

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF BOARD OF DIRECTORS' MEETING
June 5, 1959

Members present: Mr. Madden, presiding; Mrs. Bailey, Mrs. Ridgley, Mr. Rollins, Mr. Burnett, Mr. Felts, Mrs. Moothart, and Mrs. Howe. Also present were: Mr. Bushee, Miss Yamamoto, Mrs. Appelt, Mr. John Sweetnam, and Mr. McGarrion from the newspaper.

The meeting was called to order at four o'clock. Mr. John Sweetnam gave a report on the progress of the remodeling done by L.E. DeVore Co. A vent in the attic needed to be replaced. The additional cost; will be \$132.00. The vertical vent should be replaced but the cost would be more than \$2,000.00. If it is not plugged the library will not need to vent it. Mr. Madden expressed the opinion the work could wait until 1960/61. Mr. Rollins moved the \$132 repair be made and it was seconded by Mrs. Ridgley. All present voted aye. Motion carried.

Minutes of the April and Annual meetings were presented for approval as received by mail. Mr. Rollins moved the acceptance and Mr. Burnett seconded the motion. All voted aye. Motion carried.

Mrs. Bailey presented the bills for payment in May:

Salaries	\$14,219.23
Operating	24,247.18
Total	\$38,466.41

Mr. Felts seconded the motion. All voted aye. Motion carried.

Mrs. Howe reported on the conferences to be attended. Mrs. Weidner and Mrs. Howe will visit the Montclair, N.J. installation of IBM first with our IBM representative. Then Mrs. Howe will attend the buildings institute at the University of Maryland. From there the two women will attend the national conference of the American Library Association to be held in Washington, D.C. The Staff Association is paying \$75 towards Mrs. Weidner's expenses as their representative to ALA. Mrs. Bailey moved the above trip be approved, seconded by Mr. Rollins. All voted aye. Motion carried.

Rotation of the corporation account to all banks in Decatur was discussed. Mr. Rollins made the motion to rotate the account every three (3) years to another bank beginning with this year. The rotation is to proceed alphabetically (Citizens, Northtown, and Soy Capital). Mr. Felts seconded the motion. All present voted aye. Motion carried. Included in the motion was the resolution that is necessary to authorize the signature cards at the Citizens National Bank.

Mr. Madden asked about the 6% reduction for tax collection. Mr. Felts asked if the committee put it in the budget. Mrs. Howe said the Council has always put it in for the Library. Mr. Rollins said we did not remember to add it this year. It was agreed that Mrs. Howe should write to the Council and tell them the 6% collection fee was not added. Mr. Madden expressed the opinion the Board did not mean to have an outside audit every year, but felt it is good to have one periodically.

The three parking spaces in the First Federal parking lot were discussed. Mrs. Howe reported that Mr. Bill Parks had loaned conveyors to the Library and this enabled the new Bookmobile to be loaded in four hours without any loss in service time. A report was made on the proposal to black top the Bookmobile Stop at Ira Abbott's corner. Mr. Abbott has given permission to do this. We are waiting for the action from the City.

Mrs. H owe reported on the proposed Staff Institute to be held at Allerton this year October 10th and 11th. Mr. Rollins asked what it would cost. The cost is the lodging overnight (for the cabinet) and no cost for the use of the House the next day. Everyone pays for his own dinner. Mrs. Howe urged the attendance of the Trustees pointing out the interest of Mrs. Bailey and Mr. Madden when they attended last year. It was decided to

page 2 - Minutes June 5th meeting.

arrange a special institute for the Directors to be held in the air-conditioned Boyd Room during August. This would afford the Staff direction for its planning sessions.

Mr. Bushee reported on the clearance of gifts and worn books. He reported that the Library sends books to Kentucky mountain schools and Galesburg Public Library where the library burned.

Miss Yamamoto reported on the Summer Reading Club. 11,912 flyers were sent to the schools.

Informal bids are being received on shelving for the Magic Carpet Room.

It was agreed to ~~have~~ all trash hauled away and stop using the incenerator. This corner will be used for parking space.

The Library services questionnaire was given to each Director to read, along with the results.

Mr. Bushee and Mrs. McNabb will share the responsibility of library administration while Mrs. Howe is attending the annual ALA conference. Mrs. Appelt is to call Mrs. Bailey when the bills for June are ready for the Finance Committee. It was decided to do nothing more about the Budget until word was received from the Council.

Mr. Madden made the Committee appointments. Appointments and reappointments for the following Directors will be made by the Mayor: Mrs. Moothart, Mr. Rollins, and Mr. Schroeder.

Personnel changes were discussed by Mrs. Howe for Joyce Knight, Ruth Kasper, Fred Massey, Careen Schmidt, John Dingman, and Walter Kirby.

Mr. Madden expressed the appreciation of the Board for the work of the year that Mr. Rollins was president.

Results of the IBM data processing were given the Directors.

Meeting adjourned at 5 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

CITY OF DECATUR

COUNTY BUILDING • DECATUR, ILLINOIS



COUNCIL - MANAGER
GOVERNMENT

ROBERT A. GROHNE, Mayor

June 9, 1959

To the Board of Directors,
Decatur Public Library,
Decatur, Illinois.

Gentlemen and Ladies:

We very much appreciate the courtesies shown to us May 26, at our conference with you in the Public Library. We are confident that the Library and its activities are in good order and well managed.

Our Corporation Counsel advises us that we are solely responsible for making the tax levy with respect to the various departments under city jurisdiction. We feel that it is our duty then, under the trusts of our offices, to consider each budget request and tax levy in light of the problems of the City as a whole. It would be easy and desirable to give each department the funds which they request, however, we believe that the trusts of our offices call for the weighing and evaluating of each department in relation to other departments of the City and with respect to the tax burden of the community as a whole.

We have carefully analyzed your budget requests, not only with the data which you presented us, but with more recent data which we obtained from the American Library Association showing statistics promulgated by the United States Department of Health, Education and Welfare. These statistics show, on the average, that the cost of books circulated and the per capita cost of the operation of the Decatur Public Library are in excess of other cities of comparable size and status. For example, we invite your attention to the following chart:

City	Population	No. of Volumes in Library	No. of Volumes circulated	Library Income	Cost per Capita	Cost per Volume Circulated
✓ Decatur, Ill.	66,269	123,149	367,120	\$191,722	\$2.90	52¢
✓ Aurora, Ill.	50,576	111,377	451,325	120,087	2.30	26¢
✓ Evanston, Ill.	73,641	185,879	714,539	193,622	2.60	27¢
Joliet, Ill.	51,601	91,033	244,049	84,960	1.60	38¢
Muncie, Ind.	67,690	125,382	496,140	146,855	2.20	30¢
Rockford, Ill.	92,927	180,960	688,349	243,166	2.60	36¢
✓ Springfield, Ill.	81,628	187,959	855,551	226,507	2.80	27¢

It is to be noted that these figures are for the fiscal year 1957, published by the United States Department of Health, Education and Welfare, in Circular No. 531, dated May, 1958. The expenditure figures exclude capital outlays. This new request would show a 60% increase in costs over the figures given above.

An analysis of the trended increase in book stock and book circulation shows approximately a 35% increase in stock and a 25% increase in circulation. Thus there would appear to be a greater disproportion in the cost of operation in comparisons with other cities than the figures we now have.

We do not want to attempt line by line budgeting for you, however, an analysis of the 1960-61 estimated budget, taken in light of the 1959-60 estimated budget, leads us to believe that certain savings could and should be made without reduction in services rendered. For example, we feel that when total salaries are jumped from \$88,899 in 1956 to \$103,062 in 1958, \$166,000 in 1959 to an estimated \$195,000 in 1961, salary increases in excess of the cost of living increase and without substantial increase in production are inflationary. We recognize the desirability of incentive pay, but it seems to us that across the board "merit" increases is hardly an incentive arrangement.

We have estimated that you income from fines, etc. should be \$7500 for 1959-60 and \$8000 for 1960-61. Since this income item is apparently omitted from your 1959-60 budgets, you should be able to carry over a surplus at the end of this fiscal year.

We note that there should be a savings of \$9,000.00 from the 1959-60 budget, inasmuch as the idea for West side branch service was withdrawn. (This would be in addition to the surplus mentioned above). We further feel that there can be certain savings from the increase in contingency funds, telephone expense, and professional development expense. We believe, therefore, that the estimated 1960-61 budget could be trimmed in the neighborhood of \$40,000 to \$45,000, by the following procedure:

Income items not credited:	1959/60.....	\$7500.00
	1960-61.....	8000.00
Elimination of new branch services.....		9000.00
Reduction from Salary items (allowing a 5% increase).....		17000.00
" " Contingency.....		3000.00
" " Professional development.....		1000.00
" " Telephone, insurance, miscellaneous.....		500.00
		<u>\$45000.00</u>

We fully realize that your estimated budget is substantially below the maximum tax levy permitted for city public libraries. We would like to point out, however, that a tax levy of 2 mills for public library is possibly an oversight in the statute, inasmuch as the Library Fund was the only one omitted from the Hodge Act which effectively reduced the effective tax income of other municipal agencies.

We note that with a budget of \$272,000 the per capita cost (based on a 75,000 population) would be \$3.63 per person and the cost per unit circulation (based on an estimated 455,000) would be 60¢. Both of these figures are substantially in excess of costs in comparable cities.

Please believe that we have the greatest admiration for the Board of the Decatur Public Library and the staff which operates it. We hope you sympathize with our concept of our duties to the public, namely that we must relate the cost of each municipal agency to the total tax impact upon the community in our best judgment. With that concept in mind we must request that your tax needs be resubmitted after deducting \$32,285.00

Respectfully,



The City Council of
Decatur, Illinois.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING
Special for Consideration of Budget
June 11, 1959

Members present: Mr. Madden, presiding; Mr. Felts, Mrs. Moothart, Mr. Burnett, Mr. Schroeder, and Mrs. Howe. Also present were: Mr. Colin Lucas, and Mr. deLafayette Reid, Assistant State Librarian, Mr. Puhk from the newspaper, Mr. Bushee and Mrs. Appelt.

Mr. Madden called the meeting to order at 4:15 PM. He showed the letter received from the Mayor and then released it for publication.

Mr. Madden said it is his understanding that the City Council has pretty much made up its mind as to how much money they ^{will} appropriate (\$280,570) and we are to make up a budget accordingly. He said further statistics that Mrs. Howe will present will either clear up some of the questions that are brought up in the letter or maybe errors or anything misleading. The corrections should be made as soon as possible.

Mrs. Howe explained the revised comparative statistics by using charts.

Mr. Reid was asked to comment on the staff salaries. He said the present increase in salaries offered to beginning librarians coming out of school has raised salaries generally. He pointed out that the oversight of libraries in the Hodge Bills had been discovered and the Legislature later refused to pass a bill introduced to include libraries. He also stated that the laws on library budget responsibility was interpreted by Peoria's corporation counsel to rest solely on the Library Board.

The Board felt that if a budget trimming of 10% was to be affected in all City departments, it would go along with it.

Mr. Felts moved that the President of the Library Board write a letter to the Mayor and the City Council saying that the Council does have the right to say how much money it will levy for us but ask that before final budget is approved they take into consideration this item of elimination of the New Branch Services of \$9,000 and also the \$12,000 spent but not budgeted. Motion was seconded by Mr. Schroeder. After discussion all voted aye. Motion carried. The statistics and the Inter-Comm should be sent to the Council.

It was agreed that after the Mayor's reply, the Finance Committee will then resubmit a budget, not detailed, but with only the total figure.

Mr. Madden said " we should, as Trustees, work toward endowments or special gifts. He felt that the Mayor's letter is indicative of the City Council's attitude toward the library, but there is one facet of the salary item that should be presented. The City Council must not allow themselves to try to ~~try~~ relate salaries of people with college degrees and advanced degrees with the people who work, say, on the Street Department.

Mr. Schroeder moved the meeting adjourn at 5:50 PM.

Respectfully submitted,
Mary T. Howe
Mary T. Howe
Secretary

Madden, Dea

CC: Mrs. Mary T. Howe

June 12, 1959

City Council of Decatur, Illinois
County Building
Decatur, Illinois

Your letter of June 9, 1959 has been thoughtfully studied by the Library Board. We appreciate the problems you have outlined and your request has been received, with a spirit of complete cooperation on our part. The library budget will be cut again! There are, however, what appear to us to be a few discrepancies in your analysis of some of the specific items in the budget which we feel should be brought to your attention.

1959-60 fines and fees cannot very well be credited on the income side, as this income, along with the \$9,000. originally allocated for a new branch, has been re-allocated to take care of the required new stairwell smoke screens, fire escape, new toilet facilities, etc. Thus your estimates that the 1960-61 budget could be trimmed by \$46,000. would be reduced as follows:

1959-60 fees and fines	not available as a carryover
Elimination of new branch services	none available as a carryover
Fines and fees 1960-61	\$ 6,000. (reduction explained below)
Reduction of salary items (allowing a 5% increase)	\$17,000. as requested
Reduction from contingency	\$ 3,000. as requested
Reduction from professional develop- ment	\$ 1,000. as requested
Reduction from telephone, insurance , misc.	\$ <u>500.</u> as requested
Total	\$27,500.

Since the new branch services were already eliminated from the 1960-61 budget, and there is no carryover from the 1959-60 budget possible, due to the above mentioned fire protection and additional toilet facilities which will cost approximately \$18,694., we cannot eliminate these same items twice.

The income item for 1959-60 of \$7,500. from fines is at best, uncertain, and is already mostly spent on the unforeseen items listed above. The suggestion that we use 1960-61 fines and fees as additional income is in order, but we feel a figure of \$8,000., due to its uncertainty, is a bit high. We further feel that fines for overdue books is an item that should be discouraged by the staff rather than encouraged as an income producing source.

June 12, 1959

City Council of Decatur, Illinois

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The contingency request in the 60-61 budget of \$6,000. is admittedly a 100% increase and was a very arbitrary item. It could just as arbitrarily be cut to \$3,000. or eliminated entirely. Our reasons for increasing it, however, were based on the experience of the last two or three years where we have been faced with maintaining buildings some 56 years old and forced to find ways and means, within our budget, to cover such unforeseen emergency items as:

1. The new heating plant.
2. The above mentioned fire protection and escape equipment required by the state fire marshall.
3. Rest room changes - substandard to public health codes.

Even since submitting our 60-61 budget, we have just been advised by an architect of a possible \$2,000. additional unforeseen expense--that of replacing sewer vent pipes possibly rusted closed due to age and extending from the basement through the roof. We hope further investigation will prove this expense unnecessary, but in a building this old, contingencies of the magnitude suggested seemed prudent.

With regard to your comment on the Hodge Act omitting libraries from reducing tax incomes, we are advised that this was originally an oversight, discovered some four years ago and specifically allowed to stand by the State Legislature in spite of subsequent attempts to include libraries.

We are, additionally, enclosing some later information on Decatur's library statistics in comparison with other cities. This information is a bit more recent than previously available, and is done for information purposes only.

We should also officially request enough in addition to whatever budget is approved, to offset any normal losses due to unpaid taxes. I believe this figure is approximately 6%.

Since you saw fit to reduce your original request for a cut by approximately 30% from your \$46,000. figure, would you apply the same percentage to our revised \$27,500. figure?

May we again assure you of our desire to work with you in the best interests of the people of Decatur and express the hope, in the light of the above, of a reconsideration of your budget cut request.

Board of Directors
DECATUR PUBLIC LIBRARY

Dean E. Madden, President

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES of FINANCE COMMITTEE MEETING
June 19, 1959

Members present: Mrs. Bailey, Chairman; Mr. Madden, Mr. Burnett. Also Mr. Bushee and Mrs. Appelt.

The meeting started at 4:20 PM. The accounting procedures were discussed. The Finance Committee decided 2 years ago to follow ALA recommendations. Mr. Burnett said it isn't necessary to adhere to budget form for accounting purposes. We can do anything to get the information we want.

Rental of parking space shouldn't be travel. Mr. Burnett suggests that we set up an account for IBM Rental and also for IBM Supplies.

Mr. Madden said if we make a bookkeeping change to change the budget items. Classify Periodicals e.g.--sub. class--Business, etc.

Mr. Burnett said that Bookmobile operation should include everything--Salaries, ~~Taxes~~ Gas, Oil and Maintenance, Repairs and Rental Space. Mr. Bushee pointed out that all of the Extension staff work in the building as well as out on the Bookmobiles. Also that Mrs. McNabb's time would have to be divided. It would be difficult to break down the salaries without time cards for each different classification. *

Mr. Madden said that \$65.00 is too much in Miscellaneous.

* They felt that the Directors should approve any additional services before they are offered to the public. We should have more accurate cost figures. Mr. Madden would like to know what it costs us to have the records. We need the facts to say we have this investment all bought and paid for and now we need the manpower to use this and not just let it sit idle.

Mrs. Bailey said we must keep abreast of the times. We have an obligation to lead the Community. ***

They all said "we are in general agreement that a better method of costing out the services of the Library needs to be devised." Services: Bookmobile Operations, Evans and Hospital and Home Service should be kept separate. Also pictures, records, and audio-visual. Mr. Madden said if we can show that these services are a small portion of the budget and are very popular or if they are costing a very substantial amount of the budget we should know that too. He also said that he doesn't want to know every little detail when it is a cost and service that has been in operation for sometime, but on services that are new and can get to run into a large amount of expense he feels the Board should know about them before they are offered to the public. Items of policy that relate to Public Relations should be reviewed periodically by the Directors. A clarification is needed on policy. The relationship between Mrs. Howe and the Board needs to be reviewed. Mr. Madden said he feels that the Board is the policy making group and the Board hires the Administrator. New services should be up to the Board and not the Administrator.

Mr. Madden wants to recommend to the Board that the Administrator should work up a better system of accounting to be passed on by the Board. IBM will help in setting up the entire system. Mr. Burnett said it is basically a revision of the Chart of Accounts to give more breakdown.

Look back in the minutes--Films policy was declared to include part of library service in the fields.

Just because it is in the budget and goes through--it still needs to be passed.

Mr. Madden read his letter to the Council. Suggests we re-submit one figure and allocate the amounts later.

Mr. Burnett asked Mr. Gene Fluss for the city audit reports. Mr. Fluss said the library wasn't part of the City.

Mrs. Bailey would like to point the finger strongly to the unique place the Library has in the Community. Everyone and everybody can educate themselves.

Mr. Madden asked if we are an educational or a cultural center? As of today we don't feel that we can take further action on the budget until the Council decides on a definite figure.

The Committee will meet again next Wednesday, June 24th, at 4:00 PM to approve the June bills and sign the checks.

The meeting adjourned at 5:30 PM.

*Additional notes to be inserted on page 1:

* Subdivide salaries- On IBM and then for each

** Another service - news that Board doesn't know about.

*** Mrs. Bailey said if we cut down, we must say it is for economy and let the public know. Mr. Madden asked how far do we lead? If the average person were voting, we wouldn't have a Library at all.

Appelt

DECATUR PUBLIC LIBRARY
BILLS PRESENTED FOR PAYMENT
JUNE 1959

<u>BOOKS:</u>	<u>VOU.#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
Addison-Wesley Publishing Company, Inc.	18710	\$ 88.43		
American Library Association	18711	4.06		
American Technical Society	18712	3.68		
Bacon Pamphlet Service, Inc.	18713	4.14		
The British Book Centre, Inc.	18714	26.36		
The Combined Book Exhibit, Inc.	18709	1,369.78		
Doubleday & Company, Inc.	18715	271.98		
*Drawer Account-John B. Nicholson, Jr.	18716	1.00		
GRYF Publications	18717	1.12		
*Illinois Bell Telephone Company	18718	18.10		
The Institute for Research	18719	9.50		
International Universities Press, Inc.	18720	2.70		
A. C. McClurg & Co.	18721	1,908.28		
McGraw-Hill Book Co., Inc.	18722	103.39		
The Municipal Year Book	18723	10.00		
New Method Book Bindery, Inc.	18724	949.66		
Pageant Books, Inc.	18725	96.00		
The Scarecrow Press, Inc.	18726	49.50		
Ralph J. Shoemaker	18727	4.50		
Stechert-Hafner, Inc.	18728	34.20		
Taplinger Publishing Co., Inc.	18729	15.16		
The University of Chicago Press	18730	35.20		
John Wiley & Sons, Inc.	18731	29.61		
				\$5,036.35

73 books purchased

<u>PERIODICALS:</u>				
** Collectors Press		\$	\$ 3.00	
✓ R. R. Bowker Company	18732	96.00		
✓ Business Literature	18733	1.00		
*Drawer Account-Decatur Herald and Review	18716	4.50		
✓ *The University of Illinois-Library Trends	18734	11.00		
✓ The H. W. Wilson Company	18735	236.00		345.50

<u>AUDIO-VISUAL:</u>				
Association Films, Inc.	18736	.30		
Audio-Visual Aids, Southern Ill. University	18737	3.05		
Decatur Herald and Review	18738	19.56		
The Metropolitan Opera Guild, Inc.	18739	50.00		
Sound Sales Co.	18740	3.98		76.89

<u>REPAIRS/MAINTENANCE:</u>				
The Burdick Plumbing & Htg.	18741	\$ 12.00		
Decatur Battery Service, Inc.	18742	5.24		
King-Lar Company	18743	39.32		
*Linxweiler Office Supply Co., Inc.	18744	3.75		60.31

<u>FURNITURE/EQUIPMENT:</u>				
*Allied Office Service	18745	\$ 5.75		
Chicago Seating Company	18746	159.50		
*Gaylord Bros, Inc.	18747	50.00		
*Linxweiler Office Supply Co., Inc.	18744	33.75		249.00

encl. what equip. is purchased: desks, chair, table, etc.

**Check #18026, dtd. 10/31/58 returned and voided because of the discontinued publication of THE AMERICAN ARMS COLLECTOR.

Appelt

BILLS PRESENTED FOR PAYMENT-JUNE 1959

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TELEPHONE:

	<u>VOU.#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
*Drawer Account	18716	\$.10		
*Illinois Bell Telephone Company	18718	<u>189.60</u>		\$ 189.70

POSTAGE:

Books		\$ 10.08		
*Drawer Account	18716	43.59		
Office Supplies		19.63		
*Periodicals-The Univ.of Illinois	18734	.35		
Postmaster, City of Decatur, Ill.	18748	<u>45.00</u>		118.65

PRINTING:

*Industrial Printing, Inc.	18749	<u>\$375.60</u>		375.60
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BINDING SUPPLIES:

Bro-Dart Industries	18750	\$383.75		
*Decatur Paper House, Inc.	18751	54.42		
*Gaylord Bros., Inc.	18752	<u>189.40</u>		627.57

BUILDING SUPPLIES:

Black & Company	18753	\$ 3.78		
Decatur Paint & Varnish Company	18754	4.44		
*Decatur Paper House, Inc.	18751	<u>27.00</u>		35.22

OFFICE SUPPLIES:

*Allied Office Service	18745	\$264.00		
*The Decatur Paper House, Inc.	18751	72.10		
*Drawer Account-S.S.Kresge Co.	18716	2.60		
*Gaylord Bros., Inc.	18752	115.75		
Haines and Essick Company	18755	14.00		
*Industrial Printing, Inc.	18749	45.30		
The Library of Congress	18756	77.91		
*Linxweiler Office Supply Co.Inc.	18744	44.12		
Recordak Corporation	18757	<u>155.57</u>		791.35

BOOKMOBILE OPERATION:

*Consumers Service Stations	18758	\$ 29.18		
*Drawer Account-Sear, Roebuck Co.	18716	3.07		
Dunn Coal Company	18759	50.00		
Hawke General Tire, Inc.	18760	49.00		
Heise Electric Shop	18761	10.00	\$ 3.50	
***Kilborn's			127.97	
*Linxweiler Office Supply Co., Inc.	18744	<u>8.37</u>		18.15

TRAVEL:

*Consumers Service Stations	18758	\$ 9.25		
*Drawer Account	18716	<u>.25</u>		9.50

***Check #18692, dated 5/29/59, was issued to replace the missing check #18232, dated 11/28/58, in the amount of \$127.97. This amount is being credited to reduce expense of this year.

appelt

BILLS PRESENTED FOR PAYMENT - JUNE, 1959

-3-

	<u>VOU.#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
<u>SCCELLANEIOUS:</u>				
Otto Dash Disposal	18762	\$ 2.75		\$
*Drawer Account	18716	<u>23.00</u>		25.75
<u>CONTINGENCY:</u>				
The L. E. DeVore Co.	18763	<u>\$ 3,010.00</u>		<u>3,010.00</u>
Total Operational Expenses				\$ 10,969.54
<u>SALARIES:</u>				
Staff		\$15,829.90		
Janitors		<u>1,010.34</u>		<u>16,840.24</u>
Total Bills Presented for Payment				<u>\$ 27,809.78</u>
Balance in checking account after above bills are paid				<u>\$ 15,028.17</u>

PRESENTED FOR PAYMENT _____

AUTHORIZED FOR PAYMENT _____

_____ FINANCE COMMITTEE _____

*The separate amounts under each heading are not necessarily the amounts of the checks.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF BOARD OF DIRECTORS' MEETING
June 5, 1959

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Mrs. Howe reported on the conferences to be attended. Mrs. Weidner and Mrs. Howe will visit the Montclair, N.J. installation of IBM first with our IBM representative. Then Mrs. Howe will attend the buildings institute at the University of Maryland. From there the two women will attend the national conference of the American Library Association to be held in Washington, D.C. The Staff Association is paying \$75 towards Mrs. Weidner's expenses as their representative to ALA. Mrs. Bailey moved the above trip be approved, seconded by Mr. Rollins. All voted aye. Motion carried.

Rotation of the corporation account to all banks in Decatur was discussed. Mr. Rollins made the motion to rotate the account every three (3) years to another bank beginning with this year. The rotation is to proceed alphabetically (Citizens, Northtown, and Soy Capital). Mr. Felts seconded the motion. All present voted aye. Motion carried. Included in the motion was the resolution that is necessary to authorize the signature cards at the Citizens National Bank.

Mr. Madden asked about the 6% reduction for tax collection. Mr. Felts asked if the committee put it in the budget. Mrs. Howe said the Council has always put it in for the Library. Mr. Rollins said we did not remember to add it this year. It was agreed that Mrs. Howe should write to the Council and tell them the 6% collection fee was not added. Mr. Madden expressed the opinion the Board did not mean to have an outside audit every year, but felt it is good to have one periodically.

The three parking spaces in the First Federal parking lot were discussed. Mrs. Howe reported that Mr. Bill Parks had loaned conveyors to the Library and this enabled the new Bookmobile to be loaded in four hours without any loss in service time. A report was made on the proposal to black top the Bookmobile Stop at Ira Abbott's corner. Mr. Abbott has given permission to do this. We are waiting for the action from the City.

Mrs. Howe reported on the proposed Staff Institute to be held at Allerton this year October 10th and 11th. Mr. Rollins asked what it would cost. The cost is the lodging overnight (for the cabinet) and no cost for the use of the House the next day. Everyone pays for his own dinner. Mrs. Howe urged the attendance of the Trustees pointing out the interest of Mrs. Bailey and Mr. Madden when they attended last year. It was decided to

arrange a special institute for the Directors to be held in the air-conditioned Boyd Room during August. This would afford the Staff direction for its planning sessions.

Mr. Bushee reported on the clearance of gifts and worn books. He reported that the Library sends books to Kentucky mountain schools and Galesburg Public Library where the library burned.

Miss Yamamoto reported on the Summer Reading Club. 11,912 flyers were sent to the schools.

Informal bids are being received on shelving for the Magic Carpet Room.

It was agreed to **have** all trash hauled away and stop using the incenerator. This corner will be used for parking space.

The Library services questionnaire was given to each Director to read, along with the results.

Mr. Bushee and Mrs. McNabb will share the responsibility of library administration while Mrs. Howe is attending the annual ALA conference. Mrs. Appelt is to call Mrs. Bailey when the bills for June are ready for the Finance Committee. It was decided to do nothing more about the Budget until word was received from the Council.

Mr. Madden made the Committee appointments. Appointments and reappointments for the following Directors will be made by the Mayor: Mrs. Moothart, Mr. Rollins, and Mr. Schroeder.

Personnel changes were discussed by Mrs. Howe for Joyce Knight, Ruth Kasper, Fred Massey, Careen Schmidt, John Dingman, and Walter Kirby.

Mr. Madden expressed the appreciation of the Board for the work of the year that Mr. Rollins was president.

Results of the IBM data processing were given the Directors.

Meeting adjourned at 5 PM.

Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING
Special for Consideration of Budget
June 11, 1959

Members present: Mr. Madden, presiding; Mr. Felts, Mrs. Moothart, Mr. Burnett, Mr. Schroeder, and Mrs. Howe. Also present were: Mr. Colin Lucas, and Mr. deLafayette Reid, Assistant State Librarian, Mr. Pubek from the newspaper, Mr. Bushee and Mrs. Appelt.

Mr. Madden called the meeting to order at 4:15 PM. He showed the letter received from the Mayor and then released it for publication.

Mr. Madden said it is his understanding that the City Council has pretty much made up its mind as to how much money they ^{will} appropriate (\$280,570) and we are to make up a budget accordingly. He said further statistics that Mrs. Howe will present will either clear up some of the questions that are brought up in the letter or maybe errors or anything misleading. The corrections should be made as soon as possible.

Mrs. Howe explained the revised comparative statistics by using charts.

Mr. Reid was asked to comment on the staff salaries. He said the present increase in salaries offered to beginning librarians coming out of school has raised salaries generally. He pointed out that the oversight of libraries in the Hodge Bills had been discovered and the Legislature later refused to pass a bill introduced to include libraries. He also stated that the laws on library budget responsibility was interpreted by Peoria's corporation counsel to rest solely on the Library Board.

The Board felt that if a budget trimming of 10% was to be affected in all City departments, it would go along with it.

Mr. Felts moved that the President of the Library Board write a letter to the Mayor and the City Council saying that the Council does have the right to say how much money it will levy for us but ask that before final budget is approved they take into consideration this item of elimination of the New Branch Services of \$9,000 and also the \$12,000 spent but not budgeted. Motion was seconded by Mr. Schroeder. After discussion all voted aye. Motion carried. The statistics and the Inter-Comm should be sent to the Council.

It was agreed that after the Mayor's reply, the Finance Committee will then resubmit a budget, not detailed, but with only the total figure.

Mr. Madden said " we should, as Trustees, work toward endowments or special gifts. He felt that the Mayor's letter is indicative of the City Council's attitude toward the library, but there is one facet of the salary item that should be presented. The City Council must not allow themselves to try to relate salaries of people with college degrees and advanced degrees with the people who work, say, on the Street Department.

Mr. Schroeder moved the meeting adjourn at 5:50 PM.

Respectfully submitted,

Mary T. Howe
Secretary