

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE FINANCE COMMITTEE MEETING, Oct. 21, 1959

Mr. Jack Burnett called the meeting to order at 4:05 PM in the Board Room of the Decatur Public Library. Those members present were: Mr. Burnett, Mr. Lunt, Mr. Cheeks, Mrs. Greider, and Mrs. Howe.

The combined bill list and budget sheets for October 1959 were distributed to the members present. These had been tabulated on the IBM machines. One sheet of the vendor list was given to each member to check against the corresponding bills. This provided an accurate cross check from the bills to the vouchers to the vendor list.

After the committee had examined all of the bills it recommended the bills be presented to the Board for payment on Friday afternoon, at the regular monthly meeting.

The Committee sent their approval and thanks to Mrs. Weidner and the members of the Data Processing Department for the excellent work done in preparing the new list. Mrs. Greider and Mr. Burnett visited the Data Processing department after the meeting for a demonstration of the machines. 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
October 30, 1959

Members Present: Mr. Madden, Mr. Burnett, Mr. Felts, Mrs. Greider, Mr. Hart, Mr. Koslofski, Mrs. Moothart, and Mrs. Ridgley. Mrs. Howe and Mrs. Appelt were present.

The meeting was called to order by Mr. Madden, president at 4 PM/ Minutes of the September 25th meeting were approved as currently revised. Mr. Burnett, chairman of the Finance Committee reported on the bills presented for payment. He stated the committee had examined the bills, budget and new listing carefully, and therefore moved the bills for October be approved for payment. Mr. Hart seconded the motion. All present voted aye. The motion carried.

Staff Salaries	\$15,604.22
Janitor's Salaries	769.12
Operating Expenses	<u>16,512.69</u>
Total	\$32,886.03

Mrs. Moothart, chairman of the Properties Committee reported on the shelving for the Magic Carpet Room. The Remington Rand bid was considered the best of the four received. This company reported the order should be placed by November 1st in order to insure installation April 1st. Mrs. Moothart moved the bid be accepted and the order placed with Remington Rand for the new shelving in the Magic Carpet Room. Mr. Burnett seconded the motion. All present voted aye. Motion carried. Bids had been presented and discussed at the Sept. meeting.

Mrs. Ridgley, chairman of the Personnel Committee, asked the Librarian to report on the personnel matters. A meeting was being arranged with the Civil Service Commission for the following Tuesday at four o'clock. Mr. Bodnar and Mr. Dellert would meet with the Cabinet and the Personnel Committee on Wednesday.

Mr. Madden reported the Salary Survey had been completed by the Librarian. 112 libraries had been asked to submit data and 82 replied. He said the Personnel Committee would study the statistics and commented the **data was valuable** because it was up-to-date.

The parking problems were discussed. Mr. Burnett reported a city committee is studying the problem. A suggestion was made to purchase the Legion Building next door, tear it down and make a parking lot with meters to defray the cost.

The Librarian reported that books had been taken to the National Bible Week exhibit held in Fairview Plaza. This room would make excellent quarters for a branch library.

Mr. Madden urged all members to think about the purpose of the Library and suggested a whole meeting be devoted to the subject before the end of the fiscal year. Mrs. Ridgley asked all members to read the article on Friends of the Library in the recent Library Journal.

The meeting adjourned at 5:30 PM.

Respectfully submitted,
Mary T. Howe
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Secretary

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DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR OCTOBER 1959

	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
100	<u>Salary</u>	\$175,006.00	\$	\$ 75,338.40	\$ 99,667.60
	Treas City <i>19044</i>		961.91		
	Dec City C <i>19045</i>		190.00		
	United Fund <i>19046</i>		19.63		
	B.C. and Shield <i>19047</i>		136.73		
	Citizens Bank <i>19049</i>		2,327.20		
	Reg. Sal		11,968.75		
100	<u>Total Salaries</u>	175,006.00	15,604.22*	90,942.62	84,063.38
150	<u>Janitor's Salaries</u>	10,029.00		4,750.43	5,278.57
	Treas City <i>19044</i>		48.83		
	Dec City C <i>19045</i>		10.00		
	B.C. & Shield <i>19047</i>		3.71		
	Citizens Bank <i>19049</i>		102.20		
	Bldg. Maint.		604.38		
150	<u>Total Janitor's Sal.</u>	10,029.00	769.12*	5,519.55	4,509.45
200	<u>Library Maintenance</u>				
201	<u>Binding Supplies</u>	750.00		676.60	73.40
	Total	750.00		676.60	73.40
202	<u>Cataloging Materials</u>	750.00		7.59	742.41
	Gaylord Br. <i>18997</i>		6.70		
202	Total	750.00	6.70*	14.29	735.71
203	<u>Freight, express, drayage</u>	600.00		262.69	337.31
	I K C		3.96		
	Hammon Bro. <i>18999</i>		62.50		
	Illini Ref. <i>19017</i>		3.41		
	International Busn. <i>19028</i>		27.43		
	International Busn.		10.88		
203	Total	600.00	108.18*	370.87	229.13
204	<u>IBM Supplies & Rentals</u>	4,350.00		659.28	3,690.72
	Intnl Busn		40.00		
	Intnl Busn		10.90		
	Intnl Busn		13.50		
	Intnl Busn		45.00		
	Intnl Busn <i>19028</i>		491.34		
	Intnl Busn		54.50		
	Intnl Busn		70.62		
	Intnl Busn		2.72		
204	Total	4,350.00	728.58*	1,387.86	2,962.14
205	<u>Office Supplies & Stat.</u>	2,000.00		1,648.39	351.61
	Woolworths		.49		
	Woolworths		.49		
	Woolworths		.29		
	Black & Co. <i>18987</i>		.35		
	Allied Office <i>18986</i>		15.00		
	Commford D <i>18991</i>		45.00		
	Dec. Paper		107.85		
	Dec. Paper <i>18993</i>		5.20		
	Dec. Paper		5.08		
	Gaylord Br. <i>18997</i>		409.50		
	Library Pr. <i>19031</i>		15.05		
	Linxwlr Of		3.42		
	Linxwlr Of <i>19032</i>		.50		
	Linxwlr Of		1.12		

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Combined Budget & Bill List - October 1959

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	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
205	<u>Office Supplies & Stat.</u>				
	Linxwlr Of } 19032		1.44		
	Linxwlr Of }		14.90		
	Paxton Ser } 19035		4.71		
	Paxton Ser }		4.71		
	Sterling Na } 19039		1.20		
	Sterling Na }		3.60		
	Spngfd Thr 19048		79.12		
205	Total	\$ 2,000.00	719.02*	\$ 2,367.41	\$ 367.41cr.
206	<u>Postage</u>	700.00		556.73	143.27
	Postmaster } 19071		100.00	100.00	100.00
	Postmaster }		4.00		
	Placencia } 19071		.10		
	Nat MAA }		.10		
	Commford D 18991		.56		
	Gaylord Br 18997		3.24		
	Publ Affai 19004		.14		
	Merriam G 19005		.24		
	Holywod Fi 19011		1.09		
	Edwards J 19014		3.94		
	Intnl Publ 19015		.60		
	Honolulu Ad 19020		1.25		
	Amer Acdmy 19024		.34		
	Bankers Pu 19022		.14		
	Library Pr.		.77		
	Pitmn. Publ. 19034		.34		
	Haines & E 19043		3.95		
	Spngfd Thr 19048		1.07		
	Bacon Pam. 19051		.24		
	British Bo. } 19053		.19		
	British Bo. }		.45		
	Chicago Uni 19054		.24		
	McGraw Hill		.08		
	McGraw Hill		.29		
	McGraw Hill } 19060		.24		
	McGraw Hill }		.19		
	Oxford Uni 19063		.31		
	Prentice H 19064		.64		
	Crown Publ. 19069		.19		
206	Total	700.00	124.93*	681.66	18.34
207	<u>Printing (Not Stationary)</u>	750.00		629.95	120.05
	Indus. Prnt. 19027		42.70		
207	Total	750.00	42.70*	672.65	77.35
208	<u>Repairs to Equipment</u>	850.00		1,353.49	503.49
	Linn Scrug		.45		
	Sangmo Aut. }		8.74cr.		
	Sangmo Aut. } 19012		14.67		
	Sangmo Aut. }		24.82		
	Pfiles Cam 19036		.50		
	Sound Sale 19038		8.76		
208	Total	850.00	40.46*	1,393.95	543.95cr.
209	<u>Telephone & Telegraph tolls</u>	50.00		107.65	57.65
	Ill Bell T 19058		23.00		
209	Total	50.00	23.00 *	130.65	80.65cr.

Combined Budget & Bill List - October 1959

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	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
210	Telephone Service	\$ 2,052.00		\$ 842.40	\$ 1,209.60
	Ill Bell T } 19058		12.65		
	Ill Bell T }		158.45		
210	Total	2,052.00	171.10*	1,013.50	1,038.50
211	Telephone Alarm Service	36.00		15.00	21.00
	Ill Bell T 19058		3.00		
211	Total	36.00	3.00*	18.00	18.00
212	Rentals of Machines	425.00		150.00	275.00
212	Total	425.00		150.00	275.00
213	Service Contracts	150.00			150.00
	Intl Busn		35.00	35.00	35.00
	Spngfd Thr. 19048		40.00		
	Taylor Off 19070		187.00		
213	Total	150.00	262.00*	262.00	112.00cr.
220	Professional Development	700.00		659.73	40.27
220	Total	700.00		659.73	40.27
221	Community Services	50.00		221.85	171.85
221	Total	50.00		221.85	171.85cr.
222	Exhibit Expense	25.00		3.65	21.35
	Eisners		1.90		
	Peters Foo } 19071		2.60		
222	Total	25.00	4.50*	8.15	16.85
299	Miscellaneous			14.00	14.00
	Lib Exp Ac 19029		137.50		
299	Total		137.50*	151.50	151.50cr.
301	Building Supplies	750.00		312.56	437.44
	Black & Co. }		1.21		
	Black & Co. } 18987		2.12		
	Day G E So. 18990		2.66		
301	Total	750.00	5.99*	318.55	431.45
302	Cleaning Supplies	385.00		106.40	278.60
	Black & Co. }		2.04		
	Black & Co. }		6.48		
	Black & Co. } 18987		10.43		
	Black & Co. }		6.21		
302	Total	385.00	25.16*	131.56	253.44
303	Contractual Repairs	18,843.00		10,683.25	8,159.75
	Devore L E }		1,873.00	1,873.00	1,873.00
	Devore L E } 18985		4,645.19		
	Slider B R 18995		90.00		
	Sweetnam J 18984		448.48		
303	Total	18,843.00	7,056.67*	17,739.92	1,103.08
304	Garbage & Hauling	85.00		36.25	48.75
	Fred Rohma		6.00		
	Otto Dash 18989		2.75		
304	Total	85.00	8.75*	45.00	40.00
305	Heat & Fuel	350.00		48.95	301.05
	Total	350.00		48.95	301.05

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Combined Budget and Bill List - October 1959

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CODE	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
306	Insurance	\$ 3,000.00	\$	\$ 139.90	\$ 2,860.10
	Nichlsn Cl 19033		840.60		
	Sank Ins A		35.00		
	Sank Ins A } 19037		13.25		
306	Total	3,000.00	888.85*	1,028.75	1,971.25
307	Light & Power	3,360.00			3,360.00
307	Total	3,360.00			3,360.00
308	Building Repairs	1,000.00		81.97	918.03
	Hubbard F		12.40		
	Hubbard F		6.20		
	Hubbard F } 19000		9.30		
	Hubbard F		9.30		
	Hubbard F		9.30		
308	Total	1,000.00	46.50*	128.47	871.53
309	Travel	800.00		373.68	426.32
	Consumer S 18988		35.45		
	Yellow Cab 19042		2.50		
309	Total	800.00	37.95*	411.63	388.37
310	Health & Safety Supplies	25.00		4.67	20.33
310	Total	25.00		4.67	20.33
399	Miscellaneous	50.00		17.62	32.38
399	Total	50.00		17.62	32.38
401	Binding	3,000.00		1,070.14	1,929.86
401	Total	3,000.00		1,070.14	1,929.86
402	Books	46,200.00		19,921.59	26,278.41
	Placencia 19071		15.00		
	Amer Antiqu 19001		20.00		
	Comm For E 19002		1.50		
	Imperial B } 19003		180.26		
	Imperial B		509.48		
	Publ Affai 19004		2.80		
	Merriam G. 19005		5.40		
	Metalizing 19006		3.00		
	Natl Plnt 19007		3.00		
	Speci Libr 19008		2.50		
	Stanfd Res. 19009		3.00		
	Esemblogra 19010		6.50		
	Action 19013		1.00		
	Amphoto 19072		2.70		
	Edwards J 19014		255.00		
	Intnl Publ 19015		14.40		
	Publshr Fi 19016		15.00		
	Honolulu Ad 19020		12.50		
	Chaber Com. 19021		18.00		
	Amer Acdmy 19024		6.00		
	Bankers Pu. 19022		7.22		
	Croner Pub. 19023		9.00		
	Leo Shull } 19026		.10		
	Leo Shull		2.60		
	Pitmn Publ. 19034		19.20		
	Amer Libra 19050		5.50		
	Bowker R.R. 19052		50.00		

Combined Budget and Bill List - October, 1959

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CODE	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
402	<u>Books</u>				
	Bowker R R 19052		\$ 3.00		
	British Bo } 19053		4.72		
	British Bo } 19053		6.00		
	Chicago Uni 19054		9.37		
	Doubleday 19055		1.86		
	Educ Progr 19056		6.50		
	Huntting H		148.93		
	Huntting H		5.00		
	Huntting H } 19057		252.86		
	Huntting H } 19057		3.33		
	Ill Bell T 19058		24.60		
	McClurg A		57.40		
	McClurg A		106.86		
	McClurg A		252.74		
	McClurg A		423.30		
	McClurg A		3.70 Cr		
	McClurg A		6.88		
	McClurg A		4.16		
	McClurg A		11.17		
	McClurg A		238.55		
	McClurg A } 19059		270.20		
	McClurg A } 19059		242.95		
	McClurg A } 19059		268.62		
	McClurg A } 19059		3.15		
	McClurg A } 19059		8.00		
	McClurg A } 19059		57.98		
	McClurg A } 19059		4.80		
	McClurg A } 19059		163.27		
	McClurg A } 19059		4.41		
	McClurg A } 19059		41.44 Cr		
	McGraw-Hill } 19060		17.20		
	McGraw-Hill } 19060		13.50		
	McGraw-Hill } 19060		4.42		
	Macmillan 19061		4.67		
	New Methd		38.79		
	New Methd		40.88		
	New Methd } 19062		197.69		
	New Methd } 19062		152.33		
	New Methd } 19062		36.86		
	New Methd } 19062		39.48		
	Oxford Uni 19063		12.92		
	Prentice H 19064		70.00		
	Scarecrow } 19065		6.75		
	Scarecrow } 19065		36.00		
	Standard & 19066		84.00		
	Wilson H W } 19067		7.00		
	Wilson H W } 19067		329.00		
	Davis Coac } 19068		68.00		
	Davis Coac } 19068		8.00		
402	Total Books	\$46,200.00	\$4,883.62*	\$24,805.21	\$21,394.79
405	<u>Films - 16mm</u>	1,340.00		.25	1,339.75
	Intnal Fil 18998		\$ 500.00		
	Holywod Fi 19011		250.00		
	McGray-Hill 19060		130.00		
405	Total	1,340.00	\$ 880.00*		
406	<u>Films - Slides</u>	50.00		15.00	35.00
	Amer Libra 19050		\$ 5.40		
406	Total	50.00	\$ 5.40*	20.40	29.60

Combined Budget and Bill List - October 1959

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CODE	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
407	Films - Ceiling Projector	\$ 50.00	\$	\$	\$ 50.00
		50.00			50.00
408	Films - Micro	700.00		97.18	602.82
	Dec Herald 18992		19.00		
408	Total	700.00	19.00*	116.18	583.82
409	Films, Rental	200.00		6.80	193.20
	Ill Univ 19041		11.75		
409	Total	200.00	11.75*	18.55	181.45
410	Pamphlets	400.00		34.70	365.30
	Bacon Pam 19051		1.40		
410	Total	400.00	1.40*	36.10	363.90
411	Pictures, Framed	300.00			300.00
411		300.00			300.00
412	Pictures	100.00		40.00	60.00
412		100.00		40.00	60.00
414	Records, LP	400.00		29.11	370.89
	Sound Sale 19038		3.98		
	Crown Publ. 19069		4.00		
414	Total	400.00	7.98*	37.09	362.91
415	Records, Standard	25.00			25.00
415		25.00			25.00
416	Records, Stereo	75.00			75.00
416		75.00			75.00
417	Records, 16	50.00			50.00
417		50.00			50.00
418	Records, 45	50.00			50.00
418		50.00			50.00
419	Periodicals	2,000.00		594.00	1,406.00
	Nat Maa 19071		23.00		
	Dec Herld		.30		
	Dec Herld		.30		
	Dec Herld		.45		
	Dec Herld		.45		
	Dec Herld		.45		
	Dec Herld		.45		
	Dec Herld		.45		
	Dec Herld		.45		
	Dec Herld		.30		
	Dec Herld		.30		
	Dec Herld		.30		
	Amer Rose 18994		5.50		
	Peoria Jor 18996		7.50		
	Nat Educ A 19018		195.50		
	Nat Coun T 19019		4.00		
	Libry Plee 19030		12.00		
	Wilson H W } 19067		4.00		
	Wilson H W		6.00		
419	Total	2,000.00	261.70*	855.70	1,144.30
420	Maps	50.00		23.20	26.80
	Ill St Geo 19025		.30		
420	Total	50.00	.30*	23.50	26.50

appeal
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Combined Budget and Bill List - October 1959

CODE	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
499	<u>Miscellaneous</u>	\$ 50.00		\$ 21.00	\$ 29.00
499		50.00		21.00	29.00
502	<u>Additions to Equipment</u>	8,650.00		1,998.81	6,651.19
502	Total	8,650.00		1,998.81	6,651.19
599	<u>Miscellaneous</u>	100.00			100.00
599		100.00			100.00
603	Rentals for Parking	210.00		105.00	105.00
603	Totals	210.00		105.00	105.00
650	<u>Vehicles</u>	17,979.00		18,125.01	146.01
650	Total	17,979.00		18,125.01	146.01cr.
699	<u>Miscellaneous</u>	100.00			100.00
699		100.00			100.00
Grand Total					135,329.10
100	GRAND TOTAL EXPEND. OPERATING & SALARIES	\$ 310,000.00	\$ 32,886.03	\$174,670.90	\$ 135,329.10

Balance in checking account after above bills are paid 10/31/59 \$84,628.85

Presented for Payment _____

Authorized for Payment _____

<u>Receipts</u>	<u>Estimated Income 1959/60</u>	<u>Actual Income 1959/60</u>
Balance, October 1, 1959	\$ 132.39	\$ 132.39
Taxes	315,000.00	255,444.00
Fines, fees	6,500.00	3,645.80
Other	0	77.56
	<u>\$321,632.39</u>	<u>\$ 259,299.75</u>

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Librarian's Financial Report
October 1959

Receipts:

Balance on Hand Oct.1,1959	\$23,452.69
Tax Levy	93,444.00
Fines, fees	610.31
Other	7.88
	<u>\$117,514 88</u>

Disbursements:

Staff Salaries (100)	\$ 15,604.22
Janitor's Sal (150)	769.12
Library Mainten(200)	2,371.67
Bldg. Mainten. (300)	8,069.87
Library Materials(400)	6,071.15
Properties (Equip(500)	
Properties (Bldg (600)	
	<u>\$32,886.03</u>

Balance in checking
account 10/31/59 \$84,628.85

Recap:

Bank Balance	\$84,628.85
Total Disbursem.	<u>32,886.03</u>
	<u>\$117,514 88</u>

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
October 30, 1959

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Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE FINANCE COMMITTEE MEETING, Oct.21,1959

Mr. Jack Burnett called the meeting to order at 4:05 PM in the Board Room of the Decatur Public Library. Those members present were: Mr. Burnett, Mr. Hart, Mr. Cheeks, Mrs. Greider, and Mrs. Howe.

The combined bill list and budget sheets for October 1959 were distributed to the members present. These had been tabulated on the IBM machines. One sheet of the vendor list was given to each member to check against the corresponding bills. This provided an accurate cross check from the bills to the vouchers to the vendor list.

After the committee had examined all of the bills it recommended the bills be presented to the Board for payment on Friday afternoon, at the regular monthly meeting.

The Committee sent their approval and thanks to Mrs. Weidner and the members of the Data Processing Department for the excellent work done in preparing the new list. Mrs. Greider and Mr. Burnett visited the Data Processing department after the meeting for a demonstration of the machines. The meeting adjourned at 5 PM.

Respectfully submitted,

Mary T. Howe
Secretary