

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
JUNE 23, 1961

The regular monthly meeting of the Board of Directors of the Decatur Public Library was called to order at 4:10 PM, June 23, 1961 by Mr. Francis Hart, Vice President, in the Board Room of the Decatur Public Library, 457 North Main, Decatur, Illinois.

Present were: Mr. Francis Hart, presiding
Mr. Dean Madden
Mr. John Cheeks
Mrs. Harry Moothart

Mr. Harold Koslofski
Mrs. Carolyn Greider
Mrs. Mary T. Howe, Secretary

Absent were: Mr. Jack Burnett, Mr. Pilcher, and Mrs. Stern.

Others present: Miss Esther Larimer,
Mrs. Pat Goff
Mr. Weimholt, newspaper
Mrs. Arisman

The minutes of May 26, 1961 meeting were approved as received.

Mr. Koslofski reported on the Finance Meeting. The bills were checked and found to be in order. Identical bids were received on the insurance and the city advisory committee is working on it.

Mr. Hart reported that Irish-Behneke will carry us until the Board takes action.

Mr. Koslofski made a motion to approve Bills and Payroll for payment. Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

Staff Salaries	\$ 16,990.46
Janitors Salaries	<u>472.37</u>
	\$ 17,462.83

Bills Presented for	\$ 7,049.97
Payment	
Total Salaries	<u>17,462.83</u>

Grand Total of June Bills	<u>\$24,512.80</u>
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Mr. Hart reported on the Properties Meeting. He said that the Library has received a gas permit for the Evans Branch, so that now it can be converted from oil to gas.

Mr. Cheeks entertained a motion to convert Evans to gas heat and Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

Mr. Hart announced that the cost of the asphalt paving had been received from the city. The problem was discussed. The cost for asphalt paving is \$650.15 for Evans and \$2,138.30 for the Main Building. Mr. Madden said there is no question, it is breaking up. It should be fixed. Mr. Cheeks made the motion that the city council be approached and ask them to include us in the bid for black topping at the Evans Branch at the price of \$2,788.45. Mr. Madden seconded the motion. All present voted aye. Motion carried.

Minutes of the Board of Directors, June 23, 1961

Mr. Madden said that in view of the fact that Mr. Swartz's offer would be limited as to time, the Board should give it consideration. He asked if the schools would make land available. Mr. Hart said that was the impression he got. Mr. Madden said that we have never had this experience with branches and could probably go ahead without jeopardizing the talks with the schools. Mr. Madden said we can get out after one year but it would be a mistake. He asked if there was a contract with Mr. Swartz and asked if we had it checked by counsel. He felt that Mr. Merriis should draw up a contract, get his legal interpretation and refer it to the Board subject to the conditions by the Board such as (1) air conditioning (2) brick veneer construction. Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

Mr. Hart said there were two decisions to make (1) heat with gas and (2) should the building be bricked and have limestone, or aluminum. Mr. Madden said to be sure that there is 36,000 BTU's in the 3 ton air conditioner. He said he leaned toward brick and made a motion for brick veneer. Mr. Cheeks seconded the motion. All present voted aye. Motion carried. Mrs. Moothart asked if we had to pay for repairs. Mr. Madden said this should be brought up by legal counsel. We should not have to pay for trim around the windows, woodwork, etc. Mr. Cheeks said we should make clear that our action toward going ahead with the branch does not affect our attitude toward our talks with the school board. Mr. Madden suggested that we write to them. Mrs. Howe, being the Secretary of the Board, will do this.

Mr. Hart reported that the School Board and the Library Board met with representatives from the City Council. Among those present were Mr. G. W. Madden, Mr. Grant, Miss Donahue, Mr. Burnett, Mrs. Greider, and Mr. Hart, also Mrs. Howe and Miss Yamamoto. There was general agreement that a library in a school building is undesirable for a number of reasons. Everyone was in agreement that there should be another meeting, however, none was arranged.

Mr. Madden said that we should get them to maintain the building. We should decide after five years if we want to buy.

Mr. Cheeks thought perhaps we could put a portion of this amount in our annual budget each year.

Mr. Cheeks announced that Mrs. Meeks resigned and that two employees have been hired temporarily - Mr. John Rohman and Miss Martha Bunton.

Mrs. Greider said that the Policy Committee has not yet met and asked Mr. Madden if he would continue to serve on the Board until an appointment is made.

Minutes of the Board of Directors Meeting, June 23, 1961

Librarian's Report -

The meeting at the University of Chicago Graduate Library School was very enlightening. There is a difference between the clerk and the person who steepers himself in bibliography. Mr. Madden asked if there is any chance for a person to be recognized as a librarian through experience after Mrs. Howe had praised Mrs. Weidner in regard to the progress she has made since she has been here. Mrs. Howe said, "No, she is going in a different direction". Mr. Madden felt we should encourage the staff to become a part of our library and continue their education.

Mrs. Howe said that Mr. Burton has found a way to recondition some of our old furniture.

The second long range planning meeting will be June 30.

Mr. Madden asked if we had heard from Mr. Merris about the overdue book ordinance.

Mrs. Howe said that he has our ordinance under advisement.

Mr. Madden made a motion to adjourn at 5:34 PM. Mrs. Greider seconded it. The Meeting was adjourned.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.

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DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS, June 30, 1961
SPECIAL MEETING

A special meeting of the Board of Directors of the Decatur Public Library was held in the Decatur Club, Friday, June 30, 1961. The meeting was called to order at 8 PM by Francis Hart, vice-president. Those present were Harold Koslofski, John Cheeks, David Pilcher, Mrs. David Greider, Francis Hart, and Mrs. Howe. Norman Weimholt, reporter from the Herald was present.

Byron Merris, corporation counsel had drawn an agreement based on the proposal from Carl Swartz, in which the Decatur Public Library would lease from Swartz Homes, Inc., a building at a rental of \$167.50 per month for one year, with option for annual one-year renewals. Said building would be used as a branch library.

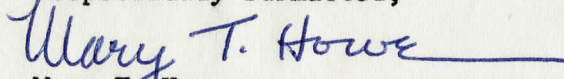
Mr. Hart presented the lease. After careful examination and discussion Mr. Pilcher moved the approval of the lease, and adoption of the rental agreement in this form. Mr. Koslofski seconded the motion. All present voted aye. Motion was carried.

It was further decided that Mr. Swartz would meet with the properties committee and work out the details. The lease would be signed at the next regular board meeting.

A short report was made on the insurance meeting, held with the advisory committee. Mr. Cheeks moved the advisory committee recommendations be adopted. Mrs. Greider seconded the motion. All present voted aye. The motion carried. Briefly the advisory committee suggested waiting until the equipment inventory and book inventory was completed and then include as much of these items as possible in the public institution insurance policy. Until that time the agent should cover the additional policy at 100% and the other agents holding the older policies at 80% co-insurance should bring the coverage up to 100% as of July 17, 1961.

Mrs. Greider moved adjournment at 8:55 PM.

Respectfully submitted,


Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST - JUNE 1961

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C	Expense Allocation	Amt. for Yr.	For June	Year-to-date	Balance
100	SALARIES S	17500000		1518517	15981483
	BL CR AND		17508		
	CITIZENS N		2555.75		
	DEC CITY C		14875		
	TREAS CIT		999.35		
	UNITED FUN		100416		
			13,104.73		
			1316269		
100		17500000	1706746	3225263	14274737*
			16,990.46	32,175.63	142,824.37
150	SALARIES B	552000		45892	506108
	CITIZENS N		5740		
	TREAS CIT		2859		
			38638		
150		552000	47237	93129	458871*
	Total	18052000	1753983	3318392	14733608*
			117,462.83	33,106.92	147,413.08
201	BINDING SU	140000		16120	123880
	STAPPENBEC		1690		
201		140000	1690	17810	122190*
202	CAT MATER I	161000			161000
	LIB OF CON		5000		
202		161000	5000	5000	156000*
203	FREIGHT EX	10000		2314	7686
	BOWKER R R		19		
	MCGRAW HIL		109		
	MCGRAW HIL		19		
	RODALE BKS		29		
	THOMAS C C		36		
	U CHICAGO		9		
	U CHICAGO		94		
	U OF MINNE		19		
203		10000	334	2648	7352*
204	IBM SUPPL I	568000		39800	528200
	IBM		38500		
	IBM		12000		
	I K C		441		
204		568000	50941	90741	477259*
205	OFFICE SUP	266000		56455	209545
	ALLIED OFF		1590		
	ALLIED OFF		2190		
	BD OF EDUC		7780		
	GAYLORD BR		610		
	PFILES CAM		71CR		
	RECORDAK C		1935		
	REMINGTON		3150		
	PENNEYS J		612		
	VERIFAX		318CR		
205		266000	17478	73933	192067*

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Code	Expense Allocation	Amt. for Yr.	For June	Year-to-date	Balance
200	POSTAGE	1 175 00		1 472 0	1 027 80
	ASSOC FILM		60 ✓		
	BRITISH BK		90 ✓		
	BURY CHAS		25 ✓		
	E B FILMS		10 ✓		
	INST FOR R		38 ✓		
	MCGRAW HIL		49 ✓		
	OXFORD UNI		15 ✓		
	POSTMASTER		9 000 ✓		
	STUART LYL		24 ✓		
	SUPT OF DO		3 665 ✓		
	TOGGITT JO		34 ✓		
	UNIV OF IL		14 ✓		
	VOCATIONAL		40 ✓		
	POSTMASTER		63 ✓		
	POSTMASTER		2 000 ✓		
	POSTMASTER		3 ✓		
	POSTMASTER		50 ✓		
	POSTMASTER		50 ✓		
	POSTMASTER		54 ✓		
	POSTMASTER		95 ✓		
	RESERVES		495 CR ✓		
206		1 175 00	1 488 4 ✓	2 960 4	8 789 6 *
207	PRINTING	1 000 000			1 000 00
	INDUSTRIAL		351 0 ✓		
	INDUSTRIAL		375 55 ✓		
207		1 000 000	410 65 ✓	4 106 5	5 893 5 *
208	REP TO EQU	500 00		2 980	4 702 0
	IBM		750 ✓		
	IBM		1595 ✓		
	PFILES CAM		1875 ✓		
	SWAIN MYER		503 ✓		
208		500 00	4723 ✓	7703	42297 *
209	TEL TOLLS	100 00		1781	8219
	ILLINOIS B		940 ✓		
209		100 00	940 ✓	2721	7279 *
210	ILLINOIS B		1500 ✓		
	ILLINOIS B		1600 ✓		
210			3100 ✓	3100	3100 *
211	TEL ALARM	3600			3600
211		3600			3600 *
212	RENT OF MA	51600		1800	49800
	GAYLORD BR		5000 ✓		
212		51600	5000 ✓	6800	44800 *
213	SERV CONTR	34400			34400
	DEC WINDOW		33500 ✓		
213		34400	33500 ✓	33500	900 *

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Cod	Expense Allocation	Amt. for Yr.	For June	Year-to-date	Balance
304	GARBAGE & MAXEDON E	10000		1000	9000
304		10000	500 ✓	1500	8500 *
305	HEAT & FUE	30000		3136	26864
305		30000		3136	26864 *
306	INSURANCE	260000		5336	254664
306		260000		5336	254664 *
307	LIGHT & PO ILLINOIS P	260000		20432	239568
307		260000	13717 ✓		
			13717 ✓	34149	225851 *
308	BLDG REPAI F HUBBARD LYON LUMBE	100000			100000
			1603 ✓		
			1404 ✓		
308		100000	3007 ✓	3007	96993 *
309	TRAVEL	70000		2685	67315
	CONSUMER S		610 ✓		
	CONSUMER S		340 ✓		
	CONSUMER S		856 ✓		
	CONSUMER S		607 ✓		
	CONSUMER S		594 ✓		
	CONSUMER S		375 ✓		
	CONSUMER S		228 ✓		
	CONSUMER S		333 ✓		
	GROVES SHE		200 ✓		
309		70000	4143 ✓	6828	63172 *
310	HEALTH & S	12000			12000
310		12000			12000 *
311	CONTRACT C DEC WINDOW	453200			453200
311		453200	33500 ✓		
			33500 ✓	33500	419700 *
312	ARCHITECT	100000			100000
312		100000			100000 *
313	REP AUTO E	200000		5915	194085
	EL BAUER		980 ✓		
	EL BAUER		6700 ✓		
	EL BAUER		372 ✓		
	EL BAUER		220 ✓		
	EL BAUER		7618 ✓		
	EL BAUER		100 ✓		
	EL BAUER		190 ✓		
	F HUBBARD		620 ✓		
	TRU TEMP		650 ✓		
	TRU TEMP		2275 ✓		
	TRU TEMP		9265 ✓		
13		200000	28781 ✓	34696	165304 *
14	CLEANING S	7500			7500
14		7500			7500 *

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Code	Expense Allocation	Amt. for Yr.	For June	Year-to-date	Balance
31	APPRAISAL	15 000			15 000
31		15 000			15 000 *
399	MISC	5 000			5 000
399		5 000			5 000 *
Total		17 002 00	125 205	164 199	153 600 1 *
401	BINDING	3 000 000		3 458	29 654 2
401		3 000 000		3 458	29 654 2 *
402	BOOKS	43 000 000		260 878	40 391 22
	AM LIBRARY		630		
	AM LIBRARY		100		
	AM LIBRARY		8500		
	BAKER & TA		11975		
	BAKER & TA		18093		
	BAKER & TA		260		
	BAKER & TA		11981		
	BAKER & TA		16242		
	BAKER & TA		16934		
	BAKER & TA		8649		
	BAKER & TA		53138		
	BOWKER R R		600		
	BRITISH BK		3000		
	FUNK WAGN		750		
	HAINES & E		482		
	HAINES & E		1380		
	HAINES & E		693		
	HUSTON PAT		2500		
	HUSTON PAT		17500		
	ILLINOIS B		3850		
	IMPERIAL B		3248		
	IMPERIAL B		16234		
	IMPERIAL B		32733		
	IMPERIAL B		5519		
	MCCLURG A		1350		
	MCCLURG A		3462		
	MCCLURG A		897		
	MCCLURG A		1440		
	MCCLURG A		192		
	MCGRRAW HIL		2748		
	MCGRRAW HIL		4976		
	MCGRRAW HIL		800		
	MCNAUGHTON		4535		
	MOODYS INV		750		
	NEW METHOD		598		
	NEW METHOD		299		
	NEW METHOD		5470		
	NEW METHOD		632		
	NEW METHOD		2106		

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Expense Allocation	Amt. for Yr.	For June	Year-to-Date	Balance
NEW METHOD		9826 ✓		
NEW METHOD		3887 ✓		
NEW METHOD		1722 ✓		
NEW METHOD		3525 ✓		
OXFORD UNI		204 ✓		
RODALE BKS		596 ✓		
SCARECROW		450 ✓		
SCARECROW		1350 ✓		
STUART LYL		1200 ✓		
THE PUBLIS		2000 ✓		
THOMAS C C		1890 ✓		
TOGGITT JO		600 ✓		
U CHICAGO		112 ✓		
U CHICAGO		4824 ✓		
U OF MINNE		702 ✓		
UNIV OF IL		280 ✓		
VOCATIONAL		495 ✓		
SYRACUSE P		750 ✓		
STAFF BOOK		632 CR ✓		
L AND D		3486 CR ✓		
402	4300000	296041	556919	3743081 *
405 FILMS 16MM	100000		750	99250
E B FILMS		18000 ✓		
405	100000	18000 ✓	18750	81250 *
406 FILMS SLID	5000			5000
AM LIBRARY		338		
406	5000	338	338	4662 *
407 FILMS CP	10000			10000
407	10000			10000 *
408 FILMS MICR	150000		4122	145878
UNIV MICRO		2330 ✓		
408	150000	2330 ✓	6452	143548 *
409 FILMS RENT	5000		1050 CR	6050
ASSOC FILM		750 ✓		
FILM RENTA		905 CR ✓		
409	5000	155 CR ✓	1205 CR	6205 *
410 PAMPHLETS	25000			25000
410	25000			25000 *
412 PICTURES	10000			10000
412	10000			10000 *
414 RECORDS LP	200000		11805	188195
414	200000		11805	188195 *
416 RECORDS SR	45000			45000
41	45000			45000 *

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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Code	Expense Allocation	Amt. for Yr.	For June	Year-to-date	Balance
41	PERIODICAL	150000		150	149850
	AM LIBRARY		337		
	BURY CHAS		1500		
	INST FOR R		950		
	DEC HERLD		75		
	DEC HERLD		180		
419		150000	3042	3192	146808*
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	60000		12450	47550
421		60000		12450	47550*
422	SERVICES	200000			200000
422		200000			200000*
Total		5565000	319596	612159	4952841*

502	ADD TO EQU	165000		6650	158350
502		165000		6650	158350*
Total		165000		6650	158350*

Grand Total 27186200 2458986 4538954 \$226,549.46
 Balance in checking account 324,512.80 \$45,312.54 91,649.00
\$91,726.00

Bills presented for payment

Approved for payment

Mary T. Howe

Harold W. Koslofski

Alice A. Meyer

Edna M. Woolhart

Finance Committee

BAL LAST M
DIFF IN BA
TAX INCOME
TAX INCOME
FINES
NON RES FE
L AND D
RESERVES
STAFF BOOK
FILM RENTA
VERIFAX
CASH CREDI
BILL LIST
Balance in checking account

4876
201CR
23000.00
92500.00
50588
4900
3486
495
632
905
318
5836CR
24,375.69
24,452.63CR
9164900
\$91,726.00

2 Windsor Village - 1st Addition

☒ Proposed Construction

DESCRIPTION OF MATERIALS

No. _____

(To be inserted by FHA or VA)

☐ Under Construction

Property address 3959 N. Cambridge Drive City Decatur State Ill.

Mortgagor or Sponsor Johnson Mortgage Company 240 N. Park
(Name) (Address)

Contractor or Builder J.J. Swartz Company 206 Holiday Drive
(Name) (Address)

INSTRUCTIONS

1. For additional information on how this form is to be submitted, number of copies, etc., see the instructions applicable to the FHA Application for Mortgage Insurance or VA Request for Determination of Reasonable Value, as the case may be.

2. Describe all materials and equipment to be used, whether or not shown on the drawings, by marking an X in each appropriate check-box and entering the information called for in each space. If space is inadequate, enter "See misc." and describe under item 27 or on an attached sheet.

3. Work not specifically described or shown will not be considered unless required, when the minimum acceptable will be assumed. Work exceeding

minimum requirements cannot be considered unless specifically described.

4. Include no alternates, "or equal" phrases, or contradictory items. (Consideration of a request for acceptance of substitute materials or equipment is not thereby precluded.)

5. Include signatures required at the end of this form.

6. The construction shall be completed in compliance with the related drawings and specifications, as amended during processing. The specifications include this Description of Materials and the applicable Minimum Construction Requirements.

1. EXCAVATION:

Bearing soil, type Clay

2. FOUNDATIONS:

Footings: Concrete mix 4 bag 1:3:5 Reinforcing _____

Foundation wall: Material poured concrete Reinforcing _____

Interior foundation wall: Material _____ Party foundation wall _____

Columns: Material and size _____ Piers: Material and reinforcing _____

Girders: Material and sizes _____ Sills: Material 2x4 - treated

Basement entrance areaway _____ Window areaways _____

Waterproofing _____ Footing drains _____

Termite protection 26 ga. galvanized

Basementless space: Ground cover _____ Insulation _____ Foundation vents _____

Special foundations _____

3. CHIMNEYS:

Material Galvanized Prefabricated (make and size) Metabestos 6" round

Flue lining: Material aluminum Heater flue size 3" Fireplace flue size _____

Vents (material and size): Gas or oil heater 5" galvanized Water heater 3" galvanized

galvanized roof edging

4. FIREPLACES:

Type: ☐ Solid fuel; ☐ gas-burning; ☐ circulator (make and size) _____ Ash dump and clean-out _____

Fireplace: Facing _____; lining _____; hearth _____; mantel _____

5. EXTERIOR WALLS:

Wood frame: Grade and species Fir #2 ☐ Corner bracing. Building paper or felt _____

Sheathing Insulated; thickness 1/2"; width 4x8; ☒ solid; ☐ spaced _____" o. c.; ☐ diagonal;

Siding _____; grade _____; type _____; size _____; exposure _____"; fastening _____

Shingles _____; grade _____; type _____; size _____; exposure _____"; fastening _____

Stucco _____; thickness _____". Lath _____; weight _____ lb.

Masonry veneer Red Brick Sills Red Brick Lintels 3"x4"x1/4"

Masonry: Facing _____; backup _____ thickness _____". Bonding _____

Door sills _____ Window sills _____ Lintels _____

Interior surfaces: Dampproofing, _____ coats of _____; furring _____

Exterior painting: Material Sherwin Williams A-100 Latex; number of coats 2

Gable wall construction: ☐ Same as main walls; ☒ other Redwood bevel siding 5/8" x 10" over frame 2x4 studs

6. FLOOR FRAMING:

Joists: Wood, grade and species _____; other _____; bridging _____; anchors _____

Concrete slab: ☐ Basement floor; ☒ first floor; ☒ ground supported; ☐ self-supporting; mix 1:2:4; thickness 4";

reinforcing 6x6 - #10 mesh; insulation 1 1/8" styrofoam; membrane visqueen .006

Fill under slab: Material washed pea gravel; thickness 6"

7. SUBFLOORING: (Describe underflooring for special floors under item 21.)

Material: Grade and species _____; size _____; type _____

Laid: ☐ First floor; ☐ second floor; ☐ attic _____ sq. ft.; ☐ diagonal; ☐ right angles.

8. FINISH FLOORING: (Wood only. Describe other finish flooring under item 21.)

LOCATION	ROOMS	GRADE	SPECIES	THICKNESS	WIDTH	BLDG. PAPER	FINISH
First floor							
Second floor							
Attic floor	sq. ft.						

9. PARTITION FRAMING:
 Studs: Wood, grade and species Fir #2 Size and spacing 2x4 - 16" O.C. Other _____

10. CEILING FRAMING:
 Joists: Wood, grade and species Fir Const Grade Other _____ Bridging 1x6 continuous ties
26' span - 4/12 pitch - nailed truss

11. ROOF FRAMING:
 Rafters: Wood, grade and species Fir Const Grade Roof trusses (see detail): Grade and species Fir Const Grade
26' span - 4/12 pitch - nailed truss

12. ROOFING:
 Sheathing: Grade and species C-D plywood Sheathing; size 3/8"; type ply; ☒ solid; ☐ spaced _____" o.c.
 Roofing 220# asphalt lok-tabs; grade "C"; weight or thickness 220#; size 24x18; fastening 3/4" galv.
 Stain or paint _____ Underlay 15# roofers felt
 Built-up roofing _____; number of plies _____; surfacing material _____
 Flashing: Material galvanized metal edging; gage or weight 26 ga; ☐ gravel stops; ☐ snow guards

13. GUTTERS AND DOWNSPOUTS:
 Gutters: Material white aluminum; gage or weight .032; size 5"; shape moulded
 Downspouts: Material white aluminum; gage or weight .024; size 3"; shape square; number 5
 Downspouts connected to: ☐ Storm sewer; ☐ sanitary sewer; ☐ dry-well. ☒ Splash blocks: Material and size concrete 12"x36"

LATH AND PLASTER:
 Lath ☐ walls, ☐ ceilings: Material _____; weight or thickness _____ Plaster: Coats _____; finish _____
 Dry-wall ☒ walls, ☒ ceilings: Material sheet rock; thickness 1/2"; finish painted; joint treatment perf-a-tape
joint system feathered to 15" width

15. DECORATING: (Paint, wallpaper, etc.)

Rooms	WALL FINISH MATERIAL AND APPLICATION	CEILING FINISH MATERIAL AND APPLICATION
Kitchen		
Bath	<u>2 coats enamel - stiple finish</u>	<u>textured swirl</u>
Library	<u>2 coats flat - stiple finish</u>	<u>textured swirl</u>

16. INTERIOR DOORS AND TRIM:
 Doors: Type Curtis Plyoneer Flush; material Birch; thickness 1 3/8"
 Door trim: Type Modern Design; material WP Base: Type Modern Design; material WP; size 3"
 Finish: Doors Doors are prefinished; trim Painted 2 coats
 Other trim (item, type and location) Louved doors on heater room

17. WINDOWS: #261 Series
 Windows: Type Single Hung; make Rusco; material Steel; sash thickness _____
 Glass: Grade "B"; ☐ sash weights; ☐ balances, type _____; head flashing aluminum
 Trim: Type brick moulding; material WPP Paint latex; number coats 2
 Weatherstripping: Type Woven pile and vinyl; material pile and vinyl Storm sash, number _____
 Screens: ☐ Full; ☐ half; type _____; number _____; screen cloth material _____
 Basement windows: Type _____; material _____; ☐ screens, number _____; ☐ Storm sash, number _____
 Special windows Colonial design windows
all aluminum combination storm and screen sash

18. ENTRANCES AND EXTERIOR DETAIL:
 Main entrance door: Material Birch; width 36"; thickness 1 3/4" Frame: Material WP; thickness 1 5/8"
 Other entrance doors: Material WP; width 32"; thickness 1 3/4" Frame: Material WP; thickness 1 5/8"
 Head flashing aluminum Weatherstripping: Type spring type; saddles _____
 Screen doors: Thickness _____; number _____; screen cloth material _____ Storm doors: Thickness _____; number _____
 Combination storm and screen doors: Thickness 7/8"; number 2; screen cloth material aluminum
 Shutters: ☐ Hinged; ☒ fixed. Railings _____ Louvers aluminum triangular
 Exterior millwork: Grade and species WPP Paint Latex; number coats 2
4 pair M-516 shutter blinds

19. CABINETS AND INTERIOR DETAIL:
 Kitchen cabinets, wall units: Material _____; lineal feet of shelves _____; shelf width _____
 Base units: Material _____; counter top _____; edging _____
 Back and end splash _____ Finish of cabinets _____; number coats _____
 Medicine cabinets: Make _____; model _____
 Other cabinets and built-in furniture _____
Mirror over each lavatory

20. STAIRS:

STAIR	TREADS		RISERS		STRINGS		HANDRAIL		BALUSTERS	
	Material	Thickness	Material	Thickness	Material	Size	Material	Size	Material	Size
Basement										
Main										
Attic										
Disappearing: Make and model number _____										

FLOORS	LOCATION	MATERIAL, COLOR, BORDER, SIZES, GAGE, ETC.			
		THRESHOLD	BASE	UNDERFLOOR	
Kitchen	Bath	asphalt tile "12" colors or vinyl asbestos			
		asphalt tile "12" colors or vinyl asbestos			
WAINSCOT	Bath	HEIGHT			
		HEIGHT AT TUB			
		HEIGHT AT SHOWER			

Bathroom accessories: ☐ Recessed; material: _____; number: _____; ☐ attached; material: _____; number: _____

22. PLUMBING:

FIXTURE	NUMBER	LOCATION	MAKE	MFR'S FIXTURE IDENTIFICATION NO.	SIZE	COLOR
Sink	2	Bath	Briggs	B-3305 Whitman	19" x 12"	White
Lavatory	2	Bath	Briggs	B-6422 Prince		White
Water closet						
Bath tub						
Shower over tub*						
Stall shower**						
Laundry trays						

* ☐ Curtain rod ☐ Door ☐ Curtain rod

Water supply: ☒ Public; ☐ community system; ☐ individual (private) system. ★
Sewage disposal: ☒ Public; ☐ community system; ☐ individual (private) system. ★
★ Show and describe individual system in complete detail in separate drawings and specifications according to requirements.
House drain (inside): ☐ Cast iron; ☐ tile; ☐ other _____
House sewer (outside): ☐ Cast iron; ☒ tile; ☐ other _____
copper service
Sill cocks, number 2
Domestic water heater: Type gas 21.0
recovery gph. 100" rise. Storage tank: Material: _____; make and model: Rheena - 5 year custom
Gas service: ☒ Utility company; ☐ liq. pet. gas; ☐ other _____
Footing drains connected to: ☐ Storm sewer; ☐ sanitary sewer; ☐ dry well. Sump pump _____

23. HEATING:

☐ Hot water. ☐ Steam. ☐ Vapor. ☐ One-pipe system. ☐ Two-pipe system.
☐ Radiators. ☐ Convectors. ☐ Baseboard radiation. Make and model _____
Radiant panel: ☐ Floor; ☐ wall; ☐ ceiling. Panel coil: Material _____
☐ Circulator. ☐ Return pump. Make and model _____
Boiler: Make and model _____
Warm air: ☐ Gravity. ☒ Forced. Type of system: Downdraft gas warm air
Duct material: Supply: _____; return: galvanized
Furnace: Make and model: Stewart-Warner GCX-105N
Input 105,000 Btuh; output 84,000 Btuh.
Registers and plenum precast concrete under floor
☐ Space heater; ☐ floor furnace; ☐ wall heater. Input Btuh; output Btuh; number units _____
Make, model _____
Controls: Make and types: Combination main gas valve and pressure regulator, manual gas valve
combination fan and limit control, internal draft diverter, safety pilot & thermostat
Fuel: ☐ Coal; ☐ oil; ☒ gas; ☐ liq. pet. gas; ☐ electric; ☐ other _____; storage capacity _____
Firing equipment furnished separately: ☐ Gas burner, conversion type. Stoker: ☐ Hopper feed; ☐ bin feed.
Oil burner: ☐ Pressure atomizing; ☐ vaporizing
Make and model _____
Control _____
Electric heating system: Type _____ Input _____ watts; @ _____ volts; output Btuh.
Ventilating equipment: Attic fan, make and model _____
Kitchen exhaust fan, make and model _____
Other heating, ventilating, or cooling equipment _____

24. ELECTRIC WIRING:

Service: ☒ Overhead; ☐ underground. Panel: ☐ Fuse box; ☒ circuit-breaker. Number circuits 12
Wiring: ☐ Conduit; ☐ armored cable; ☒ nonmetallic cable; ☐ knob and tube; ☐ other _____
Special outlets: ☐ Range; ☐ water heater; ☐ other _____
☐ Doorbell. ☐ Chimes. Push-button locations _____

25. LIGHTING FIXTURES:

Total number of fixtures 18
Total allowance for fixtures, typical installation, \$ _____
Nontypical installation
2 tube 40 watt shallow surface mounted - Lithonia or equal (Avg. 70 lumens per sq. ft.)

26. INSULATION:

LOCATION	THICKNESS	MATERIAL, TYPE, AND METHOD OF INSTALLATION	VAPOR BARRIER
Roof			
Ceiling	2"	Fiberglas Insulation	Yes
Wall	1/2"	Insulated Sheathing	Foil Backed Sheetrock
Floor			

27. MISCELLANEOUS:

(Describe any main dwelling materials, equipment, or construction items not shown elsewhere):

1. Ceiling to be textured swirled
2. Morgan Millwork and trim

HARDWARE: (Make, material, and finish) Weiser brass lock and latch sets - Stanley brass butts - front and rear doors keyed alike

SPECIAL EQUIPMENT: (State material or make and model.)

Venetian blinds _____ Number _____ Automatic washer _____
Kitchen range _____ Clothes drier _____
Refrigerator _____ Other _____
Dishwasher _____
Garbage disposal unit _____

PORCHES:

Front - 6' x 40' poured concrete - 6" reinforced slab
Rear - 4' x 4' poured concrete - 6" reinforced slab

TERRACES:

33 GARAGES:

WALKS AND DRIVEWAYS:

Driveway: Width 10' Base material gravel; thickness 6" Surfacing material asphalt 1-11; thickness 2"
Front walk: Width 36" Material concrete; thickness 4" Service walk: Width 36" Material concrete; thickness 4"
Steps: Material concrete; treads 12"; risers 6" Cheek walls concrete
10 car parking area - 6" gravel base with 2" asphalt 1-11

OTHER ONSITE IMPROVEMENTS:

(Specify all exterior onsite improvements not described elsewhere, including items such as unusual grading, drainage structures, retaining walls, fence, railings, and accessory structures.)

42" Amco chain link fence down each North and South sides from front of building to rear lot line.

LANDSCAPING, PLANTING, AND FINISH GRADING:

Topsoil 2" thick: ☒ Front yard; ☒ side yards; ☒ rear yard to _____ feet behind main building.
Lawns (seeded, sodded, or sprigged): ☒ Front yard seeded; ☒ side yards seeded; ☒ rear yard seeded
Planting: ☐ As specified and shown on drawings; ☐ as follows:
1 Shade trees, deciduous, 2" caliper. _____ Evergreen trees, _____' to _____', B & B.
Low flowering trees, deciduous, _____' to _____' Evergreen shrubs, _____' to _____', B & B.
1 High-growing shrubs, deciduous, 8' to 10' Vines, 2-year _____
Medium-growing shrubs, deciduous, _____' to _____'
Low-growing shrubs, deciduous, _____' to _____'

IDENTIFICATION.—This exhibit shall be identified by the signature of the builder, or sponsor, and/or the proposed mortgagor if the latter is known at the time of application.

SWARTZ HOMES, INC.

Date July 25, 1961

Signature _____

Signature _____

26. INSULATION:

LOCATION	THICKNESS	MATERIAL, TYPE, AND METHOD OF INSTALLATION	VAPOR BARRIER
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Wall	1/2"	Insulated Sheathing	Foil Backed Sheetrock
Floor			

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GARAGES:

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SWARTZ HOMES, INC.

Date July 25, 1961 Signature _____
Signature _____

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST FOR JUNE 1961

Miss Gussie Braithwaite
251 North Church Street
Decatur, Illinois

June 1, 1961 Barzun - Teacher in America
Kenworthy - World Horizons for Teachers

Gift & Exchange Division
University of Illinois Library
Urbana, Illinois

June 1, 1961 The Research Function of University Bureaus
and Institutes for Government-Related Research

Fund for Adult Education
White Plains, New York

Able People Well Prepared

Miss Lillian M. Clark

Johnson - Anthology of Children's Literature
Blair - The Literature of the United States

Anonymous

Blackburn - A Scent of New-Mown Hay
Savage Streets - McGivern

Chase Manhattan Bank
1 Chase Manhattan Plaza
New York 15, New York

June 20, 1961 The New European Market

Mrs. Luther Behm
no address available

Yankee Loggers.

Mrs. Geraldine Glenn

June 23, 1961 Smith - Maggienow
Reader's Digest Con. Books 1959 v. 3
" " " " 1958 v. 4
Walker - The Quarry
Lindbergh - Gift from the Sea

A G R E E M E N T

WHEREAS, SWARTZ HOMES, INC., has submitted to the Board of Directors of Decatur Public Library, a proposal for the construction of a Library Building on premises described as:

Lot Two (2) of Windsor Village
First Addition;

said street address being 3958 North Cambridge Drive, Decatur, Illinois; said premises having a frontage of 119.2 feet and a depth of 127 feet with the width at the rear of 122.8 feet.

The building to be constructed will be a brick, one-story, on concrete slab; forced air gas heat with a 6-inch transite ducts in the floor; 3-ton (36,000 BTU) central air conditioning. The building will have a total of 960 square feet, Colonial design, truss construction. The public service room will have 900 square feet of area, with utility room of 35 square feet and two rest rooms with a total area of 25 square feet. Windows shall be aluminum windows with storm windows. Floors shall be asphalt or vinyl asbestos floors. The drive will be constructed into such area with a parking lot for ten (10) cars. The driveway and parking lot will be on a 6-inch gravel base with 2-inches of asphalt on top.

NOW THEREFORE, This Agreement, Made and Entered into between the BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY, hereinafter referred to as "Library", and SWARTZ HOMES, INC., W I T N E S S E T H:

That the Library does hereby lease from Swartz Homes, Inc., the above described premises at a rental of \$167.50 per month for a period of one (1) year from the date said building is ready for occupancy. Option is hereby given to the Library for annual one-year renewals. The Library will, at its own expense, install all necessary shelving for its own use, and pay all electric, gas and water bills. At the termination of this lease, the Library shall have the right to remove all shelving or other fixtures installed by it at its own expense, so long as such removal does not damage the permanent parts of the interior of said building. Swartz Homes, Inc. will take care of all necessary maintenance to the building on said premises.

The Library is hereby given an option to purchase said building for the sum of \$16,750.00. The said option to purchase to provide that said building may be purchased upon monthly payments of \$167.50. Of said sum, \$142.50 would apply to the principal and accrued interest at the rate of 6 1/2% per annum. \$20.00 per month to provide for the payment of taxes, and \$5.00 per month to provide for the payment of insurance. If said sum of \$25.00 is not sufficient to pay taxes and insurance, the Library shall pay any deficiency. If said payments of \$25.00 per month is in excess, of taxes and insurance, the Library will receive credit on the purchase price of any such excess. Said option to purchase said building may be exercised at any time that this Lease may still be in effect. Past rentals of \$142.50 per

month would apply on the purchase price of said premises. However, if said option to purchase should be exercised, the Library will receive credit on the purchase price as if the Agreement to purchase had been exercised on the day that rent starts under this Lease, and the Library will receive credit for that part of such payments that would apply on principal after monthly deductions of interest at $6\frac{1}{2}\%$.

IT IS UNDERSTOOD that rental under this Lease does not commence until said premises are ready for occupancy.

If said Library should exercise its option to purchase, a new Agreement should be entered into between the parties according to the terms hereof, and a deed from Swartz Homes, Inc. to the Board of Directors of the Decatur Public Library, together with said Agreement, should be placed in escrow in some Bank in Decatur, Illinois. In case of the exercise of such option to purchase, Swartz Homes, Inc. shall furnish to the Board of Directors of the Decatur Public Library an abstract of title, brought down to date, showing good and merchantable title in Swartz Homes, Inc.

IN WITNESS WHEREOF, the Parties hereto have executed the same on this _____ day of _____, A. D. 1961.

ATTEST:

BOARD OF DIRECTORS OF THE
DECATUR PUBLIC LIBRARY.

Secretary

By _____
President

ATTEST:

SWARTZ HOMES, INC.

Secretary

By _____
President

DECATUR PUBLIC LIBRARY
Decatur, Illinois
CIRCULATION STATISTICS JUNE 1961

	Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS	57	13	18	88	265
001 PHILOSOPHY	54	7	8	69	189
002 RELIGION	323	80	2	405	803
003 SOCIAL SCIENCE	927	132	744	1803	3541
004 LANGUAGE	131	7	18	156	279
005 SCIENCE	84	12	16	112	191
006 USEFUL ARTS	1363	279	671	2313	4700
007 FINE ARTS	1299	215	440	1954	3739
008 LITERATURE	786	53	206	1045	2251
009 HISTORY	863	229	358	1450	1459
010 TRAVEL	501	38	291	830	1816
011 BIOGRAPHY	744	362	786	1892	3580
012 FOREIGN NON F	24	38	62	124	2865
013 PERIODICALS	845	79	89	1013	2204
014 PAMPHLETS	50	6	7	63	181
Total Non-Fiction	8724	1649	4985	15358	30897
115 FICTION	9228	5133	6583	20944	37403
116 FOREIGN FICT	7893	4248	5532	17673	29557
117 UE	8	125	60	230	280
Total Fiction	9273	5258	17888	32419	59999
Total Books	17997	6907	22873	47777	90896
*15063		5835	20062	40960	72527
*Totals June 1961					6817
MAIN ADULT	8426	1	391	8818	17356
MAIN YOUTH	2439	3412	7332	5851	10316
MAGIC CARPET	2			7334	12717
REFERENCE	7			7	13
EXTENSION DEPT	28		3	31	43
B 1	1487	856	4524	6867	14355
GENERAL WORKS	1299	981	4823	7103	14027
EVANS BRANCH	1360	754	1924	4038	8087
MILLIKIN HOME	98	2	1	101	181
HOME SERVICE	550	37	47	634	1267
ST MARYS HOSP	219	2	7	228	435
D M C	671	142	643	1456	1991
T B SAN	224	4	5	233	536
GIRLS HOME	46	101	140	287	438
BROWN BOOK MOBIL	656	615	3033	4304	8405
NURSES RESIDENC	485			485	729
7123		3494	15150	25767	50494
17997		6907	22873	47777	90896

Y-Date	Total	Gen.	Bus.	Educ.		
25	7		1	6	BIBLIOGRAPHIES	218
2					BOOK TALKS	219
3	2	2		2	CEILING PROJEC	220
13	2				CLASS VISITS	221
6					BOOK TALKS	222
61	30			30	INSTRUCTION	223
8					STORIES	224
411	59			59	ATTENDANCE	225
29	13	1		12	EXHIBITS	226
1306	406	24		382	FILMS ATTEND	227
74	36	24		12	SHOWINGS	228
23	10			10	C PROJECTOR	230
42	22	22		45	RECORDAK	232
86	49		4		GROUPS NOT CLA	235
38	1			16	ATTENDANCE	236
357	18	2		76	HOME SERVICE V	237
134	78			76	HOME SERVICE P	238
134	78	2		76	HOME SER NEW P	239
6	2			4	INTER LIBRARY	240
11	4			2	MAPS	241
7	2	1		10	MEETINGS IN BL	242
33	22		1	80	ATTENDANCE	243
317	208	3	13	113	MENDING	244
1895	1160	810	15	51	OVERDUE BOOKS	245
899	494	427	16	25	OVERDUE NOTICE	246
443	245	209	11	14	PICTURES FRAME	247
1106	123	57		66	PICTURES MOUNT	248
24	11			2	PROFESSIOINAL V	249
4	3		4	611	RADIO	250
1244	635	20		15	RECORDS LP	251
15	15			20	RECORDS S	252
37	20			515	RECORDS SR	253
5615	2615	1554	546	126	READERS ADVISO	256
391	220	35	59		REQUESTS	257
28	20	20			STORY HOURS	259
192	50	50			ATTENDANCE	260
33	13	13		272	NUM OF STORIES	261
3260	1585			175	TELEPHONE INCO	262
334	175			18	RECORD BAGS	265
64	18				MABELS NURSING	301
15	30			30	WAKEFIELDS	306
74		709	116	89	VELWYN	302
1913	914				18TH & E WILLI	401
424	191	144	29	18	LARKDALE	402
5113	2033	1435	191	407	NORTHLAND HEIG	403
358	204	137	35	32	RAVINA PARK RD	404
2290	1237	635	181	421	WATSON COURT	405
1078	386	312	44	30	HOME PARK	406
1928	1053	725	105	223	GARFIELD & WAT	407
3136	1887	1311	306	270	SAWYER & MONRO	408
3111	1630	1020	263	347	GRAND & SUMMIT	411
1540	566	342	57	167	OAKLAND & W WO	503
848	350	246	29	75	FOREST & LINCO	506
648	350			454	MT CALVARY CHU	507
5162	2658	1815	389	37	S ILLINOIS & E	508
3330	323	276	10	364	S TAYLOR & W W	509
551	310	202	96	12	S FRANKLIN	510
714	342	229	69	44	L BR RD & SOUT	511
237	116	88	9	19	STALEY BRIDGE	512
1336	586	331	97	158	22ND & E CLAY	513
825	363	281	21	61	24TH & E WILLI	514
2502	1340	936	190	214	16TH & LINCOLN	601
1048	499	493		6	AP	602
1	1	1		2	AM	603
700	381	280	99	9	AT	604
367	170	125	36		YP	606
7	1		1		YT	607
146	51	46		5	UP	609
15	14	14			UT	

June 1961

100	SALARIES S	17500000		1518517	15981483
	BL CR AND		17508		
	CITIZENS N		256945		
	DEC CITY C		14875		
	TREAS CIT		100416		
	UNITED FUN		733		
			1316269		
100		17500000	1706746	3225263	14274737*
150	SALARIES B	552000		45892	506108
	CITIZENS N		5740		
	TREAS CIT		2859		
			38638		
150		552000	47237	93129	458871*
100		18052000	1753983	3318392	14733608*
201	BINDING SU	140000		16120	123880
	STAPPENBEC		1690		
201		140000	1690	17810	122190*
202	CAT MATERI	161000			161000
	LIB OF CON		5000		
202		161000	5000	5000	156000*
203	FREIGHT EX	10000		2314	7686
	BOWKER R R		19		
	MCGRAW HIL		109		
	MCGRAW HIL		19		
	RODALE BKS		29		
	THOMAS C C		36		
	U CHICAGO		9		
	U CHICAGO		94		
	U OF MINNE		19		
203		10000	334	2648	7352*
204	IBM SUPPLI	568000		39800	528200
	IBM		38500		
	IBM		12000		
	I K C		441		
204		568000	50941	90741	477259*
205	OFFICE SUP	266000		56455	209545
	ALLIED OFF		1590		
	ALLIED OFF		2190		
	BD OF EDUC		7780		
	GAYLORD BR		610		
	PFILES CAM		71 CR		
	RECORDAK C		1935		
	REMINGTON		3150		
	PENNEYS J		612		
	VERIFAX		318 CR		
205		266000	17478	73933	192067*

206	POSTAGE	117500		14720	102780
	ASSOC FILM		60		
	BRITISH BK		90		
	BURY CHAS		25		
	E B FILMS		10		
	INST FOR R		38		
	MCGRAW HIL		49		
	OXFORD UNI		15		
	POSTMASTER		9000		
	STUART LYL		24		
	SUPT OF DO		3665		
	TOGGITT JO		34		
	UNIV OF IL		14		
	VOCATIONAL		40		
	POSTMASTER		63		
	POSTMASTER		2000		
	POSTMASTER		3		
	POSTMASTER		50		
	POSTMASTER		50		
	POSTMASTER		54		
	POSTMASTER		95		
	RESERVES		495 CR		
206		117500	14884	29604	87896*
207	PRINTING	100000			100000
	INDUSTRIAL		3510		
	INDUSTRIAL		37555		
207		100000	41065	41065	58935*
208	REP TO EQU	50000		2980	47020
	IBM		750		
	IBM		1595		
	PFILES CAM		1875		
	SWAIN MYER		503		
208		50000	4723	7703	42297*
209	TEL TOLLS	10000		1781	8219
	ILLINOIS B		940		
209		10000	940	2721	7279*
22210	ILLINOIS B		1500		
	ILLINOIS B		1600		
22210			3100	3100	3100*CR
211	TEL ALARM	3600			3600
211		3600			3600*
212	RENT OF MA	51600		1800	49800
	GAYLORD BR		5000		
212		51600	5000	6800	44800*
213	SERV CONTR	34400			34400
	DEC WINDOW		33500		
213		34400	33500	33500	900*
220	PROF DEVEL	110000		5125	104875
	BOGGESS J		10000		