

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES of BUDGET STUDY MEETING
April 22, 1959

Members present: Mr. Madden, Mrs. Bailey, Mrs. Ridgley, Mrs. Moothart, Mr. Schroeder, and Mrs. Howe. Also present were Mr. Bushee and Mrs. Appelt.

The meeting started at 7:30 PM in Room A at the Decatur Club.

Mrs. Ridgley said we never really budget enough for salaries.

Mr. Schroeder asked what we estimated our fines at last year? \$6,500.00.

Mr. Madden asked if we held back some bills to pay after May 1st. Mrs. Howe said we haven't been ordering books for over two months.

Mrs. Ridgley asked if we are increasing salaries by \$49,000.00.

Mr. Madden asked how much we are over the budget on books expenditures.

Mrs. Bailey asked what the 6 vacancies consist of: $6 \times 4740 = 28,440$ for 60/61.

- 1 - Children's Librarian at Evans
- 2- Bookmobile Librarian for Brown Bookmobile if we continue to use it.
- 3 - Central Public Services (Gere and Sloan were considered).
- 4 - Reference Department
- 5 - Youth Librarian
- 6 - Adult for Main Desk

Mrs. Moothart asked if more people are graduating in Library Science now?

Mr. Madden asked how many people nation-wide are graduated each year that are professional librarians? Mrs. Howe said 80 to 90 per Library School.

Mrs. Moothart said that factories are hiring and paying more.

Mrs. Ridgley asked how many bookmobile librarians we now have.

Mrs. Bailey said we are now using part-time school librarians for our Reference Dept. She asked if a Youth Librarian was included in the 59/60 budget. Mrs. Howe said not since we hired the Children's Librarian and we do need two at Main.

Mrs. Ridgley asked if we need another one at the desk?

Mrs. Bailey asked if we would be replacing or adding? She is trying to get the professional people and not add to the staff by using a professional person at the desk in place of one of the pre-professional people.

Mrs. Ridgley asked what Miss Sloan does and felt that it wouldn't be a full time job to help people on the floor.

Mrs. Bailey asked if adding 6 more ~~people~~ positions _____ this work is being handled now, but 6 more people to do this?

Mr. Madden said that if in any business he saw a 30% increase in labor costs in one year, he would want to see a substantial increase in the usage in order to justify it.

Mr. Madden said he leans toward getting top-notch people and not just adding more people.

Mrs. Bailey asked "Could the 6 vacancies mean 2 additional people and bring 4 up to the professional level? Mr. Schroeder agreed with this.

Mrs. Bailey asked when the machines will be in use? When could we see how much time the machines will save? Mrs. Howe said it will take a full year. We hope to have a key punch the first of June.

Mrs. Ridgley asked who will operate the key punch? Mrs. Howe said that Mrs. Kay Weidner will be in charge and Shirley Bork will be a key punch operator.

Mr. Madden asked where we have machine rental on the budget? Mrs. Howe said it is in with furniture and equipment for 59/60. Mr. Madden thought we should set up an account called Rentals.

Mrs. Bailey asked about the Janitor's Salaries. Mrs. Howe said we need more help.

Mr. Madden asked why we put Janitor's Salaries separate from the staff salaries? He feels all labor should be under one account. Mrs. Howe said that ALA has it classed as Maintenance.

Mr. Madden said let's talk about the Librarian's figure.

Mr. Schroeder asked about adding 6 professionals ~~and~~ making a total of 23 professionals and pre-professionals. He asked "How can we get it over to the Council for the increase of \$60,000. in salaries?

Mr. Madden said the 30% increase in salaries disturbs him very much.

Mr. Schroeder said the \$20,000 is an increase for the professional librarians.

Mrs. Ridgley said we are off the ALA schedule and the Springfield Librarian hasn't been paid what Mrs. Howe was paid. She and Mrs. Bailey have talked to them and we are paying in good condition with the University of Illinois.

Mrs. Bailey wants us to present the figures and pointing out what is the high standards for this.

Mrs. Ridgley said we can't go wrong to go by ALA standards, but we have to take into consideration local circumstances.

Mrs. Moothart asked if they are similar to the schools?

Mr. Schroeder said he is not against giving anyone an increase in salary, but if we do get it approved and these employees do come under the Civil Service, I can't see the Library and want to get one of our librarians and they could say "No, I have a job here and I'm set and they wouldn't have to extend themselves at all.

Mr. Madden asked why there is a \$16,000 increase between 59/60 and only a \$4,000 increase from 60/61?

Mrs. Bailey said we have \$170,000 to work with and with most of it to the professional staff, we will have to do some finagling.

Mr. Schroeder asked if we said that the machines would decrease the number of people? No, we didn't say that.

Mr. Madden said that frankly when you get into the details of this thing, it is within the Board's scope to talk with the librarians and find out what they are going to do with the money. My responsibility is to do approximately what was done before and say a figure that I would be able to defend and leave it up to the librarian to say what services we can give with the money appropriated. He asked if \$341,000 is a figure that we can live with and if it's within shooting distance?

Mrs. Bailey said we had extras for 57/58 and 58/59 and 59/60. What we are doing is increasing our operating expenses greatly here instead of a lot of extras. We are putting ourselves on a greatly higher operating level and should look at the increased service and what we are doing here. All agreed the big increase is on the staff.

Mrs. Bailey said they don't want to criticize because we all want as high standards as we can have, but it is the Trustees' duty to estimate how high we can go.

Mrs. Ridgley said we can see all of these things you need, but how can we get the taxpayers to see and agree with it?

Mrs. Bailey said in the main, I think that the public mainly relies on the Trustees to take care of these things.

Mr. Madden said "In my opinion there is no end to how you can improve the Library. Where we should be between the ultimate and nothing is the problem. Since these things don't have to be replaced, this should be a base from which we can say how far beyond \$287,000 to what we wish to advance as a reasonable degree of satisfaction. I don't see when I am spending taxpayers' money--so I personally view with alarm the figure of \$341,000. I would have the feeling that if we added \$27,000 in increased salaries and increased services, we would have made a substantial step forward. What can you do with the extra \$27,000?

Mrs. Bailey asked about the 59/60 budget which is actually \$287,000 without the new bookmobile and the new branch service. There is a difference of about \$27,000 and if the budget we are making up now would be the same as last year, where do you feel the increase should be? On salaries is where Mrs. Howe feels it should be.

Mrs. Moothart said the new Council may be reluctant to grant this increase and can we justify all of this increase?

Mrs. Bailey said it is the Trustees' responsibility to arrive at the correct figure.

Mr. Madden said he would lean toward a budget somewhere around ²⁷\$314,000 plus \$27,000 more to allocate toward increasing the present staff or adding to the staff. He proposes: \$197,000 for staff salaries. He said personally there are more well people paying taxes than the sick ones. 341

Mrs. Ridgley asked if the Hospital Service is being used much?

Mrs. Bailey said she looks on salary increases for our needs as one of the major things that we have to think about. The better staff the better service it is going to be. Quality or quantity in different places.

Mrs. Ridgley said we should concentrate on the Main Building. The patrons there have a definite purpose and on hospital and home service we are giving it to them.

Mr. Madden thinks we have a good library and a good staff and we can use that \$27,000 to keep the people happy. I don't want to go out and say if \$25,000 will make them happy or \$50,000 will make them happier. Unless we were appalled about the library

service last year, I don't think there is a need for a 30 or 40% increase.

Mrs. Bailey said we are not letting Mrs. Howe know that she has done a good job and meeting the growth of the town and we need to think of the greater demands in the staff just to keep normal service. In 60/61 instead of having 30,000 for a special project, that 30,000 dollars will just keep normal service.

Mrs. Moothart said that you are a trained person (speaking to Mrs. Howe) and you see things that we don't see, but how far we should go as Trustees is the question.

Mrs. Bailey said we must keep the people informed.

Mrs. Moothart said the publicity hasn't been good. We are spending the taxpayers' money of people who don't use the library. We aren't criticizing.

Mr. Madden said that wage increases in Decatur this year are running around 3%. We are talking of \$170,000 for 59/60.

Mrs. Moothart said this is a good pay scale.

Mrs. Bailey said she would be willing to go to approximately 320,000 dollars.

Mr. Madden said that is still \$21,000 under the figure.

Mrs. Bailey asked if we had a policy not to put too much money in the library's films, but get them from other places.

Mr. Madden asked if we take advantage of free films? Mrs. Howe said Yes.

In recommending a budget figure Mr. Madden said \$314,000, Mrs. Bailey \$320,000 and Mr. Schroeder \$315,000 to \$320,000.

Mrs. Ridgley said "I don't think we are ready for a recommendation yet and should be in unanimous agreement for every item before we bring it up before the Council.

Mr. Madden said to get a trailer hooked on to the films saying that this comes from the or through the Decatur Public Library.

Mrs. Moothart said she likes the luncheon for the annual meeting with the staff.

Mrs. Ridgley said she enjoyed the breakfasts with the staff.

Mr. Madden would prefer a breakfast to a luncheon.

Mrs. Bailey asked if the library could take the leadership and let people know the need for ceiling projectors so they could be given as gifts from various organizations, etc.

Cut the proposed staff salaries from \$50,000 to \$30,000 and decide what we can do without within the staff.

Mr. Madden said don't take it off the present staff to get new staff members.

The meeting adjourned at 9:45 PM.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING
April 24, 1959

The Board of Directors of the Decatur Public Library met in the Directors' Room of the library for the regular monthly meeting. Mr. Rollins called the meeting to order at 3:45 PM, April 24, 1959. Those present were: Mr. Rollins, president, Mrs. Moothart, Mr. Burnett, Mrs. Bailey, and Mrs. Ridgley. Also present were: Mrs. Howe, Mr. Bushee, Mr. John Sweetnam, architect, and Mr. McGarrion, reporter from the newspaper.

Mrs. Ridgley moved the minutes of the March meeting be approved as received by mail. Mrs. Moothart seconded the motion. All present voted aye. Motion was carried.

It was announced the April bills would be presented in May. The payroll was approved for April:

Staff	\$13,927.28
Janitors	771.70
TOTAL	<u>\$14,698.98</u>

The librarian gave a report on the activities during National Library Week. The outstanding programs had been the dedication of the Anne M. Boyd Room for the library science materials at which time Dean Robert Downs, director of the University of Illinois Libraries gave the chief talk. Miss Boyd thanked the library for the honor. Another program cited was the workshop for adults on "how to use the library". Appreciation was expressed for the services of the Jaycees and their wives at the Open House on Sunday afternoon.

Mrs. Ridgley announced the Trustees' meeting in Springfield. Mrs. Bailey and Mrs. Ridgley will attend.

Mr. John Sweetnam, architect explained the results of the Properties Committee Bid Opening at three o'clock for the Restroom remodeling. These bids were:

<u>Contractor</u>	<u>Bid</u>
Christy and Foltz	\$6,088
L. E. DeVore	4,936
Lester Hayes	5,158
A. F. Krall	5,000
I. R. Lewis	5,202

Mrs. Bailey moved to accept the bid of \$4,936 from DeVore. Mr. Burnett seconded the motion. All present voted aye. Motion carried.

The Directors were asked to select a meeting date for the next budget study. It was decided to meet Monday at 7 PM in the Decatur Club. The Librarian asked the members if they wished to hold a combined Directors and Staff Annual Meeting as they did last year. Wednesday, May 13th was selected for the Annual meeting. It was agreed to hold a combined meeting with luncheon in the Staff Room.

A letter was read from Mr. Gore expressing appreciation for serving on the Board since 1952. Mr. Rollins will write a letter of appreciation to Mr. Gore.

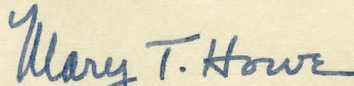
Minutes of the Board of Director's Meeting, April 24, 1959

Mr. Burnett was welcomed to the Board.

The exhibition of the Architects' Association of Decatur was announced as opening Monday evening, May 11th.

The meeting adjourned at 4:10 P.M.

Respectfully submitted,

A handwritten signature in blue ink that reads "Mary T. Howe". The signature is written in a cursive style with a large initial "M".

Mary T. Howe
Secretary

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DECATUR PUBLIC LIBRARY
Decatur, Illinois

BILLS PRESENTED FOR PAYMENT
April 1959

	<u>Vou. No.</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
BOOKS:				
Bacon Pamphlet Service Inc.	18593	\$ 174.32✓		
R. R. Bowker Company	18594	4.25✓		
Channing L. Bete Co., Inc.	18595	23.20✓		
Dennis & Co., Inc.	18596	15.00✓		
Doubleday & Company, Inc.	18597	4.84✓		
Follett Library Books Company	18598	4.64✓		
Great Books Foundation	18599	16.51✓		
*Haines and Essick Company	18600	1.97✓		
Huston-Patterson Corporation	18601	150.00✓		
*Illinois Bell Telephone Company	18602	24.25✓		
Knox College	18603	3.30✓		
A. C. McClurg & Co.	18604	64.70✓		
New Method Book Bindery, Inc.	18605	383.07✓		
The New York Public Library	18606	6.00✓		
Mrs. Violet E. Peterson	18607	1.00✓		
Reinhold Publishing Corporation	18608	27.53✓		
University of Chicago Press	18609	7.68✓		
James T. White & Company	18610	15.75✓		\$928.01
PERIODICALS:				
✓Adult Education Association	18611	\$ 10.00✓		
✓The American Museum of Natural History (Mag.)	18612	5.00✓		
*Drawer Account - Decatur Herald & Review	18656	4.50✓		
✓The Executive - Harvard University	18613	5.00✓		
✓IBM Corp. - Journal of Research & Development	18614	5.00✓		
✓Library Trends - University of Illinois Press	18615	5.00✓		
✓Peoria Journal Star, Inc.	18587	7.50		
✓Popular Gardening	18616	7.00✓		49.00
AUDIO-VISUAL:				
Audio-Visual Aids - Southern Illinois U.	18617	\$ 2.60✓		
*Decatur Herald & Review	18618	16.53✓		
*Drawer Account - Paul C. Rauschke	18656	2.00✓		
Pfile's	18619	11.10✓		
Sound Sales Co.	18620	12.81✓		45.04
BINDING:				
Stappenbeck Bookbindery, Inc.	18621	\$ 700.00✓		700.00
REPAIRS/MAINTENNANCE:				
Ace Tree and Lawn Service	18622	\$ 32.00✓		
*Drawer Account - H. Post & Sons	18656	3.50✓		
The Burdick Plumbing & Heating Co.	18623	5.75✓		
*Frank Hubbard Electric Co.	18624	3.00✓		44.25
FURNITURE/EQUIPMENT:				
Gaylord Bros., Inc.	18625	\$ 50.00✓		50.00
LIGHT:				
Illinois Power Co.		\$1,075.35		1,075.35

appeal

BILLS PRESENTED FOR PAYMENT - APRIL 1959

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	<u>Vou. No.</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>INSURANCE:</u>				
The Sanks Insurance Agency, Inc.	18651	\$ 459.87 ✓		\$ 459.87
<u>MISCELLANEOUS:</u>				
Otto Dash Disposal	18652	\$ 2.75 ✓		
*Drawer Account	18656	28.95		
Librarian's Expense Account	18653	75.00		
Schudels' Inc.	18654	3.20 ✓		109.90
<u>SPECIAL PROJECTS:</u>				
John F. Sweetnam	18655	\$ 370.00 ✓		370.00
Total Operational Expenses				** \$ 5,041.12
<u>SALARIES:</u>				
Staff		\$13,927.28		
Janitor's		771.70		14,698.98
Total Bills Presented for Payment				\$19,740.10
Balance in checking account after bills are paid				\$ 132.39

PRESENTED FOR PAYMENT _____

AUTHORIZED FOR PAYMENT _____

_____ FINANCE COMMITTEE _____

*The separate amounts under each heading are not necessarily the amounts of the checks.
**Includes \$1,075.35 paid as a City Bill from our tax levy for heat and light - Main Bldg.

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Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF BOARD OF DIRECTORS MEETING
SPECIAL WITH THE City Council
May 24, 1959

Members Present: Mr. Madden, Mr. Rollins, Mr. Felts, Mrs. Bailey, Mrs. Moothart, Mrs. Ridgley, Mr. Schroeder, and Mrs. Howe. Also present were Mrs. McNabb and Mr. Bushee. All members of the new City of Decatur Council were present: Hon. Robert A. Grohne, Mayor, Hon. Lloyd, Kopetz, Pogue, Arnold, Morey, Colburn, and Mr. Merris, Corporation Counsel.

Mr. Madden called the meeting to order and welcomed the Council to the Library.

A general discussion of the Library needs and the present budget was held. All members of the Council asked questions and the Directors answered by explaining how the Budget was developed. Some of the points covered were (1) the need of constant repair of the Main Library which was built in 1902 (2) need to offer better salaries to professional librarians because of a national shortage of trained personnel (3) cooperation with the schools (4) growth of the city necessitated increasing the services of the Library (5) crowded work conditions and economy of the administration.

Literature was distributed to the Council members explaining the budget.

Mayor Grohne thanked the Directors for their services to the Library and the City, stating the Library was well run and they were proud of its accomplishments.

Mr. Madden invited all members of the Council to tour the building after the meeting was adjourned. Mr. Arnold, Mr. Grohne, and Mr. Kopetz were shown the building by Mrs. Howe and Mr. Bushee.

Meeting adjourned at five o'clock.

Respectfully submitted,

Mary T. Howe
Secretary