

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

APRIL 21, 1967

- I. CALL TO ORDER
W. A. SAPPINGTON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MARCH 17, 1967
- III. COMMUNICATIONS
 - A. ILLINOIS STATE LIBRARY
- 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
 - A. APPOINTMENT OF BUILDING COMMITTEE
- VIII. NEW BUSINESS
- IX. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - APRIL 21, 1967

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON APRIL 21, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

NONE

OTHERS PRESENT:

GARY WISBY
(DECATUR HERALD)
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 MARCH 17, 1967 WERE APPROVED.

MR. SAPPINGTON REVIEWED A REPORT FROM THE ILLINOIS STATE LIBRARY CONCERNING TITLE II FEDERAL CONSTRUCTION FUNDS WHICH HAVE BEEN DISTRIBUTED TO VARIOUS COMMUNITIES THROUGHOUT THE STATE, WITH THE COMMUNITIES PAYING 75% OF THE COSTS AND THE FEDERAL GOVERNMENT 25% UP TO A LIMIT OF \$400,000. THE ILLINOIS STATE LIBRARY REPORT FURTHER ANNOUNCED A LIBRARY BUILDINGS WORKSHOP TO BE HELD MAY 25-26, 1967 AT ROSEMONT, ILLINOIS. MR. SAPPINGTON STATED THAT PROBABLY THE CITY LIBRARIAN AND ONE BOARD MEMBER SHOULD ATTEND AND THAT HE WOULD LIKE AN EXPRESSION OF THE BOARD BEFORE THE MEETING ADJOURNED AS TO WHETHER OR NOT THE BOARD WILL AUTHORIZE REPRESENTATION.

CITY LIBRARIAN ROBERT DUMAS PRESENTED TO THE BOARD HIS REPORT PREPARED FOR THE DEPARTMENT OF COMMUNITY DEVELOPMENT WHICH OUTLINED HIS FEELINGS AS TO THE FOUR BUILDING SITES PROPOSED BY THE CITY PLANNING COMMISSION. MR. DUMAS GAVE AS HIS PREFERENCE THE AREA BETWEEN SOUTH MAIN AND WATER STREET, FRONTING ON EAST MAIN. IT WAS POINTED OUT, HOWEVER, THAT THE LOCATION OF THE PRESENT LIBRARY IS STILL CONSIDERED FAVORABLY AS A POSSIBLE BUILDING SITE.

MR. OLSEN, CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, PRESENTED A SUMMARY OF RECOMMENDATIONS ON THE FOUR LIBRARY SITES PROPOSED BY THE DEPARTMENT OF COMMUNITY PLANNING AS FOLLOWS:

ALTERNATIVE NO. 1

The area bounded by Franklin, North Broadway and Main, while convenient to is not within the principal axis of pedestrian traffic and hence offers no advantage over the present site although the cost of site would be considerably increased. The presence of one store, even a large one, in the immediate area is insufficient basis to gamble a long-term interest of the public library.

ALTERNATIVE NO. 3

The area bounded by Dorenda, Cleveland, Garrison and Webster is too remote from the center business district, an observation which applies equally to

ALTERNATIVE NO. 4

on South Side Drive east of Station WAND-TV.

Furthermore site Alternatives 1, 3 and 4 are based upon the assumption of a centralized grouping of all cultural facilities which would be detrimental to the public library insofar as it would create periodic and frequent automobile traffic and parking congestion, and insofar as it would tend to eliminate within the area general modes of commercial activity.

ALTERNATIVE NO. 2, LOCATION B

The area between South Main and Water fronting on East Main meets the necessary criteria for adequate public library location and is acceptable.

MR. OLSEN MOVED THAT THE ABOVE SUMMARY BE APPROVED AND THAT THE SUMMARY ALONG WITH A COPY OF MR. DUMAS' REPORT BE FORWARDED TO THE DEPARTMENT OF COMMUNITY PLANNING. THE MOTION WAS UNANIMOUSLY APPROVED BY THE BOARD.

MR. OLSEN RECOMMENDED AND MOVED THAT THE ACCOUNTING FIRM OF MURPHEY, JENNE AND JONES DO THE AUDITING FOR THE LIBRARY FOR THE FISCAL YEAR 1966/1967. THE MOTION CARRIED.

MR. OLSEN AS CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE FURTHER MOVED THAT A TRANSFER OF FUNDS FROM ACCOUNT 940.101, REGULAR SALARIES, BE MADE AS FOLLOWS:

\$120.00 TO ACCOUNT 940.202, PRINTING & BINDING;
\$800.00 TO ACCOUNT 940.211, SERVICE TO MAINTAIN BUILDINGS;
\$250.00 TO ACCOUNT 940.212, SERVICE TO MAINTAIN IMPROVEMENTS OTHER THAN BUILDINGS;
\$75.00 TO ACCOUNT 940.215, SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT;
\$200.00 TO ACCOUNT 940.231, ELECTRICITY;
\$50.00 TO ACCOUNT 940.233, TELEPHONE & TELEGRAPH;
\$200.00 TO ACCOUNT 940.245, POSTAGE;
\$400.00 TO ACCOUNT 940.515, OFFICE MACHINERY AND EQUIPMENT.

THE MOTION FOR THE TRANSFER OF FUNDS WAS APPROVED.

MR. OLSEN MOVED THAT THE LIBRARY PURCHASE DIRECTLY A RECONDITIONED MICRO-FILM READER PRINTER WHICH WE HAVE ON APPROVAL AT A COST OF \$500. MR. GROHNE REQUESTED THAT THE MOTION BE AMENDED TO ADD "PROVIDING IT IS LEGAL". THE MOTION AS AMENDED WAS APPROVED.

MR. OLSEN GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH THE MONTH ENDING MARCH 31, 1967, ALONG WITH A STATEMENT OF BILLS TO BE APPROVED THROUGH APRIL 12, 1967. THE BOARD BY ROLL-CALL VOTE UNANIMOUSLY APPROVED THE REPORTS.

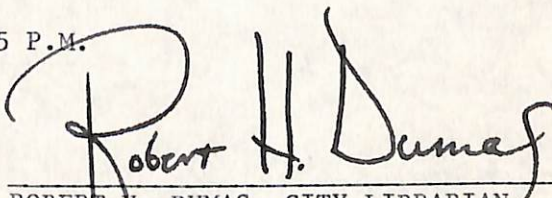
MR. OLSEN STATED THAT BILLS THROUGH THE LAST DAY OF THE MONTH OF APRIL SHOULD BE APPROVED BY THE BOARD. THEREFORE IT WAS MOVED THAT A SPECIAL MEETING OF THE BOARD BE CALLED FOR FRIDAY, APRIL 28, AT 4:30 P.M. IN THE LIBRARY BOARD ROOM. THE MOTION CARRIED.

MR. SAPPINGTON STATED THAT THE BOARD HAD DIRECTED HIM TO APPOINT A BUILDING COMMITTEE. HIS SELECTIONS FOR THE COMMITTEE ARE AS FOLLOWS: MR. SCHUERMAN, CHAIRMAN, MR. MILLER AND MR. GROHNE, MEMBERS.

IT WAS MOVED THAT THE ANNUAL MEETING REQUIRED BY THE BY-LAWS BE COMBINED WITH THE REGULAR MEETING OF THE BOARD TO BE HELD FRIDAY, MAY 12. THE MOTION WAS APPROVED.

MR. MILLER MOVED THAT CITY LIBRARIAN MR. DUMAS AND ONE DIRECTOR REPRESENT THE LIBRARY AT THE ILLINOIS STATE LIBRARY WORKSHOP ON LIBRARY BUILDINGS TO BE HELD MAY 25-26, 1967 IN ROSEMONT, ILLINOIS, AND THAT THEY BE REIMBURSED THE EXPENSES OF THE TRIP. THE MOTION WAS APPROVED.

THE MEETING WAS ADJOURNED AT 5:45 P.M.


ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

A REPORT ON THE PLAN FOR A CULTURAL CENTER
AND THE SELECTION OF A SITE FOR THE PROPOSED CENTRAL LIBRARY

As the chief administrator of the library and technical advisor to the Board I am charged with the responsibility of representing the best interests of the library and the people who use it, just as Mr. Reid and Mr. Bullamore are charged with representing interests of the Community. Planning Department. Each of us of course concerned with long range and best interests of the people of Decatur, but from a different angle of vision. My field of expertise is library management and although there are questions of political and economic feasibility involved in the plan for a cultural center, which questions, if raised, could possibly have unhappy consequences for the library if it should become associated with the proposed building complex, I do not propose to discuss them beyond acknowledging their existence.

Criteria of Site Selection

Among the various elements to be considered in the selection of a public library location are high pedestrian traffic, centrality with respect to city-wide travel pattern, accessibility by public transportation, availability of convenient parking facilities, existence of general modes of activity during all hours of library service including evening hours. Of these the most important by far is the presence of high pedestrian traffic - and, indeed, many of the other desiderata occur as a natural cause or consequence of this factor. The locus of peak pedestrian traffic in Decatur is the corner of Water and E. William Streets, and - as with any business - the closer the library can be to this intersection the better. Each block away from this intersection means fewer books circulated and less service given each year. At the same time, costs and overhead (lights, supplies, book needs, staff size) will tend to remain fixed with the result of higher costs per unit of service. This inefficiency extended over the term of the building's life would run to tens of thousands of dollars. This is not only my position. It is the general position taken by Joseph L. Wheeler, the world's foremost authority on site selection for public libraries, who says that

The only location that meets the requirements listed above that is currently available or that might become available at a cost that is feasible is the site of the present central library. It is the site recommended by Ulveling and Mohrhardt of the Detroit Public Library, a nationally known and highly respected consulting team. It is the recommendation of Dr. Goldhor of the University of Illinois library school. It has been the recommendation of every disinterested community planner and consultant that has considered the question.

Recommendations of the Community Planning Department, with an Analysis.

In its "Civic and Cultural Center: Preliminary Research" the Department of Community Planning lists as its criteria for the location of the public library the following: accessibility, removal from traffic and noise, and attractiveness of location. Parking considerations are also emphasized. On the basis of these criteria, four possible sites are suggested, two of which are greatly removed from the downtown area. These recommendations are at such a variance with the recommendations of the present city librarian as well as the many outside consultants called in for advice over the past years that one may justifiably ask why. Part of the answer lies, I think, in differing conceptions of the purpose of the library. Hints of this basic difference can be seen in various places in the research report. For example, the library is seen (p. 47) as a place for small children to be left while mother is shopping. While they would unanimously agree that there are few places better for children to come to than the library, most librarians and trustees would not agree that the library is an agency where children are deposited for child care. These are good practical reasons for not desiring this responsibility: namely, the short attention span of children which limits their use of library materials, and the high cost of using library staff as baby sitters. I will not mention increased difficulties in recruiting good people if they were to be assigned work of this nature.

The report suggests (p. 47) that the library provide historical displays. The

library presently does have such a collection. But historical artifacts and mementos do not belong in a library; they belong in a museum. Libraries and museums have different, if frequently complementary functions, and the two institutions should not be confused. There has been established an historical museum in the Macon County Courthouse. It is desirable that the library not compete with this museum: it has not the proper facilities nor the specialized staff to perform a museum function, not to mention the fact that such competition would tend to disperse the corpus of materials to the detriment of the people of Decatur and Macon County generally. Part of the answer to the question of divergent recommendations lies, too, in the necessity to accommodate the locational requirements of the library to the site requirements of a complex of buildings serving a variety of purposes, so that the ideal site characteristics for each type of facility had to be subordinated to the practical requirements of keeping the proposed buildings together. This accommodation to an a priori decision in favor of a cultural center and its architectural assumptions is recognized briefly on Page 51 of the report which remarks the difference in requirements in three respects.

Site Requirements in the Cultural Center Report

A word should be said regarding the planning department's criteria for locating the library. In the report considerable emphasis is laid on the need for automobile parking facilities for the library. That this is not and should not be a primary consideration is shown from the studies of Wheeler who, in his papers "The Effective Location of Public Library Buildings" (Urbana, 1958) and "1967 Reconsideration of Strategic Location for Public Library Buildings" (Urbana, 1967) cites numerous examples of successful libraries without parking facilities as well as of unsuccessful library operations with ample parking. He concludes that the successful libraries are successful because of their location in prime areas in the mainstream of the downtown foot traffic while the unsuccessful libraries are removed from this pedestrianism.

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And yet parking in a convenient if not contiguous location is important. For this reason no one interested in the proper location of libraries can read the words of a leading city planner such as Victor Gruen and fail to be disturbed at the prospect of the inclusion of the public library in a civic and cultural center. Gruen calls civic centers "concentration camps for bureaucrats", the results of "segregators" who also "bui[k]ld cultural centers...where theaters, concert halls, and other institutions for the performing arts are confined to one particular spot, which necessarily will be dead and empty all day long, but upset by monumental traffic jams when the performances begin or end." (Gruen. The Heart of Our Cities, N.Y., 1964. pp. 106-107) The lack of daytime traffic is a terrible spectre to confront a public library. Of course there would be times, and frequently, if hopes for convention and major arena attractions are realized, when there would be massive traffic in the cultural center area. But these throngs would be orientated to a specific activity, on a strict time schedule, and would be composed of large numbers of out-of-town residents. The effect of these crowds on parking facilities available to library patrons would be strongly adverse and perhaps catastrophic. With parking spaces pre-empted by crowds now closeted in a music hall or arena, with streets in the area deserted because of the lack of general modes of activity many people will decide against an evening trip to the library or permitting their teen-aged children to go.

A high noise level is cited as a reason for removing the library from its present location, and the avoidance of noise is listed as a desiderata of the proposed sites. In these times when acoustical engineering has reached a high point of development, the comparative noise levels within the ranges of the present and proposed sites hardly seems significant. Indeed the present building^{is} far from acoustically ideal, but complaints about noise are more likely to be directed at sources within the building resulting from the business being carried on, than at sources without the building resulting from extraneous causes such as traffic.

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Other Considerations Affecting Site Selection

Although not specified in the report, the location of the Montgomery Ward Store and the new Sears, Roebuck building may be advanced as circumstances which will profoundly alter the stream of pedestrian traffic. Without denying that some effect will be felt from these new retail outlets, I am concerned lest they be overemphasized. Certainly the Wards Store has not significantly altered the traffic flow. The now abandoned plan of Sears, Roebuck to build its store in an outlying area indicates a belief on the part of its management that its patronage is not dependent upon downtown traffic. Two major reasons may be assigned for this: (1) a substantial part of the patronage of these two stores is drawn from a large area beyond Decatur who must perforce travel by automobile to reach the stores; (2) these two giant stores are characterized by a national image which draws customers directly to their doors, and it can be said that random shopping does not account for the bulk of their trade. That this is so can be clearly seen by visiting the parking lot of the Montgomery Ward store: Customers drive - not walk - to the store, enter and shop, exit, get into their automobiles and drive away. Few customers arrive on foot from the retail district to the north. This view is substantiated by a visit to the store on a Sunday when the rest of the retail district is closed: large numbers of cars in the parking lot testify that this is one of Ward's busier days and that the store is doing a substantial business. It cannot be expected therefore that the location of these two stores will radically change the foot traffic pattern in downtown Decatur.

More Recent Developments

On March 28, the Library Board met with members of the City Planning Commission and members of the Planning Staff to discuss the general plan set forth in the research report as it pertains to libraries. During the discussion it was brought out that a great deal of flexibility in the original proposals can be expected. Of major importance to the library is the decision to modify planning for the cultural facilities from a compact center to an open-grained, dispersed plan for the facilities,

so that each would be placed in a location of maximum advantage. Mr. Bullamore also remarked that the principle complementarity of the library with the other facilities was one of shared parking. Since the parking facilities program is already well under way and there is no reason to believe that substantial changes in the program will be made, it is fair to assume that there will be ample parking convenient to any point within the core business district. If we accept the principle of dispersed cultural facilities and the restricted complementarity of the library to the other proposed facilities, then it is apparent that the location of a new library can proceed upon its own merits.

Recommendations on Central Library Location.

There are but two sites under consideration that meet the requirements listed above under the heading "Criteria of Site Selection". The first of these is the present location; the second is one of the sites recommended by the Community Planning Department. Of these two locations, the first represents the greatest number of known factors in virtue of its history. And yet its future potential is not completely known; Community Planning Department believes the center of the core is moving south and east (their studies of foot traffic indicate a half-block shift to the south at the present time) and a major highway couple is projected for the future using Eldorado and North Streets as its legs, creating a traffic island of the present site.

On the other hand the block bounded by Water, E. Main, S. Main, and E. Wood meets the criteria in a number of important ways - provided the library occupies the northern section of the block: the corner of Water and E. Main is closer to Water and E. Main is closer to Water and E. William (and to the new locus of peak pedestrian traffic in the area of Central Park on Water) than is the present location of the library; and there is considerably more foot traffic on this corner than there is on the corner of N. Main and Eldorado. If present plans for a mall on Water Street are realized, there will be even greater foot traffic and the library could front ^{and on to} the mall. The dispersal of the other elements in the cultural facilities plan throughout the downtown area would eliminate the likelihood of periodical congestion as well as prevent

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the library from being located in a ghetto-like pocket. Given these conditions, the potential of the Water/E. Main location may be even greater than the present location. But it needs to be remembered that the purchase of this site may raise the cost of a new library building beyond a feasible point. The cost of the whole block is estimated by the Community Planning Department at \$1,227,000 plus \$200,000 in demolition costs. The library would occupy approximately two-thirds of this site. The site costs for the library would thus be on the order of \$1,000,000. The building would cost slightly more than \$1,500,000. How the tax payers would react to a bond program of two-and-a-half million dollars as opposed to a program of less than two millions of dollars is the principle factor which the Board of Library Directors must evaluate in making a decision as to site.

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STATISTICAL REPORT

March, 1967

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1967:	21,578	4,622	17,233	43,433	403,860
1966:	23,514	5,933	19,733	49,180	487,686

DATA PROCESSING

Packs Made: 1,242 - new
 7,797 - replacement
 9,039 - Total

REGISTRATION

Resident	29,319	Non-Resident	7,005	
Added	<u>828</u>	Added	<u>115</u>	
	30,147		7,120	
Withdrawn	<u>842</u>	Withdrawn	<u>140</u>	
	29,305		6,980	<u>36,285</u>

TECHNICAL PROCESSING

Cataloging

Books added	936
New titles added	539
Records added	10
Microfilm added	13
Books withdrawn	42
Books recataloged	4
Books transferred	13
Books mended	281

Acquisitions

Books received	1967
Microfilm recd	9
Records recd	138
Lists Processed	8

Bindery

Books from bindery 235

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending March 22, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06139	Treasurer-City of Decatur	Payroll	6,120.15
06141	Treasurer-City of Decatur	Payroll	317.15
06147	Aetna Life Insurance	Employee Hospitalization and Life Insurance	202.44
06148	Manpower Inc	Temporary Help	18.00
06149	Marathon Oil Co	Gasoline	17.48
06164	Manpower Inc	Temporary Help	36.00
06165	Illinois Bell Telephone	Long Distance Calls	0.75
06169	Decatur Electric Supply	Lamps & Ballasts	56.15
06183	Treasurer-City of Decatur	Payroll	286.74
06197	Postmaster, Decatur	Postage	90.00
06209	Treasurer-City of Decatur	Payroll	289.73
06212	Treasurer-City of Decatur	Payroll	6,088.12
06236	Illinois Power Co	Electric & Gas Service	361.74
06270	Postmaster, Decatur	Postage	1.65
06283	Manpower Inc	Temporary Help	81.00
06284	New York Times	Advertising	58.80
06285	Camfield's Disposal	Service to 3/1/67	4.00
06286	Industrial Towel Service	February Service	18.70
06287	Decatur Window Cleaning Co	February Service	1,053.78
06288	R.E.Gadberry Disposal	Service thru March	5.00
06289	Gates & Johnson	Roof repairs & thaw out scupper	30.00
06290	Illinois Power Co	Service Furnace-Evans Branch	6.00
06291	Schuerman Key Shop	Repair Locks-Evans Branch	7.50
06292	Dictaphone Corp	Annual Maintenance Agreement	67.69

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DECATUR PUBLIC LIBRARYBills to be approved for the period ending March 22, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06293	Soy Ford Inc	Service Bookmobile	32.22
06294	Illinois Bell Telephone	Phone Service	202.34
06295	IBM Corporation	Machine Rental	908.00
06296	Pitney-Bowes Inc	Postage Meter Rent	19.25
06297	Swartz Homes Inc	March Rent-Dill Branch	176.69
06298	American Association for State & Local History	Books	2.25
06299	American Library Assoc.	Books	258.00
06300	Arco Publishing Co	Books	15.45
06301	N.W.Ayer & Son Inc	Books	30.00
06302	V O I D		
06303	Baker & Taylor Co	Books	4,074.36
06304	Chicago Tribune	Subscription	25.00
06305	Christian Science Society	Books	19.77
06306	Collier-Macmillan Service	Books	70.76
06307	Commodity Futures Forecast	Books	200.00
06308	Commodity Research Bureau	Books	10.15
06309	Consumers Research Inc	Books	10.00
06310	Educational Film Library	Books	25.00
06311	French & European Publishers	Books	178.75
06312	Genealogical Publishing	Books	10.15
06313	Grove Press Inc	Books	0.75
06314	Hanson*Bennett Magazines	Magazines	96.07
06315	Iowa State University Press	Books	11.29
06316	Russell L. Knor	Books	10.00
06317	Long's College Book Co	Books	8.56

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DECATUR PUBLIC LIBRARYBills to be approved for the period ending March 22, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06318	A.C.McClurg Co	Books	17.72
06319	McNaughton Book Service	Books, and Feb & March Service	253.46
06320	Michigan State Univ. Press	Books	3.53
06321	Moody's Investors Service	Books	7.50
06322	National Association of Social Workers	Books	11.75
06323	New York Times	Books	125.00
06324	Peoria Journal Star	Subscription	18.00
06325	Public Administration Serv.	Books	12.70
06326	Publishers Weekly	Books	54.00
06327	Salzer Publishing Co	Books	13.20
06328	Sheridan House Inc	Books	10.76
06329	Sister Cities	Books	3.50
06330	Special Libraries Assoc.	Books	12.00
06331	Standard Rate & Data Serv.	Books	110.00
06332	Stappenbeck Bookbindery	Binding Service	544.08
06333	Syracuse Public Library	Books	8.75
06334	U.S.Publishers Assoc.	Books	225.70
06335	U of I Press	Books	1.95
06336	University Microfilms Inc	Microfilm Service	24.50
06337	University of Okla. Press	Books	9.20
06338	C.H.Wesley Research Fund	Books	2.35
06339	West Publishing Co	Books	25.00
06340	Bilyeu's Hardware	Replace Various Glass	91.87
06341	Standard Hatchery Co	Pest Control	22.50

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DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending March 22, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06342	Westervelt Paper Co	Paper Towels	6.43
06343	Bellm Freight Lines	Freight Expense	26.27
06344	Decatur School District	Mimeograph Paper	52.80
06345	Ebers	Typewriter Ribbons	28.80
06346	Gaylord Bros Inc	Misc. Office Supplies	24.60
06347	Miller Industrial Supply	2-wheel Hand Truck	<u>29.20</u>
		TOTAL LIBRARY FUND VOUCHERS	<u>\$23,390.50</u>

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STATEMENT OF CASH AND INVESTMENTS
CITY OF DECATUR
March 31, 1967

<u>Name of Fund</u>	<u>All Funds Cash on Hand (Deficit)</u>	<u>Investments</u>	<u>Fund Balance</u>
General	\$ 202,408.76	\$ 270,000.00	\$ 472,408.76
Water	\$ 123,527.08	\$ 1,492,870.57	\$ 1,616,397.65
Mtr. Veh. Park. System Rev. Fund of City of Decatur, Illinois	\$ 292,388.50	\$ 0.00	\$ 292,388.50
Mtr. Veh. Park. Facilities Acquisition & Construction	\$ 345,414.94	\$ 2,350,000.00	\$ 2,695,414.94
Mtr. Veh. Park. System Bond and Interest	\$ 54,297.77	\$ 400,000.00	\$ 454,297.77
<u>Other Agencies</u>			
Central Park	\$ 1,974.07	\$ 0.00	\$ 1,974.07
Civil Defense	3,898.07	0.00	3,898.07
Municipal Bank	444.73	0.00	444.73
Playground & Recreation	309.64	0.00	309.64
Public Library	108,578.01	0.00	108,578.01
Total Other Agencies	\$ 115,204.52	\$ 0.00	\$ 115,204.52
Motor Fuel Tax	\$ 48,619.10	\$ 570,000.00	\$ 618,619.10
1961 Street Improvement Bond	\$ 0.00	\$ 0.00	\$ 0.00
1963 Street Improvement Bond	\$ 40,880.29	\$ 0.00	\$ 40,880.29
1966 Street Improvement Bond	\$ 45,265.01	\$ 2,480,000.00	\$ 2,525,265.01
1963 Downtown Traffic Signal	\$ 21,385.45	\$ 75,000.00	\$ 96,385.45
1966 Traffic Control Bond	\$ 9,334.16	\$ 89,000.00	\$ 98,334.16
1966 Bridge Bond	\$ 2,943.29	\$ 95,000.00	\$ 97,943.29
Urban Renewal Performance	\$ 43,861.50	\$ 0.00	\$ 43,861.50
<u>Trust Funds</u>			
Illinois Municipal Retire	\$ 4,231.28	\$ 0.00	\$ 4,231.28
Public Benefit	5,192.02	51,500.00	56,692.02
Employee Pension	9,877.71	0.00	9,877.71
Withholding Tax	25,079.20	0.00	25,079.20
Right of Way Acquisition	263.24	2,800.00	3,063.24
Unclelaimed Rebate	5,412.02	0.00	5,412.02
remen's Pension	7,683.46	0.00	7,683.46
Police Pension	19,261.60	0.00	19,261.60
Total Trust Funds	\$ 77,000.53	\$ 54,300.00	\$ 131,300.53

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SUMMARY OF INCOME AND EXPENDITURES
ELEVENTH MONTH ENDING MARCH 31, 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	11,898.00	91.52
Non-Resident Fees	676.00	393.00	58.18
Interest on Investments	600.00	4,154.47	692.41
Illinois State Library Reimbursement	400.00	0.00	0.00
Lost & Damaged Books	694.00	578.20	83.31
Reserves	108.00	47.00	43.52
Memorial Books	35.00	36.45	104.14
Prints Made on Copy Machine	317.00	314.00	99.05
Plastic Bags	90.00	6.30	7.00
Postage	366.00	206.20	56.34
Rolling Prairie Libraries	3,000.00	0.00	0.00
Miscellaneous	2,028.00	369.41	18.22
 TOTAL REVENUE	 <u>347,270.00</u>	 <u>347,376.51</u>	 <u>100.03</u>

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	142,585.16	42,691.78
940.109	Temporary Salaries	20,209.00	13,192.96	7,016.04
940.107	Hospital/Life Ins	1,339.00	600.95	738.05
	<u>CONTRACTUAL SERVICES</u>			
940.201	Advertising	510.00	242.86	267.14
940.202	Printing & Binding	2,500.00	1,454.79	482.71
940.211	Service to Maintain Buildings	11,737.00	11,130.72	606.28
940.212	Service to Maintain Improvements Other Than Buildings	150.00	97.25	52.75
940.214	Service to Maintain Office Equipment	924.00	608.91	315.09
940.215	Service to Maintain Automotive Equipment	600.00	305.70	294.30
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	2,727.88	272.12
940.233	Telephone & Telegraph	2,446.36	2,268.59	177.77
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	1,400.00	0.00

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12/4/67

1966 - 1967 BUDGET
ACTIVITY: 940 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	260.00	82.50
940.288	Rentals	13,370.00	11,622.13	1,747.87
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	36,688.31	8,336.49
940.310	Gas, Oil, & Anti-Freeze	303.00	252.16	50.84
940.312	Janitorial Supplies	25.00	5.37	19.63
940.320	Materials to Maintain Buildings and Other Improvements	1,800.00	1,398.53	401.47
940.324	Materials to Maintain Automotive Equipment	600.00	269.46	330.54
940.330	Medical & Laboratory Supplies	15.00	0.00	15.00
940.345	Office Supplies	5,600.00	4,747.05	852.95
<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>238,948.50</u>	<u>68,721.60</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>238,948.50</u>	<u>71,238.10</u>

SUMMARY OF INCOME AND EXPENDITURES
ELEVENTH MONTH ENDING MARCH 31, 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	300.00	287.47	95.82
TOTAL REVENUE	<u>18,918.00</u>	<u>18,943.17</u>	<u>100.13</u>

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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING - APRIL 28, 1967

A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON APRIL 28, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

MR. TEBUSSEK
MR. WEST

OTHERS PRESENT:

MR. DUMAS
MISS SCHWEGMAN

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

MR. SAPPINGTON STATED THAT THE SPECIAL MEETING HAD BEEN CALLED TO APPROVE BILLS OF THE FINANCE COMMITTEE.

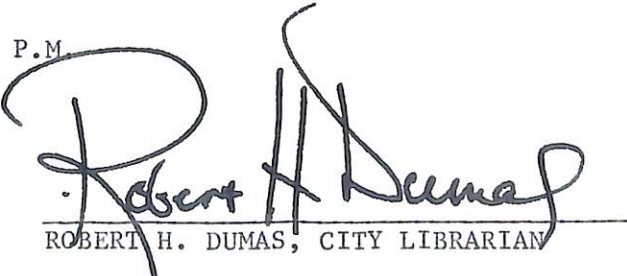
MR. OLSEN, CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, RECOMMENDED AND MOVED THE TRANSFER OF \$850.00 FROM ACCOUNT 940.101, REGULAR SALARIES, TO ACCOUNT 940.211, SERVICES TO MAINTAIN BUILDINGS. THE MOTION CARRIED.

THE JANITORIAL SERVICES CONTRACT PROBLEM WAS DISCUSSED AND MR. MILLER INDICATED THAT A MR. ECKLES MAY BE SOMEONE TO ALERT WHEN THE MATTER IS ADVERTISED FOR BIDS IN THE FUTURE.

MR. OLSEN DISTRIBUTED A LIST OF BILLS TO BE PAID THROUGH APRIL 30, 1967 INCLUDING ALL ITEMS EXCEPT SALARIES, AND MOVED THAT THE PAYMENT OF THESE BILLS BE APPROVED. BY ROLL-CALL VOTE THE BOARD UNANIMOUSLY APPROVED THE MOTION.

MR. SAPPINGTON READ A LETTER OF TRANSMITTAL TO THE COMMUNITY PLANNING COMMISSION, ENCLOSING A COPY OF THE PROPERTY AND FINANCE COMMITTEE RECOMMENDATION REGARDING FOUR PROPOSED BUILDING SITES WHICH WAS APPROVED BY THE BOARD, ALONG WITH A DETAILED ANALYSIS OF THE PROPOSALS SUBMITTED BY THE CITY LIBRARIAN.

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


ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending April 12, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06279	Postmaster, Decatur	Postage	185.00
06349	Treasurer-City of Decatur	Payroll	316.71
06358	Marathon Oil Co	Gasoline	10.95
06387	Treasurer-City of Decatur	Reimburse Petty Cash Items	20.77
06392	Aetna Life Insurance	Employee Hospitalization and Life Insurance	196.07
06393	Fred Rohman	Trash Hauling	20.00
06401	Treasurer-City of Decatur	Payroll	264.31
06404	Treasurer-City of Decatur	Payroll	5,995.43
06427	Treasurer-City of Decatur	Payroll	322.96
06442	Manpower Inc.	Temporary Help	117.00
06443	Burdick Plumbing Co	Service Heating Plant	16.75
06444	Industrial Towel Service	March Service	23.80
06445	Camfield's Disposal Service	Service to 4/1/67	4.00
06446	Pfile's Camera Inc	Film Repairs	12.50
06447	Soy Ford Inc	Busmobile Service	14.75
06448	Illinois Bell Telephone	Phone Service	182.44
06449	IBM Corporation	Freight Expense	5.01
06450	Swartz Homes Inc	April Rent-Dill Branch	176.69
06451	Decatur Refrigeration Co	Service Air Conditioner	23.88
06452	American Data Processing	Books	97.50
06453	American Library Association	Books	5.63
06454	Baker Taylor Company	Books	1,706.46
06455	Barron's Educational Serv	Books	47.65
06456	British Book Centre	Books	44.26
06457	Bureau of National Affairs	Books	54.00

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending April 12, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06458	Chesterfield Music Shops	Books, Records	636.20
06459	Collier-MacMillan Co	Books	63.73
06460	Editorial Research Co	Books	138.00
06461	Congressional Staff	Books	12.55
06462	Doubleday & Company	Books	83.52
06463	Gale Research Co	Books	72.00
06464	Hanson-Bennett Magazines	Magazines	61.20
06465	Harvard University Press	Books	1,356.42
06466	W.S.Heinman Books	Books	5.15
06467	A.C.McClurg & Company	Books	25.93
06468	McNaughton Book Service	Books	120.00
06469	Milady Publishing Corp	Books	5.20
06470	National Council of Churches of Christ	Books	6.52
06471	Northern Illinois University Press	Books	6.00
06472	Scarecrow Press Inc	Books	35.55
06473	Springer Publishing Co	Books	2.95
06474	Statesman Inc	Books	9.00
06475	St Louis Post Dispatch	Newspapers	21.03
06476	University Microfilms Inc	Microfilm Service	49.50
06477	University of Minnesota	Books	10.70
06478	J.Whitaker & Sons	Books	11.55
06479	H.W.Wilson Co	Books	40.00
06480	Decatur Electric Supply	Lamps	274.62
06481	Decatur Paper House	Assorted Office Supplies	53.69
06482	Haines & Essick Company	Assorted Office Supplies	80.05

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DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending April 12, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06483	Jefferson Stationers Inc	Office Supplies	5.12
06484	Addressograph Corp	Addressograph Supplies	26.90
06485	3M Business Broducts Inc	Thermo-Fax Supplies	25.05
06486	Black and Company	Alarm Clock-Bookmobile	7.95
06487	Dixie School Supply	(18) Step Stools	223.02
06488	Bro-Dart Industries	Shelving	183.87
TOTAL LIBRARY FUND VOUCHERS			<u>\$13,517.49</u>

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending April 30, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06431	Treasurer-City of Decatur	Payroll	5,880.95
06490	Treasurer-City of Decatur	Payroll	261.08
06522	Illinois Power Company	Electric & Gas Service	378.61
06525	Postmaster - Decatur	Postage	3.20
06561	Treasurer-City of Decatur	Payroll	280.80
06555	Addressograph Multigraph	Annual Maintenance	241.20
06556	American Data Processing	Books	18.00
06557	Postmaster - Decatur	Postage	200.00
06558	Manpower Inc	Temporary Help	95.63
06577	Stappenbeck Bookbindery	Book Binding	593.48
06578	Burdick Plumbing	Service Boiler	7.00
06579	V O I D		
06580	Decatur Window Cleaning	March Service	1,132.28
06581	3M Business Products	Thermo Fax Repair Parts	17.55
06582	IBM Corporation	Machine Rental and Typewriter Repair Parts	922.10
06583	Soy Ford Inc	Vehicle Repair Parts	48.62
06584	Illinois Bell	Phone Service	12.77
06585	Illinois Bell	Phone Service	3.00
06586	Weaver Bros Transfer	Relocate Machinery	122.50
06587	American Elsevier Pub. Co	Books	21.95
06588	American Library Assoc.	Books	3.15
06589	Baker Taylor Company	Books	4,455.75
06590	R.R.Bowker Co	Books	109.00
06591	Chesterfield Music Shop	Records	30.13
06592	Chilton Books	Books	46.17

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DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending April 30, 1967:(cont'd)

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06593	Collier-Macmillan	Books	12.53
06594	Grolier Educational Corp	Books	222.60
06595	V O I D		
06596	Harvard University Press	Books	13.15
06597	Illuminating Engineers	Books	12.00
06598	A.C.McClurg Co	Books	83.21
06599	University Microfilms	Microfilm Service	59.50
06600	Decatur Paper House	Drinking Cups	16.10
06601	Fixmasters	Coffee Maker Pilot Lights	3.00
06602	Schuerman Key Shop	Padlocks and Keys	13.00
06603	Standard Hatchery	Botanical Supplies	30.45
06604	Haines & Essick Co	Office Supplies	52.45
06605	Pfile's Camera Inc	Recording Tape	4.72
06606	Demco Library Supplies	Card File Cabinets	483.50
06622	Manpower Inc	Temporary Help	144.00
06623	Dan Keith	Lawn Care-Dill Branch	9.00
06624	Treasurer-City of Decatur	Reimburse Petty Cash Items	12.99
06625	American Association of Junior Colleges	Books	6.50
06626	Harvard University Press	Books	9.60
06627	Marquis Who's Who Inc	Books	66.10
06628	Miller-O'Neill	Window Shades	10.65
06629	Haines & Essick Co	Office Supplies	75.01
06630	Linxweiler Office Supply	File Folder Frames	2.20
06631	Pitney-Bowes Inc	Postage Meter	232.54
06632	Baker-Taylor Company	Books	586.92
06633	Collier-Macmillan	Books	5.17
06634	MacRae's Blue Book	Books	26.30

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DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending April 30, 1967(cont'd):

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06635	A.C.McClurg Co	Books	3.00
06636	McNaughton Book Service	Books	14.11
06637	Samuel Weiser Books	Books	126.32
06638	Industrial Printing	Envelopes-Printed	90.57
06639	Haines & Essick Co	Office Supplies	30.21
06640	Gaylord Bros Inc	Office Supplies	69.24
06641	Louis Pool	Lamination Materials	37.35
06667	Associated Calculators	Used Reader Printer	500.00
06668	Decatur Window Cleaning	April Service	1,053.78
06669	Haines & Essick Co	Office Supplies	6.16
TOTAL LIBRARY FUND VOUCHERS			<u>\$12,866.82</u>