

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET & BILL LIST - JULY, 1960

1.

Code	Exp. Allocations	Amt. for yr.	For July	Tot. to July 26, 60	Balance
100	SALARIES S	18500000		2870453	15629547
	BL CR AND		1196800 <i>ok</i>		
	CITIZENS B		16586 <i>19873</i>		
	DEC CITY C		231640 <i>19874</i>		
	LARRY CORP		13500 <i>19875</i>		
	TREAS CITY		1233 CR		
	UNITED FUN		91094 <i>19876</i>		
			200 <i>19877</i>		
100		18500000	1548587	4419040	14080960*
118	TEMP SALAR			3300	3300
118				3300	3300*
150	SALARIES B	552000		87520	464480
	CITIZENS B		38545 <i>ok</i>		
	TREAS CITY		5750 <i>19874</i>		
			2816 <i>19876</i>		
150		552000	47111	134631	417369*
		19052000	1595698	4556971	14495029*
201	BINDING SU	140000			140000
201		140000			140000*
202	CAT MATER I	45000		46985	1985
	GAYLORD BR		31850 <i>19878</i>		
202		45000	31850	78835	33835*
203	FREIGHT EX	55500		1376	54124
	GAYLORD BR		481 CR		
	PEORIA CAR		573 <i>19879</i>		
	RAILWAY EX		898 "		
203		55500	990	2366	53134*
204	IBM SUPPL I	500000		120639	379361
204		500000		120639	379361*
205	OFFICE SUP	380000		100679	279321
	DEC PAPER		136 CR <i>19880</i>		
	HAINES & E		138 <i>19881</i>		
	HAINES & E		62 <i>19879</i>		
	PAXTON SER		110 <i>19882</i>		
	SPNGFD THR		300 <i>19883</i>		
205		380000	474	101153	278847*
206	POSTAGE	100000		36314	63686
	AMER TECH		34 <i>19905</i>		
	B N A INC		14 <i>19906</i>		
	BACON PAM		30 <i>19927</i>		
	BRITISH BO		130 <i>19909</i>		
	CITIZENS B		10 <i>19877</i>		
	CUSTOM HOU		75 <i>19912</i>		
	GAYLORD BR		75 CR		
	MCCLURG A		29 <i>19917</i>		
	PAXTON SER		5		
	POSTMASTER		10000 <i>19884</i>		
	POSTMASTER		22 <i>19879</i>		

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	POSTMASTER		102 19879		
	POSTMASTER		5000 19879		
	POSTMASTER		56 19879		
	POSTMASTER		74 19879		
	POSTMASTER		49 "		
	STECHERT H		91 19923		
	STECHERT H		29 "		
206		1000000	15675	51989	48011*
207	PRINTING	1000000		7365	92635
207		1000000		7365	92635*
208	REP TO EQU	1600000	4100 19885	4294	155706
208	KING LAR	1600000	4100	8394	151606*
209	TEL TOLLS	19800		3690	16110
209	ILL BELL T	19800	515 19886	4205	15595*
210	TEL SERVIC	205700		49673	156027
	ILL BELL T		1012 CR		
	ILL BELL T		15925 19886		
	ILL BELL T		1265 19886		
210		205700	16178	65851	139849*
211	TEL ALARM	3600		900	2700
211	ILL BELL T	3600	300 19886	1200	2400*
212	RENT OF MA	30000		4166	25834
	GAYLORD BR		7500 19878		
	GAYLORD BR		17500 19878		
212		30000	25000	29166	834*
213	SERV CONTR	30000		8700	21300
213		30000		8700	21300*
220	PROF DEVEL	110000		30000	80000
	HENDRICKS		1025 CR		
	LEONARD MI		1422 19879		
	MCNABB MRS		1422 19879		
	ZITZLOFF H		1421 19879		
220		110000	3240	33240	76760*
221	COMM SERVI	10000		1567	8433
221		10000		1567	8433*
222	EXHIBIT EX	6800			6800
	DEC MACON		650 19879		
222		6800	650	650	6150*
223	HANDLING C	2500		290	2210

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	BACON PAM		104	19927	
	CITIZENS B		10	19879	
	CITIZENS B		10	"	
	CITIZENS B		10	"	
	MCCLURG A		20	19917	
	WILLIAM FR		10	19879	
223		2500	164	454	2046*
224	ADVERTISING	10000		1360	8640
224		10000		1360	8640*
225	AUDITING	50000			50000
225		50000			50000*
299	MISC	5000		96	4904
299		5000		96	4904*
		<u>1963900</u>	<u>99136</u>	<u>517230</u>	<u>1446670*</u>
301	BLDG SUPPL	100000		15083	84917
	BLACK & CO		252	19887	
	BLACK & CO		80	"	
	BLACK & CO		93	"	
	BLACK & CO		322	"	
	BRINKOETTE		408	19888	
	DAY G E SO		679	19889	
	DAY G E SO		563	"	
	DAY G E SO		242	"	
	DAY G E SO		640	"	
	DAY G E SO		192	"	
	DEC PAPER		2195	19880	
	HEISE ELEC		11966	19890	
	HEISE ELEC		5320	19890	
	SLIDER B R		390	19891	
	WESTERVELT		2950	19892	
301		100000	26292	41375	58625*
302	CLEANING S	15000		550	14450
	BLACK & CO		8655	19887	
	BLACK & CO		648	"	
302		15000	9303	9853	5147*
303	CONTRACT R	706000		521686	184314
303		706000		521686	184314*
304	GARBAGE &	10000		2450	7550
	FRED ROHMA		600	19879	
	MAXEDON E		250	19893	
304		10000	850	3300	6700*
305	HEAT & FUE	35000		8193	26807
	STANDARD O		80CR		
305		35000	80CR	8113	26887*

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Code	Exp. Allocation	Amt. for yr.	For July	Tot. to July 26, 60	Balance
306	INSURANCE	290000		3232	286768
306		290000		3232	286768
307	LIGHT & PO	240000			240000
307		240000			240000
308	BLDG REPAI	50000		11088	38912
	HUBBARD F		9751	19894	
	HUBBARD F		10260	"	
	HUBBARD F		1510	"	
	POLLEY REF		5050	19895	
	SCHWARTZ G		1875	19896	
308		50000	28446	39534	10466
309	TRAVEL	70000		13120	56880
	CONSUMER S		781	19897	
	CONSUMER S		300	"	
	CONSUMER S		730	"	
	CONSUMER S		649	"	
	CONSUMER S		229	"	
	CONSUMER S		199	"	
309		70000	2888	16008	53992
10	HEALTH & S	5000		20	4980
10		5000		20	4980
311	CONTRACT C	402000		105245	296755
	DEC WINDOW		33500	19901	
311		402000	33500	138745	263255
312	ARCHITECT	70600		60000	10600
312		70600		60000	10600
313	REP AUTO E	100000		39133	60867
	EL BAUER		2460	19898	
	EL BAUER		1095	"	
	EL BAUER		2237	"	
	EL BAUER		1087	"	
	EL BAUER		330	"	
	GREGORY FO		619	19899	
	SCHUERMAN		200	19900	
313		100000	8028	47161	52839
314	CLEANING S	2500		435	2065
	DEC WINDOW		33500	19901	
	NORMANS		187	19899	
	SCHUDELS I		2838	19902	
14		2500	36525	36960	34460
99	MISC	5000		300	4700
99		5000		300	4700
		<u>2101100</u>	<u>145752</u>	<u>926287</u>	<u>1174813</u>

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ode	Exp. Allocation	Amt. for yr.	For July	Tot. to July 26, 60	Balance
401	BINDING	250000		39471	210529
	STAPPENBEC		31039	19903	
	STAPPENBEC		33296	"	
	STAPPENBEC		889	"	
401		250000	65224	104695	145305
402	BOOKS	3628000		1034308	2593692
	AMER LIBRA		135	19904	
	AMER TECH		792	19905	
	AMERICANA		20300	19871	
	B N A INC		735	19906	
	BAHAI PUBL		200	19907	
	BOWKER R R		595	19908	
	BRITISH BO		5200	19909	
	BURDETTE S		1000	19910	
	CATHOLIC H		75	19911	
	CHICGO UNI		424	19913	
	CUSTOM HOU		3075	19912	
	DOUBLEDAY		25200	19914	
	DOUBLEDAY		8400	"	
	DOUBLEDAY		1195	"	
	HUNTTING H		5370	19915	
	HUNTTING H		1890	19915	
	ILL BELL T		2909	19886	
	IMPERIAL B		1365	19916	
	IMPERIAL B		7608	"	
	IMPERIAL B		1240	"	
	IMPERIAL B		13192	"	
	L AND D		1147	CR	
	L AND D		160	CR	
	L AND D		2445	CR	
	MCCLURG A		1350	19917	
	MCCLURG A		5789	"	
	MCCLURG A		16218	"	
	MCCLURG A		36747	"	
	MCCLURG A		12771	"	
	MCCLURG A		34522	"	
	MCCLURG A		13517	"	
	MCCLURG A		2541	"	
	MCNAUGHTON		6576	19918	
	MUNICIPAL		1000	19919	
	NEW METHOD		3392	19920	
	NEW METHOD		11116	"	
	NEW METHOD		416	"	
	NEW METHOD		3214	"	
	NEW METHOD		1324	"	
	NEW METHOD		3918	"	
	PALZER H L		3300	19921	
	SCARECROW		855	19922	
	STAFF BOOK		1175	CR	
	STAFF BOOK		1270	CR	
	STAFF BOOK		1818	CR	
	STECHERT H		2500	19923	
	STECHERT H		400	"	
	WILSON H W		850	19924	

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2	WILSON H W	3628000	23600	1313109	2314891
405	FILMS 16MM	100000	565	19925	100000
405	ILL UNIV	100000	565	565	99435
406	FILMS SLID	5000		800	4200
406		5000		800	4200
407	FILMS CP	10000		9925	75
407		10000		9925	75
408	FILMS MICR	50000		5738	44262
408	DEC HERLD	50000	2053	19926	42209
409	FILMS RENT			1137CR	1137
409	FILM RENTA		675CR	1812CR	1812
410	PAMPHLETS	40000		1810	38190
410	BACON PAM		995	19927	
410	WILLIAM FR	40000	75	19879	37120
414	RECORDS LP	50000		1195	48805
414	CHESTERFIE	50000	2195	19928	46610
419	PERIODICAL	300000		23270	276730
419	DEC HERLD		75	19879	
419	DEC HERLD		105	19879	
419	DEC HERLD		195	19879	
419	DEC HERLD		75	19879	
419	ILL LIBRAR		400	19879	
419	NAT MAA	300000	2000	19929	273880
401		4433000	352083	1467463	2965537
502	ADD TO EQU	700000		557000	143000
502	GAYLORD BR	700000	131600	19878	11400
502		700000	131600	688600	11400
100		28250000	2324269	8156551	20093449

Bal. in checking account July 26, 1960

\$2,853.15

Bills presented for payment

Approved for payment

Finance Committee

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700	BAL LAST M	8294147
	TAX INCOME	2000000
	FINES	8902
	FINES	33997
	FINES	12239
	FINES	25802
	FINES	5595
	NON RES FE	3850
	NON RES FE	350CR
	LOST AND D	2445
	LOST AND D	160
	LOST AND D	1147
	STAFF BOOK	1175
	STAFF BOOK	1270
	STAFF BOOK	1818
	FILM RENTA	675
	POSTAGE	75
	EXPRESS FR	481
	HEAT AND F	80
	PROF DEVEL	1025
	SALARIES	1233
	TELEPHONE	1012
	CASH CREDI	12596CR
	SERVICE CH	228CR
	BILL LIST	2324269CR
	U S TREASU	7774370CR
	Balance in checking account	<u>285315</u>

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MINUTES OF THE BOARD OF DIRECTORS MEETING FOR
July 29, 1960

Present were: Mr. Madden, presiding, Mr. Hart, Mr. Koslofski, Mrs. Moothart, Mr. Pilcher, and Mrs. Howe. Others attending were: Miss Larimer, Mrs. Turnbo, Miss Yamamoto, Mrs. Ruedger, Miss Stafford, Mrs. Weidner, Mrs. Dobrinick, Mrs. Read, Mrs. Goff, Mr. Hendricks, Mrs. McNabb and Mr. Weimholt from Decatur Herald and Review.

Miss Yamamoto reported on the Summer Reading Club. There are 784 children from all agencies participating this summer. Last year there were 8,461 books read.

Minutes of the June 22, 1960 Board of Directors meeting was approved.

Mr. Madden read the following committees for the 1960/61 fiscal year.

Finance Committee - Jack Burnett, Chairman
Mrs. David Greider
Mr. Harold Koslofski
Mr. David Pilcher

Personnel Committee - Mr. John Cheeks, Chairman
Mrs. Harry Moothart
Mr. Francis Hart
Mrs. Ralph Buttz, Jr.

Policies Committee - Mr. Harold Koslofski, Chairman
Mr. John Cheeks
Mrs. Ralph Buttz, Jr.
Mrs. Harry Moothart

Properties Committee - Mr. Francis Hart, Chairman
Mr. Jack Burnett
Mrs. David Greider
Mr. David Pilcher

Mr. Hart reported on the Properties Committee Meeting. Certain walls need to be painted yet. Mr. Sweetnam will hold the check for this last payment until the job is completed but it does need to be approved for payment.

1st payment	-	\$5,045.46	already paid
2nd payment	-	1,862.39	
		<u>247.20</u>	Sweetnam's fee
		\$7,155.05	

Mr. Hart made the motion that the bills and this last payment on the remodeling be approved for payment. Mr. Koslofski 2nd the motion. All present voted aye. Motion carried.

Mr. Madden would like a report each month which would show how much we have spent in relation to what the budget is for each allocation. This would tell them what is left to spend and also would help them compare quarterly if we are overspending. Mr. Madden also felt that now would be a good time for the new Finance Committee to take another look and review the 1960/61 Budget.

Mr. Madden contacted Mr. Lou Ater, President of the Machine Accountants Association and asked him if it would be possible for that organization to analyze our machines to see if it is the best investment for us. Mr. Ater thought that perhaps some members as taxpayers and citizens might be interested unofficially if not officially in making such a study.

Mr. Hart turned in a minority report disapproving the outside study of IBM machines.

The Board also talked in some detail about having some sort of message service. This would be for the patron when he calls in and asks for someone who is in the library. Mrs. Howe said that we would try having a bulletin board and ask that the patron pick the message up at the Main Desk.

Mrs. Howe reported that Bookmobile II has been changed from 16th to the SW corner of the Eisner parking lot.

The Allerton Institute will be held August 6 and 7 and Mrs. Howe urged the Trustees to attend. Mrs. Howe also asked if the Trustees would like to have their own workshop on Saturday, August 6 either here in Decatur or at Allerton.

Mrs. Howe mentioned that Bookmobile I would be going to the County Fair starting Saturday, July 30.

Mrs. Meeks was commended by Mrs. Howe for her reference work on the Pageant.

Mr. Koslofski asked if the Board Meetings could be changed to evening meetings as he said it was real hard for him to attend at that time. Mrs. Moothart suggested that he bring it up again when there are more trustees in attendance.

The Youth Room now has a catalog on IBM data sheets.

The meeting was adjourned at 5:40 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
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Policies Committee	-	Mr. Harold Koslofski, Chairman Mr. John Cheeks Mrs. Ralph Buttz, Jr. Mrs. Harry Moothart
Properties Committee	-	Mr. Francis Hart, Chairman Mr. Jack Burnett Mrs. David Greider Mr. David Pilcher

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Minutes of the Board of Directors Meeting
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Mary T. Howe,
Secretary.

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REPORT OF THE COMMITTEE MEETINGS HELD DURING JULY

PERSONNEL COMMITTEE, John Cheeks, Chairman

The personnel committee met Thursday, July 20, 1961 in the Boyd Room of the Decatur Public Library. Those present were: John Cheeks, Francis Hart, James Sommer, Jack Burnett, and Mrs. Howe.

A thorough discussion was held on the current personnel problems.

1. It was agreed to advertise for the three professional vacancies and bill the Civil Service Commission.
2. It was agreed to offer the next person on the assistant librarian's list \$8,175 and increase the amount to the next step after six month's satisfactory performance. Mr. Robert B. Kirchgraber, librarian at Colfax, Washington, is the next person on the list. He has passed the examinations and he has indicated his willingness to accept the position. This will be confirmed in October and he will take up his duties after January 1, 1962.
3. Clerical and pre-professional vacancies will be filled as soon as the Civil Service commission can advertise and fill.

PROPERTIES COMMITTEE, Francis Hart, Chairman

The properties committee met Tuesday, July 25, 1961 in the Board Room of the Decatur Public Library. Those present were: Mrs. Stern, Mr. Hart, Mr. Cheeks, and Mrs. Howe. Also present were: Mr. Carl Swartz and Bill Callahan, reporter from the Herald newspaper.

Mr. Swartz presented a sketch of the front of the proposed branch library building and the floor plan. He signed the two copies of the lease and assured the committee the copies of the sketch would be available by the Board Meeting on Friday.

Three bids for the conversion of the furnace at Evans, to gas, were received. It was recommended that the committee recommend the lowest bid from King-Lar (\$234.00) be accepted by the Board of Directors at their next regular meeting. Mrs. Stern moved the motion, Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

Insurance policies were discussed and the members of the committee informed as to progress made.

The librarian presented the committee members with the news that the down-spouts in the building are leaking and must be repaired. She was instructed to get bids and proceed with the work. The Board would be informed on Friday. She told the members the roof leaked and the steam pipes were in bad condition.