

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

JUNE 16, 1983

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR AND ANNUAL BOARD MEETING MAY 26, 1983
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - 2. Passenger Elevator Contract
 - B. PERSONNEL AND PUBLIC RELATIONS
 - 1. Amendment to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. Resolution re Wage Rates
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - June 16, 1983

The regular meeting of the Board of Directors of the Decatur Public Library was held June 16, 1983 in the board room of the main library.

Members Present:

Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman

Members Absent:

Mrs. Alpi
Mr. Susler

Others Present:

Ms. Burch
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:30 p.m. by the President, Shirley Moore.

The minutes of the regular and annual meeting of the Board on May 26, 1983, were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated May was a rather uneventful month as the Library prepared and initiated summer programs for Books Between Bites, Summer Reading Club, story hours, etc. But uneventful though it was in noteworthy events, the circulation showed an astonishing gain of 17% in the central library, which provided an overall gain of 12.5%.

Continuing, Mr. Dumas informed he had talked with the Secretary of State this morning, together with a number of other librarians from Skokie, Morton Grove, Aurora, Peoria and several others. The Secretary remains convinced of the rightness of the COMLOS legislation and pointed out that it was merely enabling legislation, and the decision to convert is totally up to the local libraries. As a bright spot, however, he did agree to meet and discuss the rules and regulations which he will promulgate.

Further reporting, Mr. Dumas stated word has been received from the State Library regarding the jobs stimulus bill funding of LSCA, which was discussed at the May meeting of the Board. Letters of intent and project proposals are due July 15. The letter indicated the State Library will assist in the development of these documents. I will meet with Les Allen next Tuesday to discuss the matter and ascertain what the City bias is, Mr. Dumas concluded.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee the approval of library bills through

May 31, 1983, Mrs. Rossiter seconded the motion, and it was unanimously approved by a roll-call vote.

Mr. Marshall further moved on behalf of his Committee the approval of the Otis Elevator Company contract for service and maintenance of the Library's passenger elevator. Mr. Marshall explained that even though the Long Elevator Company's bid was \$17.00 a month less, the Committee's reasoning was that the differences are relatively insignificant compared to what we believe are the benefits of having the manufacturer provide the maintenance and parts. Mrs. Rossiter seconded the motion and the motion carried.

As Chairman of the Personnel and Public Relations Committee, Mrs. Jackson reported her Committee had met and the language in the Policy Code governing sick leave was discussed, but the Committee did not make any recommendations as it was felt it was not a big problem at this time. Mrs. Jackson stated her Committee had also discussed the Library's policy regarding the acquisition of magazines and moved that Article V, "Material Selection and Collection Development" of the Code of Library Policy be amended in Paragraph D, Section 4, by the addition of the following:

- (d) The inclusion of a title in the Reader's Guide to Periodical Literature, however, requires that that title be subscribed for and retained so long as that volume of the Reader's Guide is retained.

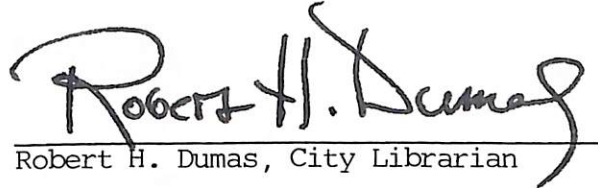
and be further amended in Paragraph E, Section 4(c)iii by striking "Denominational magazines, except denominational magazines of general interest such as Christian Century, Commonweal, or Commentary, are not added" and substituting in its place the following: "Religious magazines are not added to the collections except those general titles that are indexed in the Reader's Guide to Periodical Literature."

Mr. Dumas explained the reason for the motion is not to change our policy but to reaffirm the policy and make it more explicit so that the Library will not be open to pressures from outside groups to include magazines for which the Library is not currently subscribing. Mr. Seidman asked if this meant the Library must take all magazines listed in the Reader's Guide, and Mr. Dumas answered affirmatively, stating that according to the "Measures of Quality" a library of this size should take at least those magazines listed in Reader's Guide as they are the most popular magazines. Mr. Mueller seconded the motion and it was approved.

Under New Business, Mr. Marshall moved the approval of the Resolution establishing Prevailing Wage Rates, copies of which were previously mailed. Mrs. Rossiter seconded the motion and it was approved. A copy of this Resolution and the Prevailing Wage Rates become a part of these Minutes.

Mrs. Moore stated since this is her last meeting as President of the Board, she had a few little things she wanted to say: "It has been a privilege for me to serve as President of the Board, and has afforded me a growth experience, but most importantly it has given me the chance to work with and get to know you all better, and Bob and Helen and the Staff. I think Decatur is very fortunate to have a Library like this with the dedicated Staff we have, as it is a tremendous asset to the community. I hope the Council, among others, continues to recognize this. Lastly, I want to thank all of you for the support and encouragement you have given me the past three years, and I look forward to the two years on the Board I have yet to serve." The Board thanked and applauded Mrs. Moore.

The meeting was adjourned at 5:00 p.m. by the President.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, looping "R" and a long, sweeping underline that extends to the right.

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

May, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Month to Date</u>
Total Books 1983 -	26,802	2,286	17,191	46,279	618,614
1982 -	24,272	1,864	15,370	41,506	587,437
A-V Materials, 1983 -	2,681	--	263	2,944	33,929
1982 -	2,002	--	237	2,239	30,921
Total Circulation, 1983 -	29,483	2,286	17,454	49,243	652,543
1982	26,274	1,864	15,607	43,745	618,358

TECHNICAL PROCESSING

Cataloging

New books added	1,102
New titles added	403
Books withdrawn	824
Books mended	1,138

Acquisitions

Books checked in	1,323
Telephone Directories	99
Pamphlets	470
Gifts	360

Materials in the State of Processing

Materials (physical items) -	909
Titles -	806

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,081,520	70,359	78,125	1,003,395
Operating	212,741	10,426	11,173	201,568
Capital and Books	221,400	8,963	12,831	208,569

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	22 + 17 (1160)	1/2	1/2	22 + 17 (1172 hrs)
Maintenance	3 1/2	--	--	3 1/2

Current Vacancies: 1 Technical Services Clerk I, 1 Supervisor, Technical Services
1 A-V Youth Librarian

Computer Downtime for Month: 3-3/4 Hours

6/17/83

Resolution mailed to
Dept. of Labor & Office of
the Secretary State, and
Notice mailed to Herald &
Review this date — JH.

RESOLUTION DETERMINING PREVAILING WAGE RATES

WHEREAS, the State of Illinois has enacted "an act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being Sections 39s-1 through 39s-12, Chapter 48, Illinois Revised Statutes, and

WHEREAS, the aforesaid act requires that the Board of Directors of the Decatur Public Library investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality the Decatur Public Library employed in performing construction of public works for the Decatur Public Library, exclusive of maintenance work,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY:

SECTION 1: To the extent and as required by "AN ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Decatur Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in Macon County as determined by the Department of Labor of the State of Illinois as of June, 1983, a copy of that determination being attached hereto and incorporated herein by reference. The definition of any term appearing in this Resolution which is also used in the aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Decatur Public Library to the extent required by the aforesaid Act.

SECTION 3: The Secretary of the Board of Directors shall publicly post or keep available for inspection by any interested party in the main office of the Decatur Public Library this determination of such prevailing rate of wage.

SECTION 4: The Secretary of the Board of Directors shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or hereafter file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Secretary of the Board of Directors shall promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois.

SECTION 6: The Secretary of the Board of Directors shall, within thirty (30) days, cause to be published in a newspaper of general circulation within the area that this determination is effective a notice of this determination of the prevailing wage rates: and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

ADOPTED BY THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY
ON THE 16th day of June, 1983.

Shirley M. Moore
President

ATTEST:

William G. Grieve
Secretary

CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF Macon)

I, the undersigned, Secretary of the Board of Directors of the Decatur Public Library, do hereby certify that the above and foregoing is a true, perfect and correct copy of the Resolution Determining Prevailing Wage Rates duly adopted at a meeting of the Board of Directors of the Decatur Public Library held on June 16, 1983 .

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Decatur Public Library this 16th day of June , 1983.

William J. Guen
Secretary

ILLINOIS DEPARTMENT OF LABOR
CONCILIATION AND MEDIATION SERVICE
PREVAILING WAGES FOR CONSTRUCTION TRADES

PAGE 1
MACON
6/01/83

THESE PREVAILING WAGES SHALL BE INCLUDED IN THE ADVERTISED SPECIFICATIONS FOR EVERY CONTRACT TO WHICH ANY PUBLIC BODY, AS DEFINED IN CHAPTER 48, SECTION 39S-2, ILL. REV. STAT., IS A PARTY. FOR CONSTRUCTION, RECONSTRUCTION AND/OR REPAIR, INCLUDING PAINTING, REDECORATING AND LANDSCAPING OF PUBLIC BUILDINGS OR PUBLIC WORKS WITHIN THE STATE OF ILLINOIS WHICH REQUIRES OR INVOLVES THE EMPLOYMENT OF MECHANICS AND/OR LABORERS. MINIMUM WAGES, OVERTIME RATE AND FRINGE BENEFITS CERTIFIED HEREIN SHALL BE PAID AND THE SCALE OF WAGES TO BE PAID SHALL BE POSTED BY THE CONTRACTOR IN A PROMINENT AND EASILY ACCESSIBLE PLACE AT THE SITE OF WORK. THIS DETERMINATION IS THE PROPERTY OF THE ILLINOIS DEPARTMENT OF LABOR AND SHALL NOT BE ALTERED WITHOUT THEIR CONSENT IN WRITING.

RATES FOR THE COUNTY OF MACON , EFFECTIVE AS OF 6/01/83

NAME OF TRADE	RG	TYP	C	HOURLY	RATES	WKLY	OVERTIME RATE	HRLY FRINGE RATES		
			L	BASIC	FORMN	HRS	WKDY/SA/SU-HL	WELFR PENS N VACTN		
ASBESTOS WRKRS	BLD			18.990	19.480	40.0	2.0 2.0 2.0	1.300 1.460	.000	
BOILERMAKERS	BLD			18.300	19.300	40.0	1.5 1.5 2.0	1.475 1.800	.000	
BRICKLAYERS	BLD			15.975	16.475	40.0	2.0 2.0 2.0	1.100 .500	.000	
CARPENTERS	BLD			15.955	16.955	40.0	1.5 1.5 2.0	1.100 1.220	.000	
CARPENTERS	HWY			15.755	16.505	40.0	2.0 2.0 2.0	1.100 1.050	.000	
CARPENTERS	RES			11.030	11.530	40.0	1.5 1.5 2.0	1.100 1.050	.000	
MILLWRIGHTS	BLD			16.455	17.455	40.0	1.5 1.5 2.0	1.100 1.220	.000	
PILEDRIERS	BLD			16.455	17.455	40.0	1.5 1.5 2.0	1.100 1.220	.000	
PILEDRIERS	HWY			11.075	11.825	40.0	2.0 2.0 2.0	.400 .550	.000	
* 9TH HR-MON-FRI-1.5										
CEMENT MASONS	BLD			16.550	17.050	40.0	2.0 2.0 2.0	.650 .575	.000	
CEMENT MASONS	HWY			16.100	16.500	40.0	1.5 1.5 1.5	.650 .575	.000	
* OT/2.0 IF CARP OP ENG&LAB ON PJT REC2.0										
ELECTRICIANS	BLD			17.850	19.640	40.0	2.0 2.0 2.0	.650 .650	.000	
* OT/COMMERCIAL MON-FRI/1.5										
* PENS N - 5% OF GROSS MTHLY LABOR PAYROLL										
GLAZIERS	BLD			16.290		40.0	1.5 2.0 2.0	.450 .500	.000	
IRON WORKERS	ALL			15.950	16.700	40.0	2.0 2.0 2.0	1.100 1.050	.000	
IRON WORKERS	E ALL			15.950	16.950	40.0	2.0 2.0 2.0	.750 1.250	.000	
LABORERS	BLD			14.050	14.800	40.0	2.0 2.0 2.0	.800 1.200	.000	
LABORERS	HWY			14.300	15.050	40.0	1.5 1.5 2.0	.800 1.200	.000	
LATHERS	BLD			15.955	16.955	40.0	1.5 1.5 2.0	1.100 1.220	.000	
LATHERS	NE BLD			9.290	9.790	40.0	2.0 2.0 2.0	.300 .200	.000	
MARBLE WORKERS	BLD			15.975	16.475	40.0	2.0 2.0 2.0	1.100 .500	.000	
OPER. ENGINEERS	BLD	1		16.250		40.0	1.5 1.5 1.5	.850 .950	.000	
OPER. ENGINEERS	BLD	2		14.600		40.0	1.5 1.5 1.5	.850 .950	.000	
OPER. ENGINEERS	BLD	3		13.000		40.0	1.5 1.5 1.5	.850 .950	.000	
OPER. ENGINEERS	HWY	1		16.250		40.0	1.5 1.5 2.0	.850 .950	.000	
OPER. ENGINEERS	HWY	2		14.600		40.0	1.5 1.5 2.0	.850 .950	.000	
OPER. ENGINEERS	HWY	3		13.000		40.0	1.5 1.5 2.0	.850 .950	.000	
WELL DRILLERS	ALL	1		15.850		40.0	1.5 1.5 2.0	1.450 1.350	.000	
WELL DRILLERS	ALL	2		14.650		40.0	1.5 1.5 2.0	1.450 1.350	.000	
PAINTERS	BLD			15.050	15.550	40.0	1.5 2.0 2.0	.800 .600	.000	
PAINTERS(SP&BR)	BLD			15.800	16.300	40.0	1.5 2.0 2.0	.800 .600	.000	
PLUMBERS,FITTERS	BLD			19.390	21.330	40.0	1.5 1.5 2.0	.850 1.550	.000	
PLASTERERS	BLD			16.770	17.270	40.0	2.0 2.0 2.0	.650 .575	.000	
SPRINKLR FITTRS	BLD			16.670	16.920	40.0	2.0 2.0 2.0	1.150 1.600	.000	
ROOFERS	BLD			15.880	16.380	40.0	1.5 1.5 2.0	.800 .900	.000	
SHEETMTL WRKRS	BLD			17.150	18.400	40.0	2.0 2.0 2.0	.750 1.280	.000	
STONE WORKERS	BLD			15.975	16.475	40.0	2.0 2.0 2.0	1.100 .500	.000	
TERRAZO WRKRS	BLD			15.975	16.475	40.0	2.0 2.0 2.0	1.100 .500	.000	
TILE LAYERS	BLD			15.975	16.475	40.0	2.0 2.0 2.0	1.100 .500	.000	
TRUCK DRIVERS	ALL	1		14.325		40.0	1.5 1.5 2.0	1.150 1.275	.000	
TRUCK DRIVERS	ALL	2		14.725		40.0	1.5 1.5 2.0	1.150 1.275	.000	
TRUCK DRIVERS	ALL	3		14.925		40.0	1.5 1.5 2.0	1.150 1.275	.000	
TRUCK DRIVERS	ALL	4		15.175		40.0	1.5 1.5 2.0	1.150 1.275	.000	

NOTICE OF DETERMINATION OF PREVAILING WAGE RATES

TAKE NOTICE that on the 16th day of June, 1983, the Board of Directors of the Decatur Public Library adopted a Resolution Determining Prevailing Wage Rates for public works in accordance with paragraph 39s-9, Chapter 48, Illinois Revised Statutes; and said determination is available for inspection by any interested party at 247 East North Street, Decatur, Illinois.

DATED the 16th day of June, 1983


Secretary of the Board of Directors
of the Decatur Public Library

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND 0000000000

GE 69

MAY 1, 1983 THRU MAY 31, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101	FUND BALANCE MAY 1, 1983	544,592.00	634,190.86	634,190.86	89,598.86-	
101A	CURRENT YEAR TAXES	1,147,825.00	0.00	0.00	1,147,825.00	
524	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
728	INTEREST ON INVESTMENTS	45,000.00	526.72	526.72	44,473.28	
728A	LIBRARY FINES & FEES	25,000.00	2,820.44	2,820.44	22,179.56	
729	NON-RESIDENT FEES	5,000.00	266.00	266.00	4,734.00	
730	LOST & DAMAGED BOOKS	3,100.00	260.73	260.73	2,839.27	
733	PRINTS MADE ON COPY MACHINE	700.00	91.66	91.66	608.34	
799	ILL ST PER CAPITA GRANT	47,000.00	0.00	0.00	47,000.00	
	MISCELLANEOUS INCOME	3,200.00	234.23	234.23	2,965.77	
	TOTAL REVENUE	1,821,417.00	638,390.64	638,390.64	1,183,026.36	35.05

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	904,640.00	0.00	64,670.70	64,670.70	839,969.30	
102 A	STRAIGHT OVERTIME	150.00	0.00	121.36	121.36	28.64	
103	RETIREMENT FUND	126,855.00	0.00	9,149.30	9,149.30	117,705.70	
105	WORKMEN'S COMPENSATION	4,522.00	0.00	0.00	0.00	4,522.00	
106	UNEMPLOYMENT COMPENSATION	4,209.00	0.00	0.00	0.00	4,209.00	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	24,580.00	0.00	2,048.00	2,048.00	22,532.00	
109	TEMPORARY SALARIES	16,564.00	0.00	2,135.91	2,135.91	14,428.09	
201	ADVERTISING	500.00	0.00	7.59	7.59	492.41	
202	PRINTING & BINDING	6,500.00	0.00	227.25	227.25	6,272.75	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	293.28	293.28	9,706.72	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	600.00	0.00	16.50	16.50	583.50	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	19,600.00	0.00	1,520.40	1,520.40	18,079.60	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	113.50	113.50	1,386.50	
221	AUDITING SERVICES	650.00	0.00	0.00	0.00	650.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	
231	ELECTRICITY	74,000.00	0.00	4,664.40	4,664.40	69,335.60	
233	TELEPHONE	10,000.00	0.00	671.46	671.46	9,328.54	
234	WATER	500.00	0.00	0.00	0.00	500.00	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,088.00	0.00	268.38	268.38	4,819.62	
245	POSTAGE	5,800.00	0.00	315.90	315.90	5,484.10	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	0.00	0.00	1,380.00	
288	RENTALS	5,665.00	0.00	423.29	423.29	5,241.71	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	186.68	186.68	2,313.32	
312	JANITORIAL SUPPLIES	2,200.00	0.00	46.21	46.21	2,153.79	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	10,000.00	0.00	60.80	60.80	9,939.20	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	0.23	0.23	1,499.77	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	18,000.00	0.00	304.90	304.90	17,695.10	
402	CONTINGENCIES	7,500.00	0.00	0.00	0.00	7,500.00	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,361.00	1,361.00	14,974.00	
415	SERVICE RECOGNITION PAYROLL	1,675.00	0.00	0.00	0.00	1,675.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

P 70

MAY 1, 1983 THRU MAY 31, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
423	INSURANCE	8,303.00	0.00	691.00	691.00	7,612.00	
499	SMALL CAPITAL ITEMS	1,940.00	0.00	0.00	0.00	1,940.00	
	TOTAL OPERATING EXPENDITURES	1,294,261.00	0.00	89,298.04	89,298.04	1,204,962.96	6.90
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	16,270.00	0.00	0.00	0.00	16,270.00	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	11,857.74	11,857.74	148,142.26	
525 A	AUDIO VISUAL MATERIALS	45,130.00	0.00	973.22	973.22	44,156.78	
	TOTAL CAPITAL OUTLAY	221,400.00	0.00	12,830.96	12,830.96	208,569.04	5.80
	TOTAL EXPENDITURES	1,515,661.00	0.00	102,129.00	102,129.00	1,413,532.00	6.74

ACTIVITY 942 DECATUR PUBLIC LIB TRUST FUND

71

MAY 1, 1983 THRU MAY 31, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1983	89,855.00	89,882.06	89,882.06	27.06-	
56 INCOME	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	7,500.00	342.46	342.46	7,157.54	
799 MISC INCOME	0.00	0.00	0.00	0.00	
TOTAL REVENUE	97,355.00	90,224.52	90,224.52	7,130.48	92.68

ACTIVITY 943 DECATUR PUBLIC LIBR CAPITAL FUND

P 72

MAY 1, 1983 THRU MAY 31, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1983	21,080.00	22,169.43	22,169.43	1,089.43-	
518 SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
524 INTEREST SAVINGS	1,000.00	10.03	10.03	989.97	
731 TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	22,080.00	22,179.46	22,179.46	99.46-	100.45

ACTIVITY 944 DECATUR PUBLIC TRUL FUND (BRIDGES)

E 73

MAY 1, 1983 THRU MAY 31, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	FUND BALANCE MAY 1, 1983	3,273.00	3,988.68	3,988.68	715.68-	
524	REVENUE	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	400.00	4.09	4.09	395.91	
	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,573.00	3,992.77	3,992.77	580.23	87.31

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	3,000.00	0.00	463.62	463.62	2,536.38	15.45
	TOTAL EXPENDITURES	3,000.00	0.00	463.62	463.62	2,536.38	15.45

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

05/01/83 THRU 05/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
4380	TREAS PAYROLL FUND	PD ENDING 5-4-83	33,478.32
4406	POSTMASTER	POSTAGE	15.90
4448	TREAS CENTRAL SERVICE FND	GASOLINE	179.43

TOTAL OF ALL VOUCHER CHECKS = 33,673.65

VR-1412

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

05/01/83 THRU 05/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
4461	TREAS PAYROLL FUND	PD ENDING 5-18-83	33,449.65
4476	AMERICAN LIBRARY ASSN	BOOKS	20.25
4477	BADGE-A-MINIT LTD	BADGE PARTS	74.16
4478	CALLAGHAN & CO	BOOKS	71.75
4479	CHARLTON PUBLICATIONS	BOOKS	15.00
4480	DASH DISPOSAL	DISPOSAL SERVICE	16.50
4481	DECATUR TRIBUNE	BOOKS	20.00
4482	DOWNTOWN DECATUR COUNCIL	MAY PARKING	400.00
4483	EDMUND SCIENTIFIC CO	BOOKS	10.95
4484	FAMILY HANDYMAN	BOOKS	35.80
4485	FIRST NATL BANK DECATUR	SAFE DEPOSIT BOX	12.00
4486	HARCOURT BRACE JOVANOVIH	BOOKS	6.01
4487	HELM INC	BOOKS	6.25
4488	BETTY LOU HICKS	REIMB FOR EXPENSE	240.38
4489	HORSE & RIDER	BOOKS	22.00
4490	ILL DEPT CONSERVATION	BOOKS	9.00
4491	KEY BOOK SERVICE	BOOKS	21.06
4492	K'S MERCHANDISE MART	CALCULATOR	8.97
4493	LUGARI'S	VAN REPAIR	20.98
4494	MILLER PRODUCTS CO	BRUSHES	7.00
4495	MODERN BUSINESS SYSTEMS	SERVICE USAGE	11.29
4496	ROBERT MORRIS ASSOC	BOOKS	27.50
4497	OTIS ELEVATOR CO	MAINTENANCE	293.28
4498	PERFECT WINDOW CLEANERS	WIRE BASKET	13.00
4499	READER'S DIGEST	BOOKS	12.93
4500	ROLLING PRAIRIE LIBRARIES	COMPUTER MAINT	1,205.40
4501	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	111.28
4502	SEVENTEEN	BOOKS	23.90
4503	SPORTING NEWS	BOOKS	2.63
4504	TECHNOLOGY REVIEW	BOOKS	2.00
4505	BETTY TURNELL	REIMB EXPENSE	28.00
4506	WEST PUBL CO	BOOKS	373.50

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
4507	JOHN WYMAN	BOOKS	9.00
4572	ILL POWER CO	POWER FOR MONTH	4,664.40
4670	POSTMASTER	POSTAGE	300.00
4671	HERALD & REVIEW	BOOKS	48.99
4672	IDEALS PUBL CORP	BOOKS	27.95
4673	ILL ST HISTORICAL SOCIETY	BOOKS	13.00
4674	MACLEANS	BOOKS	80.00
4675	OFF-ROAD	BOOKS	19.50
4676	TEEN	BOOKS	19.95
4677	THORNTON WELDING SERVICE	TRAILER REPAIR	100.00

TOTAL OF ALL VOUCHER CHECKS = 41,815.21

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

05/01/83 THRU 05/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
4728	TREAS %NON MED INS ES	INS CHARGES	691.00
4733	TREAS %MED INS ESCROW	MEDICAL INSURANCE	2,048.00
4740	TREAS ILL MUNI RETIREMENT	RETIREMENT	9,149.30
4746	TREAS GNL OPERATING FUND	ADM EXPENSE	1,361.00
4906	BLACK & CO	HARDWARE	38.24
4907	DIV HUMANIST COUNSELING	BOOKS	22.00
4908	ENCYCLOPEDIA OF WORLD ART	BOOKS	72.50
4909	GESTETNER CORP	MAINT CONTRACT	476.94
4910	GREENBERG PUBLISHING	BOOKS	27.45
4911	HAINES & ESSICK CO	OFFICE SUPPLIES	22.71
4912	HERALD & REVIEW	ADVERTISING	7.59
4913	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	624.70
4914	JAN SAN SUPPLY CO	JANITORIAL	33.21
4915	KRIEGER PUBL CO	BOOKS	34.29
4916	NEW CENTURY PUBLISHERS	BOOKS	10.58
4917	TECHNOLOGY REVIEW	BOOKS	72.00

TOTAL OF ALL VOUCHER CHECKS = 14,691.51

VR-1412

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

05/01/83 THRU 05/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
4998	AUDIO BUFF CO INC	AUDIO VISUAL	382.82
4999	BAKER & TAYLOR CO	BOOKS	667.75
5000	BAKER & TAYLOR CO	BOOKS	10,101.30
5001	BLACK & CO	HARDWARE	15.56
5002	DOUBLEDAY & CO INC	BOOKS	318.62
5003	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	46.76
5004	LIBRARY CARDS LTD	CATALOG CARDS	227.25
5005	SCRIBNER BOOK CO INC	BOOKS	82.79
5006	SOUND/VIDEO UNLTD	BOOKS	590.40
5007	US VOLLEYBALL ASSN	BOOKS	4.00

TOTAL OF ALL VOUCHER CHECKS = 12,437.25

Minutes

Finance and Properties Committee

June 7, 1983

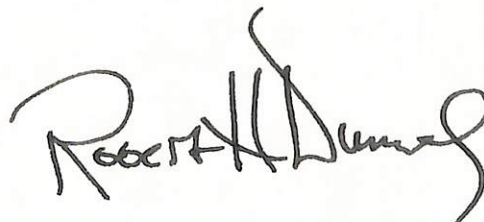
The Finance and Properties Committee met at 4:00 p.m., June 7, 1983, in the Board Room of the Library. Present were Edith Rossiter, Sharon Alpi, and David Marshall, Chairman. Also present were Shirley Moore, Ex Officio, and Robert Dumas.

The first item of business was a consideration of a new maintenance contract for the passenger elevator. Proposals have been received from Long Elevator Company and Otis Elevator Company, the current vendor. The Long quotation was low at \$97.88 per month. Otis quoted \$115. Long would cite its reputability and a saving amounting to two months service as good reasons for receiving the bid. Otis would cite its position as original builder and installer of the equipment and consequent knowledge of the equipment and its access to authorized parts and increasing echelons of expertise. After consideration, the Committee voted to recommend Otis as contractor.

The second item of business dealt with the question of whether to apply for a grant under the Jobs Stimulus Bill which is being administered as part of LSCA by the State Library. The Committee instructed the City Librarian to discuss the matter with the City Manager to ascertain whether there is city support for such a project inasmuch as 58% of funding must be provided locally.

The third item discussed concerned whether the proposed contract for computer services was adequate. It was the general feeling that the proposed contract did not meet the needs of the Library, but there was no consensus with respect to what the content should be. It was agreed to recommend to the Ad Hoc Committee that the question of maintenance charges be handled separately in a letter to Rolling Prairie Library setting forth the position of the Decatur Public Library on the matter.

The Committee adjourned at 5:00 p.m.

A handwritten signature in dark ink, appearing to read "Robert H. Dumas". The signature is written in a cursive, flowing style with a large, prominent initial "R".

Finance Committee Meeting Minutes

June 30, 1983

The meeting was called to order at 4:15 by Edith Rossiter. Present were Sharon Alpi and Edith Rossiter, members, Shirley Moore, Ex Officio, and Robert Dumas, City Librarian.

Robert Dumas reported that following the Committee's instruction he had met with the City Manager to discuss whether the Library Board should apply for a job stimulation bill grant and whether there was City support for an upfront contribution by the Library in order to qualify for grant money. The City Manager did not show any interest in using a grant to help build a branch library. He did say that in urging the Library to investigate a grant under the jobs stimulus bill he was not proposing that the Library seek money for an unnecessary project.

The suggestion to remodel the Library to convert the unassigned area to Technical Services in order to provide public space on the second floor for audio-visual collections was discussed. It was explained that the growth of the A/V collections would require this remodelling in a couple of years or alternatively would require cancellation of Young Adult Services so that A/V could move into this area. The Manager noted that the Capital Fund Account and the Breckenridge Account were available for the Library's contribution. Without presuming to speak for Council, he indicated that remaining upfront money could possibly be borrowed.

The significance of the Manager's remarks and the effect of depleting the Breckenridge Account upon other possible projects were discussed. It was noted that applying for the grant did not bind the Board to acceptance and therefore the City Librarian was authorized to proceed with an application.

The meeting was adjourned at 5:30 p.m.

A handwritten signature in dark ink, appearing to read "Robert Dumas", is written over the bottom right of the page. The signature is stylized with a large, sweeping initial "R" and a long, horizontal stroke extending to the right.

Personnel and Public Relations Committee

Minutes

June 9, 1983

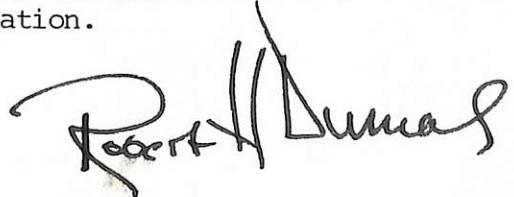
Committee met in administrative offices of Central Library and was called to order at 7:15 p.m. Present were John Mueller and Reba Jackson, Chair. Also present was Shirley Moore, ex officio, and Robert Dumas.

In its first item of business, the Committee discussed and confirmed the language governing sick leave granted on account of illness of family members.

Mr. Dumas noted the increasing difficulties that arise in staffing during vacations as more staff members become eligible for three or four week vacations. The problem is already acute in Extension where we will have to permit overtime for Mrs. Shroyer, the half-time assistant, to help cover schedule during Mrs. McGregor's and Mr. Roberts' vacations. Increasing the hours of half-time employees will also be required in other departments as the same problem occurs.

A consideration of the policy regarding the acquisition of religious periodicals was then discussed. Mr. Dumas advised that he had recently received a letter suggesting that as a matter of constitutional law the Library - if it acquired any religious periodicals - must also acquire others on the same basis. The letter cited a court order in which the Charlotte and Macklenburg County Public Library consented to acquiring the American Atheist. Without addressing the specific question of whether there is a demand locally for the American Atheist or whether otherwise it meets the standards prescribed by the book selection policy, it can generally be asserted that a considerable problem would arise if the Library were required to add every magazine that every denomination wished to have on public display. All religious magazines currently taken by the Library are subscribed for because they have been indexed in the Reader's Guide to Periodical Literature. This standard is presently implied, but Mr. Dumas recommended that the policy be amended to make the point explicit as a possible defense against being required to add religious periodicals upon demand. This proposal was agreed to and Mr. Dumas was instructed to prepare amendments to the Policy for Board consideration.

The meeting adjourned at 8:05 p.m.

A handwritten signature in dark ink, appearing to read "Robert Dumas", is written over the bottom right of the page. The signature is fluid and cursive, with the first name "Robert" and last name "Dumas" clearly distinguishable.