DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

COMMITTEES OF THE BOARD OF DIRECTORS

AUGUST, 1975

NAME	TERM OF OFFICE	TELEPHONE	ADDRESS	ZIP CODE #
MRS. GALE C. HEDRICK PRESIDENT	1973-1976	422-4372 (H) 429-4216 (B)	136 POINT BLUFF 363 SOUTH MAIN	62521 62521
MR. ROSWELL C. PRINCE VICE PRESIDENT	1975-1978	422-1515 (H) 429-4453 (B)	2096 W. WILLIAM 250 N. WATER	62522 62523
MR. WILBUR B. LINDSAY SECRETARY	1975-1978	428-8383 (H) 877-9510 (B)	1527 W. MACON 2001 E. MOUND	62522 62526
MR. HORACE H. BUTLER	1973-1976	428-5753 (H) 428-2138 (B)	2025 RAMSEY DRIVE 900 E. DIVISION ST	62526 62526
MR. DEAN HOLCOMB	1974-1977	428-2798 (H) 424-4755 (B)	55 SOUTHWOOD DRIVE N. 22ND STREET	62521 62526
MR. EDWARD J. FARRELL	1973-1976	422-3296 (H)	305 BAY SHORE	62521
MR. ROBLEY JOHNSON	1975-1977	877-8519 (H) 429-2528 (B)	2031 N. MONROE 1041 E. GRAND	62526 62521
MR. JON ROBINSON	1974-1977	428-6923 (H) 429-4296 (B)	485 BAY SHORE DRIVE 500 MILLIKIN COURT	62521 62523

POLICIES, PUBLIC RELATIONS, AND PERSONNEL COMMITTEE:

Mr. Holcomb, Chairman
Mr. Farrell
Mr. Johnson
Mr. Lindsay

FINANCE AND PROPERTIES COMMITTEE:

Mr. Robinson, Chairman
Mr. Butler
Mr. Prince

ROLLING PRAIRIE LIBRARIES REPRESENTATIVE
Mr. Johnson

FRIENDS OF THE LIBRARY REPRESENTATIVE
Mrs. Hedrick

LIBRARY COUNSEL - Edward Booth - 423-6076

LIBRARY - 428-6617 CITY LIBRARIAN - 428-0529 (H)

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

BOARD OF DIRECTORS MEETING

AGENDA

AUGUST 21, 1975

I. CALL TO ORDER
LOIS HEDRICK, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING JULY 17, 1975

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE

B. POLICIES, PUBLIC RELATIONS AND PERSONNEL

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. LINDSAY
MR. PRINCE
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - August 21, 1975

The regular meeting of the Board of Directors of Decatur Public Library was held August 21, 1975 in the board room of the main library.

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

The meeting was called to order at 4:30 P.M. by Mrs. Hedrick.

The minutes of the regular meeting of July 17, 1975 were approved.

In his statistical report to the Board, Mr. Dumas stated that circulation has shown a very good increase - an overall increase of 10%, 5% at main and 24½% in Extension. This is very satisfactory for July, especially since we have had a lot of staff on vacations during this month. Overall we had something like 96 days lost from the library, and of these 33 days were in the public service area. However, professional services went up 46%, with directional information given dropping 13%.

Mr. Dumas announced that this is the centennial year for the library, the 100th anniversary of the public library in Decatur. Mr. Dumas stated that President Hedrick and he went to the City Council meeting where Mayor Rupp performed his function as mayor by proclaiming this the Centennial Year of the Library, and we have a nice Proclamation to this effect. We have also received good coverage for the centennial celebration from the press, Mr. Dumas reported.

In his report to the Board on the ALA conference he attended in San Francisco, Mr. Dumas stated that it was a very stimulating meeting. He reported that for the past few years the conference has been unduly concerned with internal affairs and politics, but this year they started getting back to consideration of more substantive issues affecting libraries. They had a number of very good speakers. Through contact with other librarians, Mr. Dumas stated he learned that many libraries are starting to return to rental collections, especially in the audio-visual field, and that this idea had given him food for thought as a way to start building up our audio-visual collection. Book rental plans, however, have not flourished of late due to the high rental costs per day, Mr. Dumas stated.

As Chairman of the Properties and Finance Committee, Mr. Robinson asked some pertinent questions regarding the bills he approved for the previous month. Mr. Dumas answered the questions to his satisfaction. Mr. Robinson stated he had disapproved Voucher No. 10734, the retirement fund payment for July, by writing a big "no" opposite the voucher number. Therefore, Mr. Robinson moved that all bills and expenditures through July 31, 1975 be approved with the exception of Voucher No. 10734. Mr. Lindsay seconded the motion and it was unanimously approved by a roll-call vote.

Mr. Robinson further moved that the quotation of $4,150.51 submitted by The Instructor Subscription Agency for periodicals for the coming year be accepted and that the contract for new periodical subscriptions be awarded to The Instructor Subscription Agency of Instructor Park, Dansville, N.Y. Mr. Robinson explained that this was the lowest bid submitted. Mr. Lindsay seconded the motion and it was unanimously approved by a roll-call vote.

Mrs. Hedrick stated that the first two sections of the policy manual being prepared by the Policies, Public Relations and Personnel Committee had been mailed to all members of the Board for their perusal and that she would welcome any discussion or comment board members may wish to make. Most members present, however, felt ill prepared to discuss the manual at this time. Mrs. Hedrick requested that members please come prepared at the next regular meeting to discuss these two sections of the policy manual.

Under old business, Mr. Farrell reported that he had sent a letter July 23 to members of the Decatur City Council suggesting a solution to the controversy between the Council and the Library Board. In his letter, Mr. Farrell suggested the City adopt an ordinance "clearly defining the areas of responsibility". In all revenue matters, Mr. Farrell noted, the actions of the Library Board would be advisory only and full responsibility and authority would be vested in the City Council. Mr. Farrell then read a prepared statement for the Library Board's record as follows:

> "I am pleased to read in the Decatur Newspapers that on August 5 at a study session of the City Council and staff they admitted for the first time that just maybe they have been wrong in their conduct of Library affairs. It was indeed gratifying to read their recommendation. Since the proposal was exactly the same as I, myself, proposed in a letter to these people two weeks earlier I am complimented that they would present this to the public as their own idea. It appears that my argument with City Hall is about to be resolved.
>
> "However, I again urge immediate action since it is imperative, for obvious reasons, that this action be taken before the adoption of the 1975 levy. The simple ordinance that I suggested will be adequate to protect the tax levy since it merely legalizes what they have already been doing."

Members of the Board proceeded to discuss the problem of the retirement fund payments being taken from the Library's fund each month by the City, even though such payments have been disapproved by the Board's Finance Committee. Mr. Robinson reported that following the July 17 meeting of the Board he had written a formal letter to the City Manager requesting that vouchers for the employees' retirement fund be stricken from the Library's list of bills to be paid. Mr. Robinson also forwarded with this letter a copy of Mr. Ed Booth's opinion on the matter. To date, Mr. Robinson stated, we have received no reply to our letter. Mr. Farrell recommended that a letter be sent to the City Treasurer directing him to return the $15,000 in retirement fund payments to the library's account and further directing him to make no further such disbursements. In discussion, it was agreed that the Library Board was entitled to a reply to Mr. Robinson's letter. Mrs. Hedrick stated she would prefer we make one more attempt to get a reply from the letter previously submitted. Mr. Prince concurred with this course of action. Mr. Farrell therefore moved that Mr. Robinson re-submit the letter of July 18 to the City Manager setting a time limit of ten days for his response. Mr. Prince seconded the motion and it was approved. Mrs. Hedrick requested that if at the end of ten days no response has been received, that Mr. Robinson call a meeting of the Properties and Finance Committee to decide what action would be advisable.

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

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

CITY OF DECATUR, ILLINOIS

Decatur Public Library

Bills to be Approved for period ending August 31, 1975

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
10893	Treasurer-City of Decatur % Payroll Fund	Payroll 8-6-75	17,001.67
10930	Millikin National Bank	Investment	87,000.00
10972	Citizens National Bank	Investment	75,000.00
10974	Citizens National Bank	"	17,902.91
10990	Illinois Power Co.	Utility bill	54.78
10991	Treasurer-City of Decatur % Water Revenue Fund	Water bill	43.15
10992	Universal 16	Books	137.50
11017	Illinois Power Co.	Utility bill	1,184.38
11130	Office of Agricultural Publications	Books	4.00
11131	Striglos Office Equipment	Office supplies	33.75
11132	Crown Publishers, Inc.	Books	4.50
11147	Treasurer-City of Decatur % Payroll Fund	Payroll of 8-20-75	16,642.39
11191	Treasurer-City of Decatur	Service recog.pay	200.00
11204	Chan Glosser, Postmaster	Postage	200.00
11205	Decatur Paper House	Hammermill bond	79.78
11206	Englewood Electric Co.	Lamps	172.75
11207	Fordham Equipment Co.	Book jackets	324.90
11208	Gaylord Bros., Inc.	Office supplies	423.80
11209	Stappenbeck Bookbindery, Inc.	Printing services	35.85
11259	Treasurer-City of Decatur % Employee's Insurance Fund	Life & hosp. ins.	799.20
11360	Treasurer-City of Decatur % Payroll Fund	Payroll 8-13-75	407.37
11368	Archaeological Institute of America	Books	8.50
11369	Black & Co.	Hardware supplies	7.88

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
11370	Commerce Clearing House	Books	15.00
11371	Rueben H. Donnelley Corp.	Books	50.00
11372	Downtown Decatur Council,Inc.	Parking rental	300.00
11373	Government Printing Office	Books	9.35
11374	Illinois Bell Telephone	Telephone service	446.13
11375	Illinois State Historical Library	Books	1.50
11376	The Indianapolis, News	Books	37.00
11377	VOID		
11378	National Geographic Society	Books	7.00
11379	Gilbert W. Noble	Books	4.00
11380	Otis Elevator Co.	Service for month	166.46
11381	Sattley's Office Machines	Office supplies	37.26
11382	Schuerman Radio Co.	Repair of tape player	26.50
11383	James C. Seidl	Travel reimbursement	71.15
11384	Smith-Scharff Paper Co.	Paper supplies	105.14
11386	Treasurer-City of Decatur % Petty Cash Fund	Petty cash reimburs.	144.34
11518	Chan Glosser,Postmaster	Postage	7.20
11560	Illinois Bell Telephone Co.	Telephone service	2.04
11643	Treasurer-City of Decatur % Payroll Fund	Payroll 8-27-75	391.91
11659	American Hotel Assn.	Books	16.00
11660	Baker & Taylor	Books	4,043.68
11661	Bro Dart,Inc.	Books & office sup.	126.30
11662	Dash Disposal	Service for month	10.00
11663	Decatur Refrigeration	Service air condit.	3,693.75
11664	Decatur Window Cleaning	July service	1,630.52
11665	Doubleday & Co.	Books	160.65
11666	Englewood Electric Co.	Lamps	205.10

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
11667	Facts on File	Books	48.76
11668	Gaylord Bros. Inc.	Service electric erasers	15.62
11669	Greanias Booth & Greanias	Legal services	300.00
11670	Grolier,Inc.	Books	133.50
11671	Guggenheim Museum	Books	12.30
11672	Heidelberg Publications, Inc.	Books	17.61
11673	Huff Lumber Co.	Lumber	37.62
11674	Kopy Shoppe	Books	349.20
11675	J B Lippincott Co.	Books	9.95
11676	National Geographic Society	Books	4.85
11677	Paxton's Service Press	Rubber stamp	2.50
11678	Striglos Office Equipment	Office supplies	20.83
11679	Two Continents Publishing Co.	Books	30.73
11680	Frederick Ungar Publishing Co.	Books	94.80
11681	West Publishing Co.	Books	95.00
11682	Xerox University Microfilms	Books	46.64
11683	Information Coordinators,Inc.	Books	11.75
11684	Treasurer-City of Decatur	Aug. data service	2,916.67
11685	Treasurer-City of Decatur	Retirement charges	4,897.99
	TOTAL LIBRARY FUND VOUCHERS		$238,423.36

MAY 1, 1975 THRU AUG 31, 1975

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1975	141,457.00	0.00	171,566.36	30,109.36-	
1	TAX LEVY RECEIPTS-CURRENT	667,300.00	117,175.94	386,680.61	280,619.39	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	18,000.00	1,671.05	7,018.36	10,981.64	
4	NON-RESIDENT FEES	300.00	54.80	258.80	41.20	
5	INTEREST ON INVESTMENTS	19,000.00	2,844.83	4,201.62	14,798.38	
7	LOST & DAMAGED BOOKS	1,100.00	156.30	433.45	666.55	
8	PRINTS MADE ON COPY MACHINE	250.00	28.58	81.11	168.89	
10	MISCELLANEOUS	10,253.00	753.08	2,521.62	7,731.38	
	TOTAL REVENUE	862,660.00	122,684.58	572,761.93	289,898.07	66.39

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	440,823.00	0.00	33,120.33	146,589.24	294,233.76	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	61,755.00	0.00	4,897.99	21,003.61	40,751.39	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	9,540.00	0.00	799.20	3,116.88	6,423.12	
109	TEMPORARY SALARIES	27,358.00	0.00	1,323.01	6,647.81	20,710.19	
201	ADVERTISING	200.00	0.00	0.00	0.00	200.00	
202	PRINTING & BINDING	3,000.00	0.00	35.85	344.85	2,655.15	
211	SERVICE TO MAINTAIN BUILDINGS	38,044.00	0.00	5,382.73	11,055.21	26,988.79	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	350.00	0.00	10.00	256.08	93.92	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,175.00	0.00	42.12	746.62	428.38	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	600.00	0.00	1.88	124.71	475.29	
221	AUDITING SERVICES	600.00	0.00	0.00	0.00	600.00	
229	OTHER PROFESSIONAL SERVICES	1,500.00	0.00	300.00	332.50	1,167.50	
230	DATA SERVICES	35,000.00	0.00	2,916.67	11,666.68	23,333.32	
231	ELECTRICITY	16,000.00	0.00	1,239.16	4,276.79	11,723.21	
233	TELEPHONE	6,000.00	0.00	448.17	1,811.31	4,188.69	
234	WATER	200.00	0.00	43.15	88.36	111.64	
241	CONFERENCE ATTENDANCE EXPENSE	2,628.00	0.00	100.31	1,538.53	1,089.47	
245	POSTAGE	3,000.00	0.00	216.26	1,156.32	1,843.68	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	871.00	0.00	0.00	0.00	871.00	
298	RENTALS	3,500.00	0.00	305.61	1,282.61	2,217.39	
310	GAS OIL & ANTIFREEZE	700.00	0.00	14.00	14.00	686.00	
312	JANITORIAL SUPPLIES	350.00	0.00	114.55	128.45	221.55	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	12,731.00	0.00	496.87	1,049.12	11,731.88	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	900.00	0.00	0.00	104.26	795.74	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	9,420.00	0.00	1,096.47	3,283.38	6,136.62	
402	CONTINGENCIES	47,847.00	0.00	0.00	0.00	47,847.00	
415	SERVICE RECOGNITION PAYROLL	975.00	0.00	200.00	355.00	620.00	
423	INSURANCE	5,413.00	0.00	0.00	4,196.00	1,217.00	
	TOTAL OPERATING EXPENDITURES	730,685.00	0.00	53,104.33	221,168.32	509,516.68	30.27
515	OFFICE MACHINERY & EQUIPMENT	1,559.00	0.00	0.00	588.81	970.19	

MAY 1, 1975 THRU AUG 31, 1975

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525	LIBRARY BOOKS RECORDS & EXHIBITS	84,000.00	0.00	5,416.12	20,633.15	63,366.85	
	TOTAL CAPITAL OUTLAY	85,559.00	0.00	5,416.12	21,221.96	64,337.04	24.80
	TOTAL EXPENDITURES	816,244.00	0.00	58,520.45	242,390.28	573,853.72	29.70

MAY 1, 1975 THRU AUG 31, 1975

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1975	4,600.00	0.00	10,615.48	6,015.48-	
1	TAX LEVY RECEIPTS-CURRENT	102,695.00	17,902.91	59,079.60	43,615.40	
56A	INTEREST ON INVESTMENTS	2,300.00	0.00	254.67	2,045.33	
	TOTAL REVENUE	109,595.00	17,902.91	69,949.75	39,645.25	63.82

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

MAY 1, 1975 THRU AUG 31, 1975

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