.19	\$ 225,000.00	\$ 241,248.19
Bond and Interest Fund	108,083.92	30,123.88	138,207.80
Bond Reserve	<u>28,778.46</u>	<u>230,222.24</u>	<u>259,000.70</u>
Total Mtr. Veh. Pk. Sys.	\$ <u>153,110.57</u>	\$ <u>485,346.12</u>	\$ <u>638,456.69</u>
Motor Vehicle Parking System Acquisition and Construction	\$ 48,109.85	\$ 0.00	\$ 48,109.85
<u>Other Agencies</u>			
Civil Defense	\$ 740.75	\$ 2,000.00	\$ 2,740.75
Municipal Band	2,063.98	0.00	2,063.98
Public Library	<u>7,429.79</u>	<u>180,000.00</u>	<u>187,429.79</u>
Total Other Agencies	\$ <u>10,234.52</u>	\$ <u>182,000.00</u>	\$ <u>192,234.52</u>
Motor Fuel Tax	\$ 18,205.87	\$ 102,000.00	\$ 120,205.87
Motor Fuel Tax Debt Service	\$ 54,320.47	\$ 405,000.00	\$ 459,320.47
1963 Street Improvement Bond	\$ 2,813.67	\$ 56,050.00	\$ 58,863.67
1966 Street Improvement Bond	\$ 198,087.79	\$ 1,762,401.54	\$ 1,960,489.33
1963 Traffic Signal Bond	\$ 1,677.64	\$ 0.00	\$ 1,677.64
1966 Traffic Control Signal	\$ 24,167.87	\$ 0.00	\$ 24,167.87
1966 Bridge Bond	\$ 2,640.86	\$ 0.00	\$ 2,640.86
Urban Renewal - Performance	\$ 30,450.36	\$ 0.00	\$ 30,450.36
<u>Trust Funds</u>			
Illinois Municipal Retirement	\$ 11,238.26	\$ 0.00	\$ 11,238.26
Public Benefit	1,840.90	42,063.44	43,904.34
Employees Pension	10,456.72	0.00	10,456.72
Withholding Tax	14,998.16	0.00	14,998.16
Right of Way Acquisition	2,866.04	0.00	2,866.04
Unclaimed Rebate	3,197.86	5,000.00	8,197.86
Firemen's Pension	15,180.99	0.00	15,180.99
Police Pension	<u>25,571.99</u>	<u>0.00</u>	<u>25,571.99</u>
Total Trust Funds	\$ <u>85,350.92</u>	\$ <u>47,063.44</u>	\$ <u>132,414.36</u>

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending September 30, 1968:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10798	Treasurer-City of Decatur	Payroll	430.86
10799	Treasurer-City of Decatur	-do-	9,063.31
10800	Aetna Life Insurance	Employee Hospitalization and Life Insurance	251.42
10856	Postmaster, Decatur, Ill.	Reimburse Postage Meter	200.00
10857	Illinois Power Co	Electric & Gas Service	263.27
10858	Treasurer-City of Decatur	Payroll	461.28
10859	Citizens National Bank	Certificate of Time Deposit	50,000.00
10860	Texaco Inc	Gasoline	23.18
10861	Treasurer-City of Decatur	Payroll	8,859.31
10862	Gates & Johnson Lumber	Roof Repairs	14.00
10863	Decatur Window Cleaning	August Maintenance	1,063.78
10864	Camfields Disposal Service	Service to 9/1/68	5.00
10865	R.E.Gadberry Disposal	Aug. & Sep Service	6.00
10866	H & H Disposal Service	Service to 8/31/68	8.50
10867	Normans	Laundry Service	4.50
10868	Kilborn Motors Inc	Service Bookmobiles	69.95
10869	Hubbard Electric Co	-do-	33.25
10870	Spangler, Beall, Salogga, Bradley & Albers	Library Building Study	6,976.88
10871	Illinois Bell Telephone	Phone Service	209.00
10872	IBM Corporation	Machine Rental	678.00
10873	Pitney Bowes Inc	Postage Meter Rental	24.00
10874	Swartz Homes Inc	Sep. Rent-Dill Branch	187.88
10875	Industrial Towel Service	August Service	18.61

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10876	Cleveland Cotton Products Inc	(50) lbs Absorb-All	57.34
10877	Fordham Equipment Co	Book Jackets & Covers	879.11
10878	Sanks Insurance Agency	Equipment Insurance	82.00
10879	A & A Distributors	Books	29.38
10880	Baker & Taylor Co	Books	1,070.10
10881	Book Fair Distributors	Books	6.36
10882	Daily Pantagraph	Subscription to 12/31/69	17.50
10883	Guide to Alaska Inc	Books	3.60
10884	News Gazette	Subscription to 12/31/69	16.10
10885	General Microfilm Inc	Microfilm Service	39.76
10886	Municipal Year Book	Books	12.00
10887	Northwestern University Press	Books	9.24
10888	Outdoor Illinois	Books	4.50
10889	Porter Sargent Co	Books	9.00
10890	University Microfilm	Microfilm Service	40.75
10891	Wall Street Journal	Subscription to 12/31/69	28.00
TOTAL LIBRARY BILLS			<u>\$81,161.72</u>

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Sears, Roebuck and Co.

MIDWESTERN TERRITORY EXECUTIVE OFFICES

7447 SKOKIE BOULEVARD

SKOKIE, ILLINOIS 60076

September 17, 1968

Mr. R. L. Schuerman
A. E. Staley Manufacturing Co.
Decatur, Illinois 62525

Dear Mr. Schuerman:

Decatur, Illinois - 255 E. North Avenue
(Retail Store, Farm Store, Parking Lot)

Confirming our telephone conversation of Monday, September 16, we are pleased to inform you that our management has approved the sale of the above-located facilities to the Decatur Library Board "Not-For-Profit Corporation" for the sum of \$300,000 provided the "Corporation" obtains tax-exempt status from the Treasury Department under Section 501 (C) (3) of the Internal Revenue Code as an educational and charitable organization.

In view of the fact that we are most hopeful that this sale can be consummated before February 1, 1969, with possession of this property to be given to you as of that date or shortly thereafter, we would appreciate receiving from you as soon as possible a certified copy of the Treasury Department's "Tax Exempt" status ruling. Will you also please give us the name and address of the local attorney who will be representing the Library Board.

As to the time limit mentioned in our telephone conversation, we are willing to hold to these terms and conditions until February 1, 1969, with the understanding that the bargain price set forth herein will be treated most confidentially, for as I'm sure you fully understand, should we not be able to conclude this sale to the Library Board we must then be in a position to place this property on the market at a fair market price which is considerably greater than the price approved herein.

Sears takes great pleasure in being able, in this way, to assist your Library Board in obtaining better Library facilities for the City of Decatur. Before any publicity regarding this transaction is released we request that you contact our Public Relations Department in Skokie.

Mr. R. L. Schuerman
Re: Decatur, Illinois
Page 2

The patience and cooperation you and your Library Board have given us is most appreciated.

Yours sincerely,

SEARS, ROEBUCK AND CO.

A handwritten signature in cursive script that reads "R. J. Kelly". The signature is written in dark ink and is positioned above the typed name.

R. J. Kelly
Real Estate Department 824MW

RJK/ml
cc Mr. A. E. Eisenberg
Mr. R. Jacobson
Mr. O. F. Kuhn

2

FORM SS-4
(1-44)
PART 4

NOTICE OF EMPLOYER
IDENTIFICATION NUMBER

Please make a separate
record of this number for
use in case this notice
should be lost or destroyed.

37-608 4644

FRONT

D.P.L. Corporation

No trade name

8 Allen Bend Place

Decatur, Illinois 62521

Macon

The Identification Number shown above will be used by the Internal Revenue Service to identify your Federal business tax returns, i.e., 1120, 940, 941, etc., and your payments of the taxes reported on such returns. Your Identification Number should be shown on such returns and on any related forms or correspondence.

If you change your address, please report the new address to the District Director for the Internal Revenue District in which the new address is located. You should continue to use the same Identification Number even though you change the address of your principal place of business.

District Director of Internal Revenue

BACK

INSTRUCTIONS

WHO MUST FILE THIS APPLICATION? Every person who has not previously secured an identification number and who (a) pays wages to one or more employees, or (b) is required to have an identification number for inclusion in any return, statement or other document.

Only one application for an identification number should be filed, regardless of the number of establishments operated. This is true even though the business is conducted under one or more business or trade names. Each corporation of an affiliated group must be treated separately, and each must file a separate application. If a business is sold or transferred and the new owner does not have an identification number, he should not use the identification number assigned to the previous owner, but must file an application on Form SS-4 for a new identification number.

WHERE MUST THIS APPLICATION BE FILED? With the U.S. District Director of Internal Revenue with whom the Federal tax returns are filed.

WHEN MUST THIS APPLICATION BE FILED? (a) By those who pay wages, on or before the seventh day after the date on which business begins. (b) By others in sufficient time for the identification number to be included in return, statement, or other document.

HOW THIS APPLICATION SHOULD BE FILLED IN. All answers should be typewritten or printed plainly with ballpoint pen in black or dark blue ink.

Items 1 and 2. Enter in Item 1 the true name of the applicant and enter in Item 2 the trade name, if any, adopted for business purposes. For example, if John W. Jones, an individual owner, operates a restaurant under the trade name of "Busy Bee Restaurant," "John W. Jones" should be entered in Item 1 and "Busy Bee Restaurant" in Item 2.

NOTE—If created by statute, court order or decree, charter, oral or written agreement, will, declaration of trust, or other legal instrument, enter in Item 1 the full name recognized thereunder. If a corporation, enter in Item 1 the corporate name as set forth in its charter or other legal document issued by the Government creating it. In the case of a trust, the name of the trust estate should be entered in Item 1, and the name of the trustee in Item 2. In the case of an estate of a decedent, insolvent, etc., the name of the estate should be entered in Item 1 and the name of the administrator or other fiduciary in Item 2. If the true name is unusually long, it should be shown in a statement attached to this form. In such case, a short version of the name should be adopted for purposes of this form and entered in Item 1.

1 640 9th Ave. SW., Aberdeen, S. Dak. 57401
2 17 N. Dearborn St., Chicago, Ill. 60602
3 210 Walnut St., Des Moines, Iowa 50309
4 112 N. University Dr., Fargo, N. Dak. 58102

5 517 E. Wisconsin Ave.
Milwaukee, Wis. 53202
6 15th and Dodge Sts., Omaha, Nebr. 68102
7 1114 Market St., St. Louis, Mo. 63101

8 Federal Building and U. S. Courthouse
316 Robert St., St. Paul, Minn. 55101
9 325 W. Adams St., Springfield, Ill. 62704

3

Address any reply to DISTRICT DIRECTOR at office No. 9

US Treasury Department

District Director Internal Revenue Service

Date:
December 6, 1968

In reply refer to: A:RS
SPR:EO:68-149



▷ D.P.L. Corporation
8 Allen Bend Place
Decatur, Illinois 62521

I. R. Code: Section 501(c): (4)

Address Inquiries and File Returns with District

Director of Internal Revenue: Springfield, Illinois
Accounting Period Ending: December 31

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above. Any changes in operations from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. You are required to file an information return, Form 990, annually on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

You are liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes); and for the tax imposed under the Federal Unemployment Tax Act if you have four or more individuals in your employ.

Any questions concerning excise, employment or other Federal taxes should be submitted to this office.

This is a determination letter.

Contributions to you for an exclusively public purpose are deductible as provided in section 170 of the Code.

Very truly yours,

Jay B. Philpott

District Director

cc: Greanias & Owen