



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

APRIL 17, 1980

- I. CALL TO ORDER
DEAN HOLCOMB, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING MARCH 20, 1980
- III. LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - 1. Approval of February Bills (tabled)
 - 2. Approval of March Bills
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - 1. Amendment to Salary Schedule
 - 2. Amendment to Policy Code, Service Recognition
- V. OLD BUSINESS
 - A. SECURITY GUARD CONTINUATION
- VI. NEW BUSINESS
 - A. APPOINTMENT OF NOMINATING COMMITTEE
 - B. LETTERS TO LEGISLATORS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mr. Borchers
Mr. Grieve
Mr. Holcomb (Tentative)
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Ms. Taylor

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - April 17, 1980

The regular meeting of the Board of Directors of the Decatur Public Library was held April 17, 1980 in the board room of the main library.

Members Present:

Mrs. Batterham
Mr. Borchers
Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Ms. Taylor

Members Absent:

Mr. Holcomb
Mr. Stewart

Others Present:

Steve Cahalan
(Herald & Review)
Mr. Dumas
Mr. Poertner
Miss Schwegman

The meeting was called to order at 4:35 p.m. by Mrs. Batterham, Vice President.

The minutes of the regular board meeting of March 20, 1980 were approved as mailed.

In his monthly report to the Board, Mr. Dumas commented that this being National Library Week, special programs had been held in the Library, but the turn-out had been a little disappointing, partly because the publicity from the press was not too good. Circulation is up again this month, and we are very close to having the same circulation for the year in March as we had for the total year last year, Mr. Dumas stated.

It was announced by Mr. Dumas that Mr. Poertner has been appointed as Supervisor of Adult Services, and in the future after we get some things hanging fire in Extension taken care of, Mr. Seidl will become the Head of the Home Reading Department, which will leave a vacancy in the Extension Department. Mr. Borchers asked if this means Mr. Poertner will lose his Civil Service status, and Mr. Dumas responded that this is correct.

Mr. Dumas reported that the "Friends" had their book sale last Saturday and did well, as usual, netting a little over one thousand dollars. Mr. Grieve suggested additional publicity might be in order, as he was unaware of the sale.

Further reporting, Mr. Dumas stated that George Keating, CLSI Vice President, who was present at the board meeting two months ago had intended to return to attend the meeting today, but had called and asked if he might be excused because he was overwhelmed with work; he plans to attend the May meeting.

Mr. Dumas stated Mr. Poertner has been attending board meetings as a representative of the staff on his own time, and there is probably an advantage to having a member of the staff present even though the minutes are posted in the staff room; therefore, if there is no objection from the Board, the staff representative may henceforward attend meetings on library time.

As Chairman of the Properties and Finance Committee, Mr. Marshall moved that we remove from the table the consideration of the February bills. Ms. Taylor seconded the motion and it was approved. Continuing, Mr. Marshall moved the approval of the February bills, Mr. Grieve 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 March bills, Mr. Borchers seconded the motion and it was unanimously approved by a roll-call vote. Mr. Marshall noted on Voucher No. 65709, CLSI, that a sizeable credit had been allowed for the portable terminal. Mr. Dumas remarked that we didn't ask them, we just credited the account, and there has been no feedback as yet.

Several general observations were offered by Mr. Marshall: (1) we pay a lot of money for newspaper subscriptions and are there statistics as to how much these newspapers are used. Mr. Dumas responded we have had to cut back terribly on these subscriptions because of the great increase in price of the papers and the prohibitive cost of postage, and this is a matter of serious concern. We have dropped many dailies and are concentrating on the weeklies. We have only half of the newspapers we had ten years ago. Mrs. Batterham suggested that perhaps the Millikin Library could help fill the gap as some foreign newspapers are available there. (2) Mr. Marshall noted we have a lot of repairs on the reader printers and wondered if the price per copy could be increased on the coin boxes. Mr. Dumas stated in another couple of years we will have to start replacing these machines. Mrs. Batterham noted there is always a tremendous amount of maintenance on reader printers and everything is very expensive for them. Mr. Marshall asked Mr. Dumas to take a look at this problem.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Moore moved that the salary schedule, 1979, adopted by reference in Article III of the Code of Library Policy be amended by increasing salaries set opposite each pay grade by 9%, effective May 1, 1980. Mr. Marshall seconded the motion and it was unanimously approved.

Mrs. Moore further moved that Article III of the Code of Library Policy be amended in Paragraph F, Section 2(c) i by the addition of the following clause: "Eligibility for service recognition pay shall include employment by the Library in a position funded by Rolling Prairie Libraries, provided such employment has been continuous with present employment." Mr. Grieve seconded the motion and it was adopted.

Under Old Business, Mr. Marshall moved that the Library continue to have a security guard of an off-duty Decatur policeman on a random basis. Mr. Grieve seconded the motion and the motion carried.

Under New Business, Mrs. Batterham appointed the following nominating committee for new officers to be elected at the annual meeting in May: Mr. Grieve, Chairman, Ms. Taylor, and Mr. Marshall. Mr. Dumas noted that this annual meeting will be on the fourth Thursday of the month rather than the third Thursday.

Letters to the four area legislators prepared by Mr. Dumas regarding the "Property Tax Limitation Act of 1980" were distributed to the Board for signature, as this legislation could have a serious adverse effect on public libraries.

Mr. Dumas again reminded the Board that economic interest statements must be filed by each member by April 30.

The meeting was adjourned at 5:20 p.m.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, looping initial "R".

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

March, 1980

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1980 -	29,512	2,443	22,467	52,422	503,108
1979 -	27,417	1,918	19,286	48,621	477,373
A-V Materials, 1980 -	1,939	--	148	2,087	17,789
1979 -	1,671	--	132	1,803	14,313
Total Circulation, 1980 -	31,451	2,443	22,615	54,509	520,897
1979 -	29,088	1,918	19,418	50,424	491,686

TECHNICAL PROCESSING

Cataloging

New books added	974
New titles added	340
Books withdrawn	801
Books mended	782

Acquisitions

Books checked in	1,041
Telephone Directories	158
Pamphlets	237
Gifts	18

Materials in the State of Processing

Materials (physical items) -	736
Titles -	533

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1978/79</u>	<u>YTD Expended</u> <u>1979/80</u>	<u>P.O.'s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	780,436	653,807	680,543		99,893
Operating	175,886	105,321	124,341	5,653	45,892
Capital and Books	155,756	150,624	130,156	2,004	23,596

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	6	--	--	6
Library Assistants	8 + 3 (240 hours)	--	--	8 + 3 (240 hrs)
Clerical	21 + 12 (796 hrs)	--	--	21 + 12 (764 hrs)
CETA	3	--	2	5
Maintenance	3	--	--	3

Current Vacancies: 3 Technical Services Clerks I
1 Supervisor, Adult Services

Computer Down Time for March - none

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

March, 1980

<u>VOL. NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
65184	World Tennis	Books	9.95
65200	Postmaster	Postage	300.00
65225	Manchester Guardian Weekly	Books	43.00
65233	Treas-% Employee's Ins Fund	Life & hosp ins	1,305.60
65247	Ill Power Co.	Power for month	3,541.66
65260	Treas-% Payroll Fund	Pd ending 3-5-80	1,812.51
65268	American District Telegraph Co.	Annual charges	62.46
65269	" Film Institute	Books	15.00
65270	Better Investing	"	8.00
65271	R R Bowker Co.	"	60.00
65272	Deltek Industries	Office supplies	13.20
65273	Demco Educational Corp.	"	24.03
65274	E C Publications	Books	10.50
65275	Field & Shorb	Repair kits	292.99
65276	Firestone Tire & Rubber Co.	Tire chain	10.00
65277	Gaylord Brothers, Inc.	Office supplies	80.55
65278	Haines & Essick Co.	"	28.12
65279	Rolling Prairie Libraries	Control system	875.00
65280	Times Newspapers	Books	100.00
65298	Decatur Herald & Review	Advertising expense	46.85
65319	Intl Medicine Associates	Professional services	60.00
65591	Treas-% Petty Cash	Reimbursement	55.49
65604	Black & Co.	Hardware supplies	13.93
65605	Dick Blick	Office supplies	67.91
65606	Dash Disposal	Service for month	15.00
65607	Downtown Decatur Council	Parking for March	300.00
65608	Herb's Audio Service	Repair service	25.00

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
65609	Ill Bell Telephone Co.	Telephone service	539.24
65610	Ingram Book Co.	Books	8.94
65611	McGraw Hill, Inc.	"	25.00
65612	Ohio Library Assn.	"	5.00
65613	Otis Elevator Co.	Service for month	246.02
65614	Regent Book Co., Inc.	Books	43.47
65615	Rolling Prairie Libraries	Maintenance charge	1,216.05
65628	Treas-% Payroll Fund	Pd ending 3-12-80	23,429.43
65636	Treas-% Petty Cash Fund	Reimbursement	52.64
65662	Rick Jones	Security duty	50.00
65663	D E Stewart	"	25.00
65664	R L Raver		125.00
65688	Treas-% Payroll Fund	Pd ending 3-19-80	1,542.54
65708	Robert Bentley, Inc.	Books	22.58
65709	C L Systems, Inc.	Maintenance	36.30
65710	Firestone Stores	Oil	8.20
65711	Girl Scouts of U S A	Books	4.90
65712	Haines & Essick	Office supplies	49.60
65713	3 M Business Products	Service to reader printer	147.75
65714	Merry Randolph Motors Supply	Automotive parts	26.51
65715	Prairie Farmer	Books	6.00
65716	Rand McNally & Co.	"	129.00
65717	Reader's Digest	"	.96
65718	Schuerman Key Shop	Installation of alarms	1,177.24
65719	Tiffin Metal Products	Locker locks	71.33
65720	Sojourners	Books	12.00
65721	Toll Free Planning Services	"	7.09
65722	University Press of New England	"	18.23
65723	West Publishing Co.	"	149.00
65724	Wood Printing Co.	Printed forms	830.00

<u>3</u> <u>VGU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
65729	Los Angeles Times	Books	132.08
65782	Treas-% Payroll Fund	Service recog pay for March	20.00
65805	Postmaster	Postage	14.30
65864	Secretary of State of Ill.	Title fee	3.00
65918	Baker & Taylor - New York	Books	599.02
65919	" Chicago	"	4,775.78
65920	Bookthrift	"	74.90
65921	Doubleday & Co.	"	696.52
65922	Grolier Year Book, Inc.	"	14.00
65923	Library Cards Ltd.	Catalog cards	241.52
65924	James Matthews	Elevator signs	15.00
65925	New World Records	Audio visual materials	16.80
65926	Natl Reserach Bureau, Inc.	Books	72.00
65927	St Louis Post Dispatch	Books	84.00
65928	SEA Worldpress	"	23.18
65929	WFMT	"	12.00
65943	Treas-% General Operating Fund	March adm services	1,034.58
65944	Treas-% I M R Fund	March retirement	7,116.77
65936	Treas-% Payroll Fund	Pd ending 3-26-80	23,383.79
TOTAL DPL VOUCHERS			<u>\$77,511.01</u>

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1979 THRU MAR 31, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	117,205.00	0.00	186,623.67	69,418.67-	
101 CURRENT YEAR TAXES	991,230.00	0.00	991,212.40	17.60	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	10,000.00	6,275.48	14,582.56	4,582.56-	
728 LIBRARY FINES & FEES	16,000.00	1,732.65	20,078.85	4,078.85-	
728A NON-RESIDENT FEES	700.00	81.00	651.50	48.50	
729 LOST & DAMAGED BOOKS	2,300.00	153.15	1,836.66	463.34	
730 PRINTS MADE ON COPY MACHINE	700.00	8.75	737.76	37.76-	
733 ILL ST PER CAPITA GRANT	0.00	0.00	43,728.38	43,728.38-	
799 MISCELLANEOUS INCOME	5,700.00	1,029.56	9,572.79	3,872.79-	
TOTAL REVENUE	1,143,835.00	9,280.59	1,269,024.57	125,189.57-	110.94

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% CF EST.
101	REGULAR SALARIES	643,804.00	0.00	47,748.45	568,985.32	74,818.68	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	97,826.00	0.00	7,007.62	82,767.53	15,058.47	
106	EMPLOYMENT COMPENSATION	3,180.00	0.00	0.00	1,564.76	1,615.24	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,357.00	0.00	1,280.76	13,880.66	2,476.34	
109	TEMPORARY SALARIES	19,119.00	0.00	662.16	13,345.56	5,773.44	
201	ADVERTISING	250.00	0.00	46.85	551.91	301.91-	
202	PRINTING & BINDING	5,000.00	936.10	1,071.52	4,523.07	459.17-	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	424.22	453.48	9,752.19	176.41-	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	650.00	82.01	15.00	208.73	359.26	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	11,715.00	0.00	1,383.60	10,014.25	1,700.75	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	4,150.00	0.00	14.50	2,840.83	1,309.17	
221	AUDITING SERVICES	600.00	0.00	0.00	650.00	50.00-	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	260.00	1,156.05	156.05-	
231	ELECTRICITY	33,000.00	1,995.71	3,541.66	28,665.62	2,338.67	
233	TELEPHONE	7,000.00	1,196.79	539.24	5,933.13	1,29.92-	
234	WATER	400.00	94.27	0.00	347.25	41.52-	
241	CONFERENCE ATTENDANCE EXPENSE	3,151.00	0.00	12.38	1,805.42	1,345.58	
245	POSTAGE	4,000.00	630.00	329.93	3,349.10	20.90	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	1,020.00	165.00	
288	RENTALS	5,275.00	294.00	316.00	3,796.50	1,184.50-	
310	GAS OIL & ANTIFREEZE	150.00	0.00	16.18	1,098.06	948.06-	
312	JANITORIAL SUPPLIES	1,500.00	0.00	0.00	1,655.25	155.25-	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	4,000.00	0.00	1,421.89	7,020.71	3,020.71-	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,500.00	0.00	51.67	2,527.81	27.81-	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	4.61	0.39	
345	OFFICE SUPPLIES	15,600.00	0.00	326.05	15,054.38	545.62	
402	CONTINGENCIES	41,200.00	0.00	0.00	25.00	41,175.00	
403	TRANS TO G F (ADMIN SERV)	12,415.00	0.00	1,034.58	11,380.40	1,034.60	
415	SERVICE RECOGNITION PAYROLL	1,140.00	0.00	20.00	1,067.50	72.50	
423	INSURANCE	10,000.00	0.00	0.00	9,892.83	107.17	
TOTAL OPERATING EXPENDITURES		956,322.00	5,653.10	67,553.52	804,884.43	145,784.47	84.16
515	OFFICE MACHINERY & EQUIPMENT	24,500.00	1,750.00	875.00	10,205.38	12,544.62	
520	OTHER MACHINERY & EQUIPMENT	24,256.00	0.00	0.00	23,682.65	573.35	
525	LIBRARY BOOKS RECORDS & EXHIBITS	100,000.00	254.23	6,944.73	88,417.77	11,328.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1979 THRU MAR 31, 1980

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525 A	AUDIO VISUAL MATERIALS	7,000.00	0.00	8.82	7,850.33	850.33-	
	TOTAL CAPITAL OUTLAY	155,756.00	2,004.23	7,828.55	130,156.13	23,595.64	83.56
	TOTAL EXPENDITURES	1,112,078.00	7,657.33	75,382.07	935,040.56	169,380.11	84.08

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

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MAY 1, 1979 THRU MAR 31, 1980

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	36,863.00	0.00	40,419.94	3,556.94-	
101 CURRENT YEAR TAXES	113,470.00	0.00	114,560.17	1,090.17-	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106 REPLACEMENT TAX	0.00	0.00	3,624.81	3,624.81-	
524 INTEREST ON INVESTMENTS	2,000.00	0.00	3,890.36	1,890.36-	
TOTAL REVENUE	152,333.00	0.00	162,495.28	10,162.28-	106.67

OBJECT
CODE

OBJECT OF EXPENDITURE

	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58 UNALLOCATED EXPENSES	100.00	0.00	0.00	41.70	58.30	41.70
410 PRINCIPAL & INTEREST	113,470.00	0.00	0.00	113,470.00	0.00	100.00
TOTAL EXPENDITURES	113,570.00	0.00	0.00	113,511.70	58.30	99.95

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

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MAY 1, 1979 THRU MAR 31, 1980

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	55,743.00	0.00	56,271.99	528.99-	
56 INCOME	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	3,500.00	0.00	2,660.44	839.56	
TOTAL REVENUE	59,243.00	0.00	58,932.43	310.57	99.48

MAY 1, 1979 THRU MAR 31, 1980

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	0.00	0.00	0.00	0.00	
731 TRANS FROM CITY OF DECATUR	24,963.00	1,988.41	18,120.23	6,842.77	
TOTAL REVENUE	24,963.00	1,988.41	18,120.23	6,842.77	72.59

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	21,086.00	0.00	0.00	10,871.05	10,214.95	
103 RETIREMENT FUND	3,170.00	0.00	109.15	1,946.39	1,223.61	
105 WORKMENS COMPENSATION	0.00	0.00	0.00	0.00	0.00	
107 HOSPITALIZATION & MEDICAL INSURANCE	700.00	0.00	22.21	333.15	366.85	
107 A GROUP LIFE INSURANCE	7.00	0.00	2.63	38.75	31.75	
109 TEMP SALARIES	0.00	0.00	1,757.66	6,822.54	6,822.54	
TOTAL OPERATING EXPENDITURES	24,963.00	0.00	1,891.65	20,011.88	4,951.12	80.17
TOTAL EXPENDITURES	24,963.00	0.00	1,891.65	20,011.88	4,951.12	80.17

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

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MAY 1, 1979 THRU MAR 31, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	1,255.00	0.00	2,001.36	746.36-	
56 REVENUE	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	60.00	0.00	137.91	77.91-	
799 MISC INCOME	900.00	0.00	910.42	10.42-	
TOTAL REVENUE	2,215.00	0.00	3,049.69	834.69-	137.68

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00
	TOTAL EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00