decatur public library

ROBERT H. DUMAS, City Librarian 457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

AUGUST 21, 1967

I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING JULY 21, 1967

III. COMMUNICATIONS

A. LETTER FROM CHARLES M. MOHRHARDT AND RALPH A. ULVELING, LIBRARY BUILDING CONSULTANTS DATED AUGUST 2, 1967

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

<u>MEMBERS EXPECTED TO BE PRESENT</u>:

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

121
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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - AUGUST 21, 1967

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

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
MR. FREYFOGLE	MR. TEBUSSEK	CHARLOTTE HUSER
MR. MILLER	MR. WEST	(DECATUR HERALD)
MR. OLSEN		MR. DUMAS
MRS. RUSSELL		MISS SCHWEGMAN
MR. SAPPINGTON		
MR. SCHUERMAN		

THE MEETING WAS CALLED TO ORDER AT 4:45 P.M. BY MR. OLSEN.

THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 21, 1967 WERE APPROVED.

THE BOARD DISCUSSED A LETTER RECEIVED FROM THE FIRM OF CHARLES M. MOHRHARDT AND RALPH A. ULVELING, ASSOCIATED LIBRARY BUILDING CONSULTANTS, OUTLINING THE SERVICES IT WOULD PROVIDE IN PLANNING FOR A NEW LIBRARY BUILDING. THE BOARD AUTHORIZED MR. DUMAS TO CONTACT THE FIRM FOR FURTHER DISCUSSIONS. ANOTHER CONSULTING FIRM, IP & DS OF NEW YORK CITY, IS ALSO BEING CONTACTED.

CHAIRMAN OF THE PROPERTY AND FINANCE COMMITTEE, MR. MILLER, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES AND BILLS APPROVED THROUGH JULY 31, 1967. THE REPORT WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. MILLER ALSO MOVED THAT $600.00 BE TRANSFERRED FROM ACCOUNT 940-402, CONTINGENCIES, TO ACCOUNT 940-201, ADVERTISING, TO COVER THE EXPENSES OF ADVERTISING FOR POSITIONS NOW OPEN IN THE LIBRARY. THE MOTION WAS APPROVED. MR. MILLER ASKED THAT A NOTICE OF THIS MOTION BE FORWARDED TO THE CITY OF DECATUR FINANCE DIRECTOR.

MR. OLSEN REQUESTED BOARD MEMBERS TO PRESENT TO HIM NAMES OF POTENTIAL LIBRARY BOARD TRUSTEES TO BE SUBMITTED TO THE MAYOR AND THE CITY COUNCIL FOR APPOINTMENT.

MR. FREYFOGLE ASKED IF IT MIGHT BE POSSIBLE FOR THE LIBRARY TO REMAIN OPEN FOR SOME HOLIDAYS WHEN THE PUBLIC SCHOOLS WERE CLOSED. MR. DUMAS STATED THAT THIS MIGHT BE DIFFICULT TO ARRANGE WITH THE PRESENT SMALL STAFF. IT WAS SUGGESTED THAT THIS ITEM BE DISCUSSED BY THE POLICY COMMITTEE AT A FUTURE DATE.

122
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THE MEETING WAS ADJOURNED AT 5:30 P.M.

Robert H. Dumas

ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

123
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STATISTICAL REPORT

July, 1967

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books - 1967:	18,107	5,507	20,567	44,181	125,897
1966:	16,382	6,252	17,220	39,854	118,271

DATA PROCESSING

Packs Made:

7,446	- replacement
1,213	- new
424	- newly accessioned
9,083	- total

REGISTRATION

Resident	29,024	Non-Resident	6,683	
Added	1,058	Added	213	
	30,082		6,896	
Withdrawn	825	Withdrawn	154	
	29,257		6,742	35,999

TECHNICAL PROCESSING

Cataloging

New books added	1,132
New titles added	432
Books withdrawn	403
Books recataloged	3
Books mended	183

Acquisitions

Books checked in	1,051
Pamphlets checked in	7
Microfilm checked in	8
Lists processed	5

REQUISITION AGING REPORT

Purchase Orders have not been received for the following requisitions as of July 31, 1967:

Sept - 1966	6
Oct	3
Dec	4
July - 1967	21

127 -
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MONTHLY FINANCE REPORT

CITY OF DECATUR, ILLINOIS

FOR THE PERIOD

MAY 1ST, 1967 THRU JULY 31, 1967

1967 - 1968
THIRD MONTH

125
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CITY OF DECAT[illegible], ILLINOIS

MAY 1ST, 1967 THRU JULY 31, 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	24,123.25	168,862.72	148,937.28	53.13
Tax Levy Receipts-Prior	4,800.00	0.00	0.00	4,800.00	0.00
Fines & Fees	14,500.00	649.63	2,512.53	11,987.47	17.33
Non-Resident Fees	400.00	35.00	77.00	323.00	19.25
Interest on Investments	8,000.00	0.00	0.00	8,000.00	0.00
Lost & Damaged Books	600.00	58.13	103.66	496.34	17.28
Memorial Books	50.00	18.15	23.24	26.76	46.48
Prints Made on Copy Machine	300.00	11.80	57.25	242.75	19.08
Postage	200.00	12.91	41.75	158.25	20.88
Miscellaneous	500.00	6.82	114.16	385.84	22.83
TOTAL REVENUE	423,204.00	24,915.69	250,235.94	172,968.06	59.13

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
	PERSONAL SERVICES					
940.101	Regular Salaries	222,819.01	0.00	13,206.28	38,038.30	184,780.71
940.107	Hospitalization, Medical, & Life Insurance	3,483.00	0.00	196.07	759.00	2,724.00
940.109	Temporary Salaries	23,931.06	0.00	1,867.73	5,163.68	18,767.38
	CONTRACTUAL SERVICES					
940.201	Advertising	250.00	0.00	48.30	203.70	46.30
940.202	Printing & Binding	3,350.00	580.50	0.00	0.00	2,769.50
940.211	Service to Maintain Buildings	14,000.00	0.00	1,091.77	2,225.02	11,774.98

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
	CONTRACTUAL SERVICES					
940.212	Service to Maintain Improvements Other than Buildings	300.00	0.00	9.40	28.65	271.35
940.214	Service to Maintain Office Equipment	709.00	0.00	305.67	305.67	403.33
940.215	Service to Maintain Automotive Equipment	450.00	35.00	189.50	414.80	0.20
940.221	Auditing Service	600.00	0.00	0.00	0.00	600.00
940.229	Other Professional Services	20,500.00	0.00	0.00	0.00	20,500.00
940.231	Electricity	3,000.00	0.00	217.27	578.34	2,421.66
940.233	Telephone & Telegraph	2,446.00	0.00	212.24	605.82	1,840.18
940.241	Travel Expense	1,000.00	0.00	57.09	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	8.05	267.63	1,112.37
940.284	Professional & Technical Service Fees & Costs	398.00	0.00	77.00	77.00	321.00
940.288	Rentals	12,826.00	0.00	855.65	2,401.69	10,424.31
	COMMODITIES					
940.310	Gas, Oil, & Anti-Freeze	300.00	0.00	0.00	53.58	246.42
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	0.00	49.36	261.14	1,638.86
940.324	Materials to Maintain Automotive Equipment	325.00	0.00	38.82	157.04	167.96
940.330	Medical & Laboratory Supplies	10.00	0.00	10.00	10.00	0.00
940.345	Office Supplies	5,600.00	200.00	1,699.78	2,105.99	3,294.01
	OTHER CHARGES					
940.402	Contingencies	3,000.00	0.00	0.00	0.00	3,000.00
940.423	Other Insurance	1,010.00	0.00	0.00	0.00	1,010.00
12 840	TOTAL - OPERATING EXPENDITURES	323,812.07	815.50	20,139.98	54,199.03	268,797.54

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	UNENCUMBERE BALANCES
	CAPITAL OUTLAY					
940.515	Office Machinery and Equipment	2,360.00	0.00	0.00	1,221.00	1,139.00
940.520	Other Machinery and Equipment	1,729.00	0.00	0.00	0.00	1,729.00
940.525	Library Books	57,500.00	2,972.84	7,272.83	15,539.51	38,987.65
	TOTAL - CAPITAL OUTLAY	61,589.00	2,972.84	7,272.83	16,760.51	41,855.65
	GRAND TOTAL	385,401.07	3,788.34	27,412.81	70,959.54	310,653.19

CITY OF DECATUR
July 31, 1967
Statement of Cash and Investments

Name of Fund	All Funds Cash on Hands (Deficit)	Investments	Fund Balance
General Fund	$ 87,134.99	$ 400,000.00	$ 487,134.99
Water Fund	$ 161,869.98	$ 1,371,882.75	$ 1,533,752.73
Motor Vehicle Parking System Fund of City of Decatur, Illinois			
Revenue Fund	$ 69,944.78	$ 201,723.31	$ 271,668.09
Bond & Interest Fund	262.64	314,000.00	314,262.64
Bond Reserve	787.50	75,000.00	75,787.50
Total Motor Veh.Park.Sys.Rev. of City of Decatur, Illinois	$ 70,994.92	$ 590,723.31	$ 661,718.23
Mtr.Veh.Park.Facilities Acquisition & Construction	$ 505,702.18	$ 1,550,000.00	$ 2,055,702.18
Other Agencies			
Civil Defense	$ 1,615.12	$ 2,000.00	$ 3,615.12
Municipal Band	15.58	0.00	15.58
Playground & Recreation	249.11	0.00	249.11
Public Library	79,276.40	100,000.00	179,276.40
Total Other Agencies	$ 81,156.21	$ 102,000.00	$ 183,156.21
Motor Fuel Tax	$ 14,936.22	$ 460,000.00	$ 474,936.22
1963 Street Improvement Bond	$ 40,880.29	$ 0.00	$ 40,880.29
1966 Street Improvement Bond	$ 37,259.08	$ 2,452,975.00	$ 2,490,234.08
1963 Traffic Signal Bond	$ 7,208.24	$ 75,000.00	$ 82,208.24
1966 Traffic Control Signal	$ 49,924.06	$ 0.00	$ 49,924.06
1966 Bridge Bond	$ 199.94	$ 95,000.00	$ 95,199.94
Urban Renewal-Performance	$ 3,681.50	$ 40,000.00	$ 43,681.50

129
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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

BILLS TO BE APPROVED FOR THE PERIOD ENDING JULY 31, 1967:

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
07534	Treasurer-City of Decatur	Payroll	375.88
07535	Uarco Inc	Voucher Checks	37.00
07536	Postmaster, Decatur	Postage	1.90
07537	Treasurer-City of Decatur	Payroll	375.59
07538	Treasurer-City of Decatur	Payroll	6,757.04
07539	Aetna Life Insurance Co	Employee Hospitalization and Life Insurance	196.07
07540	Illinois Power Co	Electric and Gas Service	217.27
07541	Treasurer-City of Decatur	Reimburse Petty Cash Items	18.32
07542	Treasurer-City of Decatur	Payroll	368.77
07543	Dan Keith	Lawn Care-Dill Branch	3.00
07544	Manpower Inc	Temporary Help	162.00
07545	Camfield's Disposal	Service to 7/1/67	4.00
07546	R.E.Gadberry Disposal	Service thru July 1967	5.00
07547	Norman's Laundry	Towel Cleaning Service	3.40
07548	American Numbering Machine	Service Numbering Machine	12.80
07549	3M Business Products Sales	Office Machines Service Agreements	130.00
07550	Funks Refrigeration Service	Service Air Conditioner in Bookmobile	140.30
07551	Hubbard Electric Co	Service Bookmobile	9.50
07552	Northtown Ford Inc	Service Vehicles	55.52
07553	Illinois Bell Telephone	Phone Service	15.87
07554	Robert H. Dumas	Travel Expense	57.09

130
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DECATUR PUBLIC LIBRARY

BILLS TO BE APPROVED FOR THE PERIOD ENDING JULY 31, 1967:(cont'd):

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
07555	Ill.Library Association	Annual Service Fee	17.00
07556	I.B.M.Corporation	Equipment Rental	637.27
07557	Black and Company	Misc. Hardware	13.69
07558	Demco Library Supplies	Assorted Order Forms, Printed	221.35
07559	Gaylord Bros Inc	Assorted Office Supplies	891.07
07560	Kodak	Recordak Lamps	16.20
07561	Library of Congress	Books	185.00
07562	V O I D		
07563	Children's Book Council	Bookmarks	1.50
07564	Columbia University Press	Books	15.46
07565	Custom House Guide	Books	37.25
07566	Data Processing Magazine	Books	13.00
07567	Doubleday and Co	Books	2.75
07568	Harvard University Press	Books	6.60
07569	Martindale-Hubbell Inc	Books	75.00
07570	McNaughton Book Service	Books	51.86
07571	Thomas Publishing Co	Books	30.00
07572	University of Chicago Press	Books	3.70
07573	University Microfilms	Microfilm Service	20.75
07574	Vocational Guidance Manuals	Books	5.53
07575	Weekly Underwriter	Books	15.95
07576	H.W.Wilson Co	Books	300.00
07577	Baker Taylor Co	Books	2,406.95
		TOTAL LIBRARY FUND VOUCHERS	$13,915.20

131 - RHD

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

NEW LIBRARY BUILDING COMMITTEE

SPECIAL MEETING TO INTERVIEW CONSULTANTS FOR NEW BUILDING. ALL MEMBERS OF BOARD INVITED. SEPTEMBER 9, 1967, 12:00 NOON, AMBASSADOR INN.

THOSE PRESENT WERE: MR. OLSEN, MR. SAPPINGTON, MR. SCHUERMAN, MR. TEBUSSEK, MR. WEST, MR. ULVELING, MR. MOHRHARDT, MR. DUMAS AND MISS SCHWEGMAN.

MR. ULVELING, CONSULTANT FOR THE FIRM OF CHARLES M. MOHRHARDT AND RALPH A. ULVELING, OPENED THE MEETING BY STATING, "LAY-OUT IS OUR MAIN CONCERN - THAT YOU GET A FUNCTIONAL LIBRARY. WE GET YOUR IDEAS, THE DIRECTOR'S IDEAS, AND THEN STUDY OUT THE NEEDS OF THE COMMUNITY AND DEVELOP A SCHEMATIC PLAN DRAWN TO SCALE."

MR. SCHUERMAN STATED THAT THE BOARD'S TENTATIVE TIME SCHEDULE IS THAT WE HAVE A PROGRAM BY THE END OF THIS YEAR, A REFERENDUM BY MAY OR JUNE, FINAL ARCHITECTURAL PLANS BY THE END OF NEXT YEAR, AND BUILD EARLY IN 1969. MR. ULVELING AGREED THAT THIS WAS A REALISTIC SCHEDULE AND POINTED OUT THAT IF THE BOARD IS TO GET FEDERAL FUNDS THEY WOULD HAVE TO APPLY BY THE SUMMER OF 1968 AND HAVE PRELIMINARY PLANS AND SPECIFICATIONS, AND THAT TO QUALIFY FOR THE FUNDS YOU HAVE TO SHOW THAT YOU HAVE THE REST OF THE FINANCING READY TO GO. THIS WOULD BE FOLLOWED BY FINAL ARCHITECTURAL PLANS IN SEPTEMBER. WITH REGARD TO THE REFERENDUM, MR. SCHUERMAN SUGGESTED THAT IT IS A BIG MISTAKE TO WORK TOO FAR IN ADVANCE WITH THE PUBLIC. MR. ULVELING STATED THAT YOU WASTE YOUR TIME BY TALKING TO GROUPS AND SUGGESTED THAT TIME SHOULD BE SPENT TALKING TO THE LEADERS OF GROUPS AND LET THEM CARRY THE MESSAGE BACK.

MR. OLSEN ASKED THE CONSULTANTS HOW THE COST FOR THEIR SERVICES IS DETERMINED. MR. ULVELING STATED THAT THEIR CONTRACT CALLS FOR 1% OF THE BUILDING COST. THE STANDARD 1% WITH $1,000 DOWN AS A RETAINER; WHEN THE BOARD ACCEPTS PRELIMINARY DRAWINGS, 50% OF THE REMAINDER OF THE FEE WOULD BE DUE; AND WHEN THE BOARD ACCEPTS THE WORKING DRAWINGS FROM THE ARCHITECT, THEN THE FINAL AMOUNT IS DUE. WHERE FINANCING IS NOT KNOWN, PHASE I COULD BE SET UP FOR THE PRELIMINARY DRAWINGS AND THEN IF THE BUILDING PROGRAM DOES NOT GO ON, THE WHOLE THING TERMINATES.

STATING THAT A SITE IS NOT LIKELY TO BE DETERMINED BY THE FIRST OF THE YEAR, MR. SCHUERMAN ASKED IF THE CONSULTANTS COULD DO THEIR WORK NOT KNOWING WHICH OF THE TWO SITES IT WILL BE. MR. ULVELING REPLIED THAT BEFORE THEY COULD EFFECTIVELY BEGIN THEIR WORK A DEFINITE SITE SHOULD BE SELECTED. HE STATED, "WE COULD DO SOME OF THE PRELIMINARIES DEPENDING ON WHAT KINDS OF SERVICE YOU WANT. THE REAL HUB OF THE PROBLEM IS AFTER YOU HAVE THE SITE. IF YOU CAN'T GET IT BEFORE MARCH, YOU ARE GOING TO HAVE A HARD TIME FOLLOWING YOUR SCHEDULE."

AFTER LOOKING CAREFULLY AT THE TWO SITES PROPOSED, MR. ULVELING STATED THAT THEY MIGHT BE ABLE TO DO MOST OF THEIR WORK IF THE SITES ARE COMPARABLE, AND HE BELIEVED THEY WERE. MR. ULVELING STATED THAT HE LIKED THE ASSOCIATION OF THE NEW SITE BETTER -- "RIGHT IN THE HEART OF THINGS, YET BEAUTIFUL PARKING -- AN EXCELLENT LOCATION WITH THE PROSPECTS YOU HAVE." HE STATED THAT THE SITE SHOULD BE IN AN EXPOSED PLACE WITH GOOD PARKING AROUND IT -- A PLACE WHERE PEOPLE PASS. AFTER FURTHER CONSIDERATION, MR. ULVELING SAID HE BELIEVED THAT A GREAT DEAL OF THEIR WORK WOULD BE TRANSFERABLE SINCE THERE IS A GREAT SIMILARITY BETWEEN THE TWO SITES.

132 RtK

WITH REGARD TO THE PRESENT SITE AS A POSSIBILITY, MR. ULVELING SAID THAT IT WOULD BE A REAL PROBLEM TO MOVE INTO TEMPORARY PREMISES AND THEN HAVE TO MOVE BACK TO THE NEW, AND THAT IT WAS BETTER NOT TO HAVE TO MOVE THIS ENORMOUSLY BIG COLLECTION AND THEN MOVE IT BACK TO THE SAME PLACE.

MR. ULVELING STATED THAT HE BELIEVED THEIR SCHEDULE WOULD BE FAR ENOUGH AHEAD TO MEET THE MARCH DEADLINE AND THAT THEY MIGHT BE ABLE TO DO THE PRELIMINARY. THEY WOULD NEED TOPOGRAPHICAL MAPS OF THE TWO PLOTS TO WORK FROM. HE SUGGESTED THAT THEY PREPARE A PROPOSED DRAFT OF A CONTRACT FOR THE BOARD TO SEE AND THAT THEY WOULD SEND QUESTIONS TO THE CITY LIBRARIAN TO GET A PICTURE OF HIS IDEAS. HE STATED THAT THEIR TRIPS TO DECATUR ARE PAID FOR SEPARATELY AFTER THEY SUBMIT THEIR BILL, BUT THAT TRAVEL IS A MINOR PART OF THE TOTAL THING.

133
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