DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

BOARD OF DIRECTORS MEETING

AGENDA

JULY 17, 1975

I. CALL TO ORDER
LOIS HEDRICK, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING JUNE 19, 1975

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE

B. POLICIES, PUBLIC RELATIONS AND PERSONNEL

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. JOHNSON
MR. LINDSAY
MR. PRINCE
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - July 17, 1975

The regular meeting of the Board of Directors of the Decatur Public Library was held July 17, 1975 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mr. Butler	Mr. Holcomb	Jan Gilarski (Herald & Review)
Mr. Farrell	Mr. Prince	Mr. Dumas
Mrs. Hedrick		Miss Schwegman
Mr. Johnson		
Mr. Lindsay		
Mr. Robinson		

The meeting was called to order at 4:35 P.M. by Mrs. Hedrick.

The minutes of the regular meeting of June 19 were approved with the following exception: Mr. Robinson moved that upon Voucher No. 9171 of the May bill list we rescind our vote of approving that particular voucher. Mr. Farrell seconded the motion and it was unanimously approved by a roll-call vote. This voucher covered the retirement fund payment from the library budget which library counsel advised the Board not to approve.

In his statistical report to the Board Mr. Dumas stated that circulation is up in the library by 7.8% this month. Main increased 7% and Extension went up about 10½%. In addition to the circulation increases, we had a very good increase in professional services to readers, which went up 18.6% over June of 1974. Mr. Dumas further reported that two new mobile stops were initiated this month, one in the Four Rays mobile home site and the other in the Larkdale subdivision. Practically no library service had been extended to the NE quadrant of Decatur previously. The summer reading program is in full swing and is continuing to grow. Story hours and the Friday movie series are having very good attendance. Fifty or sixty children are coming to some sessions. Mr. Dumas stated that the Decatur Board of Education has taken action to declare this coming year "Reading Emphasis Year". Mrs. Glenn has taken this on as her project and has established a community committee to work on the problems. Mr. Hippenhammer, our Children's Librarian, has been appointed to serve on this committee. The Home Reading Department has been very busy ordering for the core collection and heavy orders have been received by the Order Department in both May and June. The Order Department reports 1007 books checked in, plus 650 pamphlets, 108 telephone directories, 44 reels of microfilm and 719 reels of microfiche. Mr. Dumas stated there was little need to report upon the air conditioning situation as the system is now working. Two compressors are in action and the other two compressors in the second unit are still down. Mr. Kratzner has suggested that in the future in order to forestall problems that we operate just one unit at a time and alternate the units so that if one gives out, the other will work.

As Chairman of the Properties and Finance Committee, Mr. Robinson stated that his committee is still negotiating with the City to insure that our budget and tax levy which we requested are passed. Mr. Robinson gave an informational report on the summary of income and expenditures through June 30, 1975 and bills approved through June 30, 1975. Mr. Robinson moved that with the exception of Voucher No. 9956, the retirement fund payment, the bills for June be approved and ratified. Mr. Farrell seconded the motion and it was approved unanimously by a roll-call vote.

Mr. Farrell moved that the Chairman of the Finance Committee write a letter to the City notifying them of the Board's action regarding the retirement fund payments, directing that the disbursement made from Library funds for the Retirement Fund be returned to the Library Fund, and explaining to them the Board's position on the matter, which is being taken in accordance with the advice of the library attorney, Ed Booth. Mr. Butler seconded the motion and it was approved.

As a member of the Policies, Public Relations and Personnel Committee, Mr. Farrell moved that existing library staff pay grades be increased by 10.2% retroactive to May 1, 1975. Mr. Butler seconded the motion. In discussion of the motion, Mr. Robinson stated that it will be difficult for us to show an austerity front if we continue to follow this line of thinking. Mr. Robinson further stated that it is his opinion that employees of the Decatur library are paid more than employees in comparable libraries in this section of the country. Dr. Goldhor also tells us that our people are extremely well paid. Mr. Robinson stated that Mr. Prince feels as he does about the matter. Mr. Dumas stated that he had recently received a study that was done in 19 libraries comparable to Decatur of libraries in Illinois and the Lake States, and this survey showed that our salaries are roughly in the same general area as other libraries of comparable size. Mr. Dumas explained that all our professional people on the staff are department heads with supervisory responsibilities, and in many other libraries professionals are just members of the staff. Mr. Dumas further stated that a recent salary survey of large employers in the area indicated that our clerical salaries are not out of line. The motion for the salary increase made by Mr. Farrell was then approved by the Board, with one dissenting vote, Mr. Robinson.

Mrs. Hedrick called to the attention of the Board copies of Articles I and II of the board's policy manual which were given to members for their study and perusal, and which will be discussed at a later meeting. Further articles of the manual will be distributed to the Board intermittently until the complete manual has been disseminated for board discussion and approval.

The meeting was adjourned at 5:15 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

To the Council of the
City of Decatur, Illinois

Gentlemen:

Consent of the Council is hereby requested for the re-appointment by the Mayor of WILBUR LINDSAY and ROSWELL C. PRINCE as members of the Board of Directors of the Decatur Public Library to serve for terms expiring July 1, 1978, or until their successors are appointed and qualified.

Dated this 7th day of July, 1975.

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MAYOR

RESOLUTION NO. R 3584

RESOLUTION APPROVING RE-APPOINTMENTS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That consent of the Council be, and it is hereby, given to the re-appointment by the Mayor of WILBUR LINDSAY and ROSWELL C. PRINCE as members of the Board of Directors of the Decatur Public Library to serve for terms expiring July 1, 1978, or until their successors are appointed or qualified.

PRESENTED and ADOPTED this 7th day of July, 1975.

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MAYOR

ATTEST:

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CITY CLERK

To the Council of the
City of Decatur, Illinois

Gentlemen:

Having received your consent, I hereby re-appoint WILBUR LINDSAY and ROSWELL C. PRINCE, as members of the Board of Directors of the Decatur Public Library to serve for terms expiring July 1, 1978, or until their successors are appointed and qualified.

Dated this 7th day of July, 1975.

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MAYOR

STATISTICAL REPORT

July 1975

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1975 -	24,639	3,040	16,303	43,982	121,858
1974 -	23,319	2,557	14,161	40,034	114,611

REGISTRATION

Resident	27,907	Non-Resident	893	
Added	998	Added	43	
	28,905		936	
Withdrawn	859	Withdrawn	22	
	28,046		914	28,960

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	989	Books checked in	1,063
New titles added	622	Pamphlets checked in	455
Books withdrawn	446	Telephone directories	0
Books mended	1,046	Gifts	25

Materials in the State of Processing

Books (physical volumes)	- 728
Phonorecords	- 110
Microfilm (reels)	- 30

FINANCIAL REPORT

	Budgeted	YTD Expended 1974/75	YTD Expended 1975/76	Unencumbered
Personal Services	539,626	109,900	137,215	402,411
Operating	191,059	27,384	30,867	160,162
Capital & Books	85,559	9,801	15,806	69,753

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	6	--	--	6
Library Assistants	8	--	--	8
Clerical	24 + 9 (599 hrs)	--	--	24 + 8 (568 hrs)
Maintenance	1	--	--	1

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1975 THRU JUL 31, 1975

PAGE

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1975	43,321.00	0.00	43,073.53	247.47	
56A	INVESTMENT INTEREST	5,200.00	0.00	514.02	4,685.98	
	TOTAL REVENUE	48,521.00	0.00	43,587.55	4,933.45	89.83

MAY 1, 1975 THRU JUL 31, 1975

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1975	141,457.00	0.00	171,566.36	30,109.36-	
1	TAX LEVY RECEIPTS-CURRENT	667,300.00	152,328.73	269,504.67	397,795.33	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	18,000.00	1,521.25	5,347.31	12,652.69	
4	NON-RESIDENT FEES	300.00	51.00	204.00	96.00	
5	INTEREST ON INVESTMENTS	19,000.00	822.25	1,356.79	17,643.21	
7	LOST & DAMAGED BOOKS	1,100.00	72.80	277.15	822.85	
8	PRINTS MADE ON COPY MACHINE	250.00	25.56	52.53	197.47	
10	MISCELLANEOUS	10,253.00	603.69	1,768.54	8,484.46	
	TOTAL REVENUE	862,660.00	155,425.28	450,077.35	412,582.65	52.17

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	440,823.00	0.00	38,853.19	113,468.91	327,354.09	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	61,755.00	0.00	5,482.94	16,105.62	45,649.38	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	9,540.00	0.00	799.20	2,317.68	7,222.32	
109	TEMPORARY SALARIES	27,358.00	0.00	2,484.27	5,324.80	22,033.20	
201	ADVERTISING	200.00	0.00	0.00	0.00	200.00	
202	PRINTING & BINDING	3,000.00	0.00	195.00	309.00	2,691.00	
211	SERVICE TO MAINTAIN BUILDINGS	38,044.00	0.00	1,823.00	5,672.48	32,371.52	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	350.00	0.00	17.26	246.08	103.92	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,175.00	0.00	608.00	704.50	470.50	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	600.00	0.00	18.75	122.83	477.17	
221	AUDITING SERVICES	600.00	0.00	0.00	0.00	600.00	
229	OTHER PROFESSIONAL SERVICES	1,500.00	0.00	20.00	32.50	1,467.50	
230	DATA SERVICES	35,000.00	0.00	2,916.67	8,750.01	26,249.99	
231	ELECTRICITY	16,000.00	0.00	1,217.18	3,037.63	12,962.37	
233	TELEPHONE	6,000.00	0.00	461.26	1,363.14	4,636.86	
234	WATER	200.00	0.00	0.00	45.21	154.79	
241	CONFERENCE ATTENDANCE EXPENSE	2,628.00	0.00	1,311.44	1,438.22	1,189.78	
245	POSTAGE	3,000.00	0.00	204.74	940.06	2,059.94	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	871.00	0.00	0.00	0.00	871.00	
288	RENTALS	3,500.00	0.00	334.50	977.00	2,523.00	
310	GAS OIL & ANTIFREEZE	700.00	0.00	0.00	0.00	700.00	
312	JANITORIAL SUPPLIES	350.00	0.00	0.00	13.90	336.10	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	12,781.00	0.00	133.38	552.25	12,228.75	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	900.00	0.00	0.00	104.26	795.74	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	9,420.00	0.00	836.76	2,186.91	7,233.09	
402	CONTINGENCIES	47,847.00	0.00	0.00	0.00	47,847.00	
415	SERVICE RECOGNITION PAYROLL	975.00	0.00	155.00	155.00	820.00	
423	INSURANCE	5,413.00	0.00	3,467.00	4,196.00	1,217.00	
	TOTAL OPERATING EXPENDITURES	730,685.00	0.00	61,339.54	168,063.99	562,621.01	23.00
515	OFFICE MACHINERY & EQUIPMENT	1,559.00	0.00	0.00	588.81	970.19	

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525	LIBRARY BOOKS RECORDS & EXHIBITS	84,000.00	0.00	5,559.55	15,217.03	68,782.97	
	TOTAL CAPITAL OUTLAY	85,559.00	0.00	5,559.55	15,805.84	69,753.16	18.47
	TOTAL EXPENDITURES	816,244.00	0.00	66,899.09	183,869.83	632,374.17	22.53

MAY 1, 1975 U JUL 31, 1975

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1975	4,600.00	0.00	10,615.48	6,015.48-	
1	TAX LEVY RECEIPTS-CURRENT	102,695.00	23,273.78	41,176.69	61,518.31	
56A	INTEREST ON INVESTMENTS	2,300.00	0.00	254.67	2,045.33	
	TOTAL REVENUE	109,595.00	23,273.78	52,046.84	57,548.16	47.49

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	90.00	0.00	0.00	42.80	47.20	47.56
410	PRINCIPAL & INTEREST	102,695.00	0.00	0.00	13,847.50	88,847.50	13.48
	TOTAL EXPENDITURES	102,785.00	0.00	0.00	13,890.30	88,894.70	13.51

City of Decatur, Illinois

Decatur Public Library

Bills to be Approved for the Period Ending July 31, 1975

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
10046	Treasurer-City of Decatur % Payroll Fund	Payroll 7-2-75	432.93
10069	Millikin National Bank	Investment	58,470.31
10083	Countryman Press	Books	15.00
10084	Decatur Zonta Book Project	Books	7.00
10085	University Ext. & Field Service	Books	4.50
10086	Europa Publications	Books	65.00
10087	Postmaster, Chan Gosser	Postage for Pitney Bowes Machine	200.00
10088	K's Merchandise Mart	Movie editing outfit	26.97
10089	Richland Community College	Funding for students	127.00
10090	Tafnews Press	Books	5.00
10091	Travel News	Books	3.95
10092	Two Continents Publ.	Books	5.90
10237	The Decatur Clinic	Medical services	20.00
10248	Margaret Mayer	Conference expense	330.00
10249	Robert Dumas	Conference expense	228.20
10250	Craighton Hippenhammer	Conference expense	330.00
10264	Treasurer-City of Decatur % Payroll fund	Payroll July 7, 1975	15,309.88
10295	Treasurer-City of Decatur % Petty Cash Fund	Petty cash reimb.	126.77
10306	Treasurer-City of Decatur % Employee's Ins. Fund	Life & hosp. ins.	799.20
10312	Illinois Power Co.	Power for month	984.87
10314	American Institute of Steel Const.	Books	18.00
10315	The Antiques Journal	Books	7.95
10316	Colonial Heritage	Books	5.00
10317	Consumer Information	Books	6.75

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
10318	William S. Hopkins	Travel reimbursement	137.37
10319 1	Ill.Bell Telephone	Telephone service	451.15
10320	Illinois Power Co.	Gas for month	232.31
10321	3 M Business Products Center	Maintenance agreements	380.00
10322	Public Documents Dist. Center	Books	3.60
10431	Treasurer-City of Decatur % PayrollFund	Payroll July 16, 1975	440.71
10458	First National Bank	Investment	185,000.00
10479	Millikin National Bank	Investment DPL Bond & Int.Fund	23,273.78
10501	Chan Glosser,Postmaster	Postage meter machine	2.30
10504	Card Div. Library of Congress	Books	285.00
10505	Manchester Guardian Weekly	Books	31.00
10506	General Com.on Office of Attorneys General	Books	4.00
10507	Two Continents Publishing Co.	Books	12.95
0683	Treasurer-City of Decatur	Payroll July 23, 1975	24,407.84
10694	Black's Hardware	Hardware supplies	72.01
10695	Bro Dart Library Supplies	Office supplies & books	445.13
10696	Baker & Taylor Co.	Books	3,260.01
10697	Dash Disposal	Service for month	10.00
10698	Decatur Paint & Varnish	Paint-brush-turpentine	54.59
10699	Decatur Window Cleaning	Services for month	1,630.52
10700	Documents Index	Books	45.00
10701	Doubleday & Co.	Books	475.28
10702	Downtown Decatur Council,Inc.	Parking rental for month	300.00
10703	Editor & Publisher	Books	22.50
10704	EMC Corporation	Books	157.17
10705	Giant Photos	Books	16.06
10706	Haines & Essick	Office supplies	13.97
10707	Harvard University Press	Books	45.68

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
10708	Historical Times, Inc.	Books	9.00
10709	I.B.M. Corp	Service agreement	198.00
10710	Industrial Printing, Inc.	Printing services	497.50
10711	Intertec Publ. Corp.	Books	24.50
10712	Irish-Behnke & Co.	Insurance premiums	113.00
10713	The Kopy Shop	Books	273.96
10714	McGraw-Hill Book Co.	Books	19.92
10715	Madrona Press, Inc.	Books	12.72
10716	Marco Sales,Inc.	Shipping charges for return of defective Compressor	26.02
10717	National Learning Corp.	Books	101.50
10718	Otis Elevator Co.	Service contract	166.46
10719	Oxford University Press	Books	57.46
10720	Pitney Bowes	Postage	34.50
10721	Porter Sargent, Publisher	Books	18.90
10722	Regent Book Co., Inc.	Books	53.00
10723	Smith Tire Co.	Service bookmobile tire	10.50
10724	Striglos Office Equipment	Typewriter repair	30.00
10725	VOID		
10726	United Travel Service	Travel expense R. Dumas	278.47
10727	Underwriter Printing & Publ. Co.	Books	32.25
10728	Universal Periodical Services,Inc.	Books	12.00
10729	West Publ. Co.	Books	56.00
10730	H. W. Wilson Co.	Books	373.00
10731	Xerox Corp.	Books	9.09
10732	Treasurer-City of Decatur % General Operating Fund	Data services	2,916.67
10734	Treasurer-City of Decatur % IMR Fund	July retirement	5 482.94
		TOTAL LIBRARY FUND VOUCHERS	$329,447.47

City of Decatur, Illinois

Decatur Public Library

Supplement to Bill List for July, 1975

VOU.NO.	PAYMENTS MADE TO:	FOR	AMOUNT
10763	Illinois Bell Telephone Co.	Telephone services	10.11
10768	Irish-Behnke & Co., Inc.	Insurance premium	3,354.00
10839	Treasurer-City of Decatur % Payroll Fund	July service recognition pay	155.00
10861	Treasurer-City of Decatur % Payroll Fund	Payroll for week ending 7-30-75	619.10
		Total Vouchers	$4,138.21