

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS MEETING
SPECIAL WITH THE Council Manager
July 13, 1959

Members Present: Mr. Madden, Mr. Burnett, Mrs. Bailey, Mrs. Ridgley, Mrs. Moothart, Mr. Schroeder, and Mrs. Howe. Also present: Mr. Bushee, and Mr. Albright from the newspaper.

Mr. Madden called the meeting to order at four o'clock. The purpose of the meeting was to acquaint Mr. Dever with the Library budget and the needs of the Library. Individual members of the Board spoke about the various facets of the budget and the reasons underlying the 1960/61 requests.

Mr. Dever said he did not know anything about the Library budget and had not seen it.

After listening to the explanations he asked why we were planning so far in advance. Mr. Madden explained the Library operates on a cash basis and not on anticipation tax warrants. Mr. Dever expressed an opinion that the City would be considering the next budget sometime in January and not in July as it did this year. Perhaps it would be easier to budget for items that would be used in the near future.

Mr. Dever left the meeting at 4:30 to attend the City Council meeting.

Mr. Madden called attention to the items on the Information sheet: remodeling progress, the cost of blacktopping at Abbott's corner; the gratis contract for the Macon County fair, August 1-6, 1959 when the bookmobile III will demonstrate library services; the employment of Esther Larimer as Chief of Central Public Services after attendance at University of Illinois Library School 1959/60; employment of Mrs. Honnold; storage and sorting space for the Wasson prints in the Herald-Review store; and the fact Miss Helen Zitzlaff has reported for duty as head of the Magic Carpet Room which gives us two professional children's librarians.

The Meeting adjourned at 5 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Board of Director's Meeting

July 31, 1959

Mr. Madden, president called the meeting to order at 4:10 PM. Those present were: Mr. Madden, Mrs. Bailey, Mrs. Ridgley, Mr. Schroeder and Mrs. Howe. Also present were Mr. Bushee, Mrs. Appelt and Mr. Howard Martz, reporter from the Herald newspaper.

Mr. Schroeder moved the minutes of the July meeting be approved as read. Mrs. Ridgley seconded the motion. All present voted aye. Motion carried.

Mrs. Bailey presented the July bills for payment after she and Mr. Burnett inspected them carefully, at a meeting earlier in the week.

Staff Salaries	\$15,529.06	
Janitor's Salaries	<u>1,086.70</u>	
Total		\$16,615.76
Operating Expenses		<u>13,765.32</u>
Total Disbursements		\$30,381.08
Balance in Checking Account		26,278.55

Mrs. Bailey made the motion the bills be approved for payment. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

Mrs. Bailey further reported the 1959/60 budget allocations had been revised and put into libe with the IBM operation. This will give exact cost of services for each agency.

The Staff Institute at Allerton was discussed and the Director's relation to it. It was proposed to hold informal workshops prior to Allerton and this will help the new Directors get oriented and the Staff will have a basis for formulating their Blueprint.

Mrs. Howe presented a request to purchase a Reader-Printer from Thermo-Fax for \$629.00. Mrs. Bailey moved the Library purchase this machine. Mr. Schroeder seconded the motion. All voted aye. Motion carried. It was further decided to charge 10¢ per print unless the corporation counsel saw objection to this.

Discussion was held on Friends of the Library group, the Brown Bookmobile, and the cost of giving special services to special people. It was suggested the Friends group be organized in time for National Library Week next Spring.

The meeting adjourned at 5:25 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe (Mrs. H.L.)
Secretary

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DECATUR PUBLIC LIBRARY
Decatur, Illinois

BILLS PRESENTED FOR PAYMENT
JULY 1959

<u>BOOKS:</u>	<u>Vou.#</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
✓ American Management Association	18769	\$ 300.00 ✓		
*American Library Association	18770	1.13 ✓		
American Petroleum Institute	18771	2.50 ✓		
Bacon Pamphlet Service Inc.	18772	7.81 ✓		
*R.R. Bowker Company	18773	5.95 ✓		
Chicago Cook County Industrial Directory, Inc.	18774	40.00 ✓		
The Combined Book Exhibit, Inc.	18775	777.78 ✓		
Custom House Guide	18776	30.75 ✓		
Doubleday & Company, Inc.	18777	26.89 ✓		
*Drawer Account - Publishers Finance	18778	15.00 ✓		
Facts on File	18779	25.00 ✓		
Funk & Wagnalls Company	18780	7.50 ✓		
*Haines and Essick Company	18781	9.50 ✓		
H. R. Huntting Company, Inc.	18782	83.87 ✓		
*Illinois Bell Telephone Company	18783	29.20 ✓		
Indiana University Bookstore	18784	.60 ✓		
The Macmillan Company	18785	68.70 ✓		
A. C. McClurg & Co.	18786	2,150.46 ✓		
McNaughton Libraries, Inc.	18787	115.55 ✓		
Pageant Books, Inc.	18788	96.00 ✓		
The Scarecrow Press, Inc.	18789	15.75 ✓		
Stechert-Hafner, Inc.	18790	8.50 ✓		
The University of Chicago Press	18823	14.61 ✓		
The University of Illinois	18791	10.00 ✓		
James T. White & Company	18792	14.00 ✓		
The H. W. Wilson Company	18793	10.00 ✓		
1,329 Books Purchased			\$	3,867.05

✓ PERIODICALS:

✓ *American Library Association	18770	\$ 54.00 ✓		
✓ Bulletin of the Center for Children's Books	18794	8.50 ✓		
✓ *R. R. Bowker Company	18773	27.00 ✓		
*Drawer Account - Decatur Herald & Review	18778	3.00 ✓		
✓ The French Book Guild - TOP Magazine	18796	9.00 ✓		101.50

AUDIO-VISUAL:

Decatur Herald & Review	18797	\$ 40.24 ✓		
Educational Film Library Assoc., Inc.	18798	15.00 ✓		
Sound Sales Co.	18799	11.13 ✓		
Whitlock's, Inc.	18800	8.50 ✓		74.87

BINDING:

Stappenbeck Bookbindery, Inc.	18801	\$ 521.41 ✓		521.41
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REPAIRS/MAINTENANCE:

*Haines and Essick Company	18781	\$ 5.00 ✓		5.00
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FURNITURE/EQUIPMENT:

*Gaylord Bros., Inc. - Chg. Mach. Rent	18802	\$ 50.00 ✓		
*International Business Machines Corp. 2 Panels & Wires	18803	258.00 ✓		308.00

TELEPHONE:

	<u>Vou.#</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
*Illinois Bell Telephone Co.	18783	\$ 208.25 ✓		\$ 208.25

POSTAGE:

Audio -Visual	18800	\$.15 ✓		
Books		5.97 ✓		
*The Cleveland Cotton Products	18808	4.23 ✓		
*Drawer Account	18778	24.29 ✓		
Postmaster, City of Decatur	18804	50.00 ✓		
*International Business Machine Corp.	18803	5.38 ✓		90.02

PRINTING:

Industrial Promotions	18805	\$ 53.10 ✓		53.10
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BUILDING SUPPLIES:

*Black & Company	18806	\$ 5.39 ✓		
*Consumers Service Stations	18807	.32 ✓		
*The Cleveland Cotton Products Co.	18808	23.70 ✓		
George Edw. Day Sons	18809	2.28 ✓		31.69

OFFICE SUPPLIES:

Allied Office Service	18810	\$ 265.00 ✓		
*Drawer Account - Woolworth's	18778	.40 ✓		
*Gaylord Bros., Inc.	18802	90.00 ✓		
*Haines and Essick Company	18781	8.34 ✓		
Industrial Printing, Inc.	18811	88.60 ✓		
Linxweiler Office Supply Co., Inc.	18812	30.87 ✓		
Remington Rand	18813	24.23 ✓		
Sterling Name Tape Company	18814	1.20 ✓		508.64

BOOKMOBILE OPERATION:

*Black & Company	18806	\$ 4.22 ✓		
*Consumers Service Stations	18807	34.73 ✓		
*Drawer Account - Charles F. Carpentier	18778	3.00 ✓		
Tru Temp	18815	6.50 ✓		48.45

TRAVEL:

*Consumers Service Stations	18807	\$ 12.93 ✓		
Decatur Washmobile, Inc.	18824	1.00 ✓		
*Drawer Account	18778	45.56 ✓		
First Federal Savings	18816	21.00 ✓		
Standard Oil Company	18817	4.14 ✓		
Yellow Cab Company	18818	3.85 ✓		88.48

INSURANCE:

*The Sanks Insurance Agency, Inc.	18819	\$ 129.90 ✓		129.90
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MISCELLANEOUS:

Otto Dash Disposal	18820	\$ 2.75 ✓		
*Drawer Account	18778	112.50 ✓		
*Haines and Essick Company	18781	6.90 ✓		
Schudels' Inc.	18821	5.00 ✓		127.15

SPECIAL PROJECTS:

L. E. DeVore Co.	18822	\$7,601.81 ✓		7,601.81
Restroom remodeling		\$ 1,885.50		
Fire escape & screens		5,716.31		

Total Operational Expenses

\$ 13,765.32

BILLS PRESENTED FOR PAYMENT - JULY 1959

	<u>Vou. #</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Total Operational Expenses (forwarded)				\$ 13,765.32
<u>SALARIES:</u>				
Staff		\$ 15,529.06		14,615.76
Janitor		<u>1,086.70</u>		<u>12,837.44</u>
				30,381.08
Total Bills Presented for Payment				\$ <u>26,602.76</u>
				26,278.55
Balance in checking account after above bills are paid				\$ <u>26,288.35</u>

PRESENTED FOR PAYMENT _____

AUTHORIZED FOR PAYMENT _____

FINANCE COMMITTEE

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

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