

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Board of Director's Meeting
Special Budget Meeting
February 9, 1960

Mr. Dean Madden, president called the meeting to order at 4:10 PM, February 9, 1960 in the Board Room of the Decatur Public Library. All members were present: Mr. Madden, Mr. Bunnett, Mr. Hart, Mr. Koslofski, Mr. Cheeks, Mrs. Moothart, Mrs. Ridgley, Mrs. Greider, Mr. Felts, and Mrs. Howe.

Mr. Burnett made a report of his investigation of the Illinois Statutes re: budget, fiscal year and tax levy and appropriations. He concluded that it made no difference whether a municipality spent last years' taxes or the current years' taxes.

Discussion followed concerning the remaking of the 1960/61 library budget. Mr. Felts moved the Board of Directors request the City Council to approve budgeting \$283,000 in taxes plus \$14,000 balance of unappropriated taxes plus \$8,000 collected from fines, fees, and other miscellaneous sources, and totalling \$306,000. Mr. Hart seconded the motion. All present voted aye. Motion carried.

The meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

The Minutes of the Study Session and Luncheon
Board of Directors, February 19, 1960.

A study session and discussion was called together at 12:15 PM, February 19, 1960 by Mr. Jack Burnett, vice-chairman. ^{in the Decatur Club.} Those present were: Mr. Burnett, Mr. Hart, Mr. Koslofski, Mrs. Ridgley, Mrs Greider, Mr. Cheeks, Mrs. Moothart, Mr. Felts, and Mrs. Howe.

The Parking Lot problem was discussed in relation to the American Legion property. The Librarian also suggested a plan for future development which would not require additional taxes.

The Librarian passed around the budget transmittal letter to Mr. Dever and his reply. The budget papers for 1960/61 were available to each member and it was explained these papers would be placed in the Board member's notebooks.

A letter was read from Mr. Paul Cation, president of the Peoria, Illinois Public Library Board of Directors, in which he invited the Board members to attend a conference in Peoria on March 26, 1960. The members indicated a preference to discuss (1) Budgets, (2) Library programs (3) Salary schedules.

All members received copies of the Revenue Class outline and were invited to attend. Mrs. Virginia Gibson is the leader. There will be eight sessions with resource persons for the major sessions. This class will meet each Monday evening 7-9 beginning February 22, 1960.

It was reported that Mr. Sweetnam had begun work on the leveling of the second floor. Additional cracks have appeared in the last two weeks and the librarian thought the project should have priority over other work.

Announcement was made that Mrs. Mary Wall would help the library plan some tv shows looking forward to National Library Week.

The meeting adjourned at 1:30 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Board of Director's Meeting
February 26, 1960

Mr. Dean Madden, president called the meeting together at 4:05 PM, February 26, 1960 in the Board Room. Those present were: Mr. Madden, Mr. Felts, Mrs. Ridgley, Mrs. Moothart, Mrs. Greider, Mr. Hart, Mr. Koslofski, Mr. Cheeks and Mrs. Howe.

The minutes of the regular monthly Director's Meeting for January 22; the Special Budget Meeting for February 9; and the Study Session for February 19 were presented for approval with corrections as received by mail. Mr. Hart moved the approval, Mr. Felts seconded the motion. All present voted aye. Motion was carried.

Mr. Hart presented the February bills for payment. Mr. Cheeks moved the payment, Mr. Hart seconded the motion. All present voted aye. Motion was carried.

The Librarian was instructed to set up a combined Finance and Properties Committee Meeting with the City Council Committee for Tuesday 4 and 6 PM.

The insurance report was read by the Librarian. This was the report on Library Insurance made by a committee from the Local Insurance Agents. Mr. H. W. Sanks, and Robert L. Shade were responsible for the survey. The recommendation was made for the library to retain the professional services of an appraisal company such as Lloyd-Thomas or American Appraisal. A correction in the 1955 Bookmobile Insurance through the Irish Agency was recommended. The Librarian was instructed to obtain the correction.

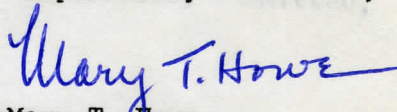
The report on the Personnel Committee and the Civil Service Commission was given.

The Librarian made a report on the request to the "Library Resources Council" for funds to complete the conversion of the IBM program sooner than scheduled. General approval was given to proceed.

The Properties Committee discussed the parking lot proposal and Mr. Felts suggested further investigation to study with the City and Mr. Merris.

Meeting adjourned at 5:30 PM.

Respectfully submitted,


Mary T. Howe,
Secretary.

Apple

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR FEBRUARY 1960

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Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB.29,60	BALANCE
100	STAFF SAL	17500600		13570232	3930368
	BL CR AND		16282		
	CITIZENS B		219958		
	DEC CITY C		10000		
	TREAS CITY		92140		
	UNITED FUN		663		
			1145132		
100		17500600	1484175	15054407	2446193*
150	BUILD MAIN	1002900		733365	269535
	CITIZENS B		5460		
	TREAS CITY		2771		
			37373		
150		1002900	45604	778969	223931*
199	MISC BLDG			625	625
	YOBSKI ROB		310		
199			310	935	935*
			15,300.89		
201	BINDING SU	75000		99860	24860
201		75000		99860	24860*
202	CATALOG MA	75000		30100	44900
202		75000		30100	44900*
203	FREIGHT EX	60000		41680	18320
	BLACK & CO		375		
	RAILWAY EX		269		
	RAILWAY EX		585		
203		60000	1229	42909	17091*
204	IBM SUPPLI	435000		307923	127077
	INTNL BUSN		54		
	INTNL BUSN		900		
	INTNL BUSN		37500		
204		435000	38454	346377	88623*
205	OFC SUPPLI	200000		284303	84303
	CITIZENS B		1437		
	CITIZENS B		470		
	DEC PAPER		3560		
	GAYLORD BR		15765		
	KRESGE S S		61		
	LINXWLR OF		675		
	LINXWLR OF		918		
	PFILES CAM		300		
	SPNGFD THR		252		
	VERIFAX		130CR		
205		200000	23308	307611	107611*
06	POSTAGE	70000		93554	23554
	AMER TECH		59		
	BACON PAM		53		

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Combined budget & Bill List - February 1960

EXPENSE ALLOCATION		AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB.29,60	BALANCE
206	BACON PAM		60		
	BACON PAM		59		
	BENEFIC PR		383		
	BOOK SUPPL		25		
	CATALDA FI		46		
	CATTELL J		34		
	CHICGO UNI		44		
	FRENCH BK		9		
	GULF PUBLI		14		
	HACKER ART		29		
	HAYDEN BK		15		
	INST FOR R		31		
	L OF C CAR		300		
	MCGRAWHILL		54		
	NAT FOREMN		192		
	OXFORD UNI		93		
	OXFORD UNI		30		
	PAGEANT BO		249		
	PERGANDE P		125		
	PLENUM PRE		35		
	POSTMASTER		10000		
	SOC OF PLA		9		
	SPNGFD THR		23		
	STAPPENBEC		14		
	STECHERT H		34		
	STECHERT H		12		
	STECHERT H		15		
	TUTTLE CHA		14		
	UNIVERSAL		14		
	UNDERWRITE		19		
206		70000	12093	105647	35647
207	PRINTING	75000		88340	13340
	AMER LIBRA		660		
	AMER LIBRA		660		
	HUSTON PAT		790		
	INDUS PRNT		3365		
	INDUS PRNT		3050		
	LIBRARY PR		860		
	WILSON H W		1500		
	WILSON H W		1500		
207		75000	12385	100725	25725
208	REP EQUIP	85000		290268	205268
	BURDICK PL		680		
	EL BAUER		1794		
	EL BAUER		450		
	EL BAUER		625		
	EL BAUER		650		
	EL BAUER		1040		
	EL BAUER		1025		
	EL BAUER		250		
	EL BAUER		250		
	EL BAUER		300		
	EL BAUER		1215		
	EL BAUER		1759		

Combined Budget & Bill List - February 1960

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	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB. 29, 60	BALANCE
	EL BAUER		500		
	EL BAUER		334		
	EL BAUER		1480		
	EL BAUER		500		
	EL BAUER		1633		
	EL BAUER		11400		
	EL BAUER		1000		
	EL BAUER		1203		
208		85000	28088	318356	233356*
209	TEL & TEL	5000		14893	9893
	ILL BELL T		1715		
209		5000	1715	16608	11608*
210	TEL SERV	205200		154291	50909
	ILL BELL T		15925		
	ILL BELL T		1265		
	PAYPHONE		1724 CR		
210		205200	15466	169757	35443*
211	TEL ALARM	3600		2700	900
	ILL BELL T		300		
211		3600	300	3000	600*
212	RENTALS MA	42500		27500	15000
	GAYLORD BR		15000		
212		42500	15000	42500	*
213	SERV CONTR	15000		26200	11200
	ALLED OFF		5500		
213		15000	5500	31700	16700*
220	PROF DEV	70000		83839	13839
220		70000		83839	13839*
221	COMMUNITY	5000		22983	17983
	GAYLORD BR		15000 CR		
221		5000	15000 CR	7983	2983*
222	EXHIBIT EX	2500		5116	2616
	EISNERS		209		
222		2500	209	5325	2825*
223	HANDL & SE			536	536
	BACON PAM		193		
	BACON PAM		210		
	BACON PAM		180		
223			583	1119	1119*
299	MISC			25900	25900
	LIB EXP AC		10000		
99			10000	35900	35900*
	Totals	\$ 14,238. 00	\$ 1,493.30	\$ 17,493. 16	\$ 32,551. 16 *
301	BLDG SUPP	75000		68094	6906

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Combined Budget & Bill List - February 1960

EXPENSE ALLOCATION		AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB. 29, 60	BALANCE
301	BLACK & CO		207		
	BLACK & CO		72		
	BLACK & CO		7500		
	BLACK & CO		72		
	BLACK & CO		179		
	BLACK & CO		535		
	BLACK & CO		281		
	OSCO DRUG		1017		
301		75000	9863	77957	2957*
302	CLEANING S	38500		13377	25123
302		38500		13377	25123*
303	CONTRACT R	1884300		1781917	102383
303		1884300		1781917	102383*
304	GARBAGE & FRED ROHMA	8500	600	6850	1650
	OTTO DASH		275		
304		8500	875	7725	775*
305	HEAT & FUE	35000		16571	18429
	STANDARD O		2291		
	STANDARD O		2449		
	STANDARD O		3002		
305		35000	7742	24313	10687*
306	INSURANCE	300000		129221	170779
	ALLEN & CO		2239		
	ALLEN & CO		827		
	CREIGHTON		2076		
	IRISH INS		2238		
	IRISH INS		21023		
	JOHNSON J		2082		
	JOSTES INS		4470		
	NICHLSN CL		3200		
	SANK INS A		11657		
	SWARM INS		4477		
306		300000	54289	183510	116490*
307	LIGHT & PO	336000			336000
307		336000			336000*
308	BLDG REP	100000		46161	53839
	HUBBARD F		620		
	HUBBARD F		930		
308		100000	1550	47711	52289*
309	TRAVEL	80000		65173	14827
	AYERS MYRN		25		
	CONSUMER S		193		
	HOUCK HATT		174		
	HOUCK HATT		150		

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Combined Budget & Bill List - February 1960

	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB. 29, 60	BALANCE
	HOUCK HATT		107		
	HOUCK HATT		136		
309		80000	785	65958	14042
310	HEALTH & S	2500		11889	9389
310		2500		11889	9389
311	CONTRACT C				
	DEC WINDOW		14500		
	DEC WINDOW		33500		
311			48000	48000	48000
312	ARCHITECT				
	SWEETNAM J		39600		
312			39600	39600	39600
314	CLEANING S				
314					
399	MISC	5000		1762	3238
399		5000		1762	3238
	Totals	\$ 28,648.00	1,627.04	\$23,037.19	\$ 5,610.81 *
401	BINDING	3000000		304212	4212
	STAPPENBEC		27181		
	STAPPENBEC		191		
401		3000000	27372	331584	31584
402	BOOKS	4620000		3518764	1101236
	AMER LIBRA		180		
	AMER LIBRA		150		
	AMER LIBRA		68		
	AMER TECH		1480		
	BELL PUBLI		500		
	BENDER MAT		1100		
	BENEFIC PR		14934		
	BOOK SUPPL		85		
	BOWKER R R		2250		
	BOWKER R R		1000		
	CAN INST P		200		
	CATTELL J		2300		
	CHICGO UNI		1780		
	CONGRESSIO		9600		
	DOUBLEDAY		202		
	DOUBLEDAY		16800		
	DOUBLEDAY		4200		
	DOUBLEDAY		378		
	DOUBLEDAY		301		
	DOUBLEDAY		1620		
	DOUBLEDAY		633		
	DOUBLEDAY		1011		
	EDUCAL TES		800		
	FRENCH BK		71		

Combined Budget & Bill List - February 1960

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EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB.29,60	BALANCE
GULF PUBLI		425		
HACKER ART		1000		
HAYDEN BK		1100		
HUNTTING H		18115		
HUNTTING H		7009		
ILL BELL T		9295		
IMPERIAL B		12485		
IMPERIAL B		14478		
IMPERIAL B		48348		
IMPERIAL B		1542		
L OF C CAR		26000		
MACMILLAN		500		
MACMILLAN		3186		
MARTINDALE		5600		
MCCLURG A		1756		
MCCLURG A		13296		
MCCLURG A		39399		
MCCLURG A		378		
MCCLURG A		42909		
MCCLURG A		11071		
MCCLURG A		4064		
MCCLURG A		400		
MCCLURG A		4288		
MCCLURG A		3369		
MCCLURG A		38145		
MCCLURG A		2959		
MCCLURG A		477		
MCCLURG A		10053		
MCCLURG A		13933		
MCCLURG A		36421		
MCCLURG A		1976		
MCCLURG A		67277		
MCCLURG A		256		
MCCLURG A		544		
MCCLURG A		25013		
MCCLURG A		320		
MCGRAWHILL		2400		
MCNAUGHTON		4210		
MDL EASTER		560		
NAT INDUS		1250		
NEW METHOD		5216		
NEW METHOD		8400		
NEW METHOD		13664		
NEW METHOD		13963		
NEW METHOD		522		
OXFORD UNI		816		
PAGEANT BO		9600		
PERGANDE P		4956		
PLENUM PRE		247		
PUB AFFRS		10000		
RAND MCNAL		5500		

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Combined Budget & Bill List - February 1960

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	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB.29,60	BALANCE
	SCARECROW		585		
	SCARECROW		450		
	SCARECROW		1000		
	SOC OF PLA		500		
	STAFF BOOK		3088 CR		
	STAFF BOOK		16294 CR		
	STAFF BOOK		4873 CR		
	STECHERT H		1584		
	STECHERT H		266		
	STECHERT H		345		
	TUTTLE CHA		158		
	UNIVERSAL		312		
	WEST PUB C		350		
	WHOS WHO I		1435		
	WILSON H W		1800		
	UNDERWRITE		750		
402		4620000	595614	4114378	505622*
405	FILMS 16MM	134000		88025	45975
405		134000		88025	45975*
406	FILMS SLID	5000		2040	2960
406		5000		2040	2960*
407	FILMS CP	5000			5000
407		5000			5000*
408	FILMS MICR	70000		37275	32725
	DEC HERLD		1933		
408		70000	1933	39208	30792*
409	FILMS RENT	20000		364 CR	20364
	AUDIO VISU		1515		
	ILL UNIV		380		
409		20000	1895	1531	18469*
410	PAMPHLETS	40000		33201	6799
	AMER LIBRA		1875		
	BACON PAM		1670		
	BACON PAM		1611		
	BACON PAM		2245		
	INST FOR R		950		
410		40000	8351	41552	1552*
411	PICTURES F	30000			30000
411		30000			30000*
412	PICTURES	10000		4000	6000
	CATALDA FI		1125		
412		10000	1125	5125	4875*
414	RECORDS LP	40000		28004	11996
	SOUND SALE		11805		
	SOUND SALE		15859		
414		40000	27664	55668	15668*

Combined Budget & Bill List - February 1960

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EXPENSE ALLOCATION			AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB. 29, 60	BALANCE
415	RECORDS	S	2500			2500
15			2500			2500 *
416	RECORDS	SR	7500			7500
416			7500			7500 *
417	RECORDS	16	5000			5000
417			5000			5000 *
418	RECORDS	45	5000			5000
418			5000			5000 *
419	PERIODICAL		200000		276742	76742
	AM AVIATIO		19541	800		
	AMER HERIT			5400		
	AMER LIBRA			500		
	BOWKER R R			600		
	CHILDRENS			2250		
	CORONET			1200		
	DEC HERLD			45		
	DEC HERLD			30		
	DEC HERLD			30		
	DEC HERLD			250		
	DEC HERLD			45		
	DEC HERLD			30		
	DEC HERLD			45		
	DEC HERLD			30		
	DESIGN PUB			450		
	FAMILY HAN			200		
	HISTORICAL			4700		
	IBM JL OF			500		
	ILL AUDUBO			200		
	ILL UNIV			500		
	LIFE MAGAZ			2380		
	LINN GEO W			150		
	MACLEANOHU			600		
	MASS COL O			100		
	MONTHLY EV			500		
	MUSICAL AM			500		
	NAT CONGRE			150		
	NAT FOREMN			1200		
	OWEN F A			600		
	PHYLON QTL			300		
	RUDDER			300		
	SATURDAY R			3700		
	SATURDAY R			1400		
	STREET & S			1000		
	TIME			2800		
	TRIANGLE P			1300		
	WILSON H W			400		
419			200000	35185	311927	111927 *
20	MAPS		5000		2350	2650
420			5000		2350	2650 *

Appeal

Combined Budget & Bill List - February 1960

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EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB. 29, 60	BALANCE
999 MISC	5000		2100	2900
499	5000		2100	2900
Totals	\$55,040.00	6,991.39	\$49,954.88	\$5,085.12*
501 CLEANING			1006	1006
SCHUDELS I		289		
501		289	1295	1295
502 ADD EQUIP	865000		281544	583456
CHGO SEATI		11960CR		
502	865000	11960CR	269584	595416
		<u>116.71 cr.</u>		
599 MISC	10000			10000
599	10000			10000
Totals	\$18,289.00	\$116.71 cr.	\$18,230.01	\$58.99*
603 RENT PARK	21000		10500	10500
603	21000		10500	10500
650 VEHICLES	1797900		1812501	14601
650	1797900		1812501	14601
699 MISC	10000			10000
699	10000			10000
Totals	310,000.00	25,295.91	269,767.14	40,232.86

Balance in checking account after above bills are paid - February 29, 1960 **\$13,535.46**

Presented for Payment _____

Authorized for Payment _____

<u>Receipts</u>	<u>Estimated Income</u> 1959/60	<u>Actual Income</u> 1959/60
Bal. Feb. 1, 1960	132.39	132.39
Taxes	\$315,000.00	\$281,444.00
Fines & Fees	6,500.00	6,579.77
Other	0.00	484.14
Total	\$321,632.39	\$288,640.30
		\$288,259.61

2/24/60- 35

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

March 2, 1960

Mr. Dean E. Madden
A. W. Cash Valve Mfg. Co.
666 Wabash Avenue
Decatur, Illinois

Dear Mr. Madden:

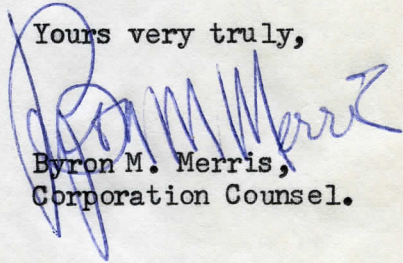
I am enclosing a copy of a proposed contract between the City and the Board of Directors of Decatur Public Library. I am also enclosing a plat of the layout of the proposed parking lot.

The City is very desirous of receiving as prompt an answer as possible as the individual who is holding an option on said property for the City has already received an offer of \$3,000 for his option. He is under no legal obligation to hold his option for the benefit of the City and for that reason the City is quite anxious for a prompt reply.

I have checked the title to the Library property. The original title to the property was to the City of Decatur for the use of the Decatur Free Public Library. This was a conveyance to the City in 1901. In 1933, the City conveyed and quit claimed the property to the Board of Library Directors of the City of Decatur, Illinois and the title is now in the name of the Board of Library Directors.

If there is any further information you desire, do not hesitate to call me.

Yours very truly,


Byron M. Merris,
Corporation Counsel.

BMM:kll

Enclosures

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

March 2, 1960

Mr. Dean E. Madden
A. W. Cash Valve Mfg. Co.
666 Wabash Avenue
Decatur, Illinois

Dear Mr. Madden:

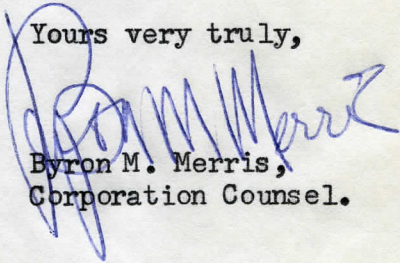
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If there is any further information you desire, do not hesitate to call me.

Yours very truly,


Byron M. Merris,
Corporation Counsel.

BMM:kll

Enclosures

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Board of Director's Meeting
Special Budget Meeting
February 9, 1960

Mr. Dean Madden, president called the meeting to order at 4:10 PM, February 9, 1960 in the Board Room of the Decatur Public Library. All members were present: Mr. Madden, Mr. Bunnett, Mr. Hart, Mr. Koslofski, Mr. Cheeks, Mrs. Moothart, Mrs. Ridgley, Mrs. Greider, Mr. Felts, and Mrs. Howe.

Mr. Burnett made a report of his investigation of the Illinois Statutes re: budget, fiscal year and tax levy and appropriations. He concluded that it made no difference whether a municipality spent last years' taxes or the current years' taxes.

Discussion followed concerning the remaking of the 1960/61 library budget. Mr. Felts moved the Board of Directors request the City Council to approve budgeting \$283,000 in taxes plus \$14,000 balance of unappropriated taxes plus \$8,000 collected from fines, fees, and other miscellaneous sources, and totalling \$306,000. Mr. Hart seconded the motion. All present voted aye. Motion carried.

The meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

The Minutes of the Study Session and Luncheon
Board of Directors, February 19, 1960.

A study session and discussion was called together at 12:15 PM, February 19, 1960 by Mr. Jack Burnett, vice-chairman. Those present were: Mr. Burnett, Mr. Hart, Mr. Koslofski, Mrs. Ridgley, Mrs Greider, Mr. Cheeks, Mrs. Moothart, Mr. Felts, and Mrs. Howe.

The Parking Lot problem was discussed in relation to the American Legion property. The Librarian also suggested a plan for future development which would not require additional taxes.

The Librarian passed around the budget transmittal letter to Mr. Dever and his reply. The budget papers for 1960/61 were available to each member and it was explained these papers would be placed in the Board member's notebooks.

A letter was read from Mr. Paul Cation, president of the Peoria, Illinois Public Library Board of Directors, in which he invited the Board members to attend a conference in Peoria on March 26, 1960. The members indicated a preference to discuss (1) Budgets, (2) Library programs (3) Salary schedules.

All members received copies of the Revenue Class outline and were invited to attend. Mrs. Virginia Gibson is the leader. There will be eight sessions with resource persons for the major sessions. This class will meet each Monday evening 7-9 beginning February 22, 1960.

It was reported that Mr. Sweetnam had begun work on the leveling of the second floor. Additional cracks have appeared in the last two weeks and the librarian thought the project should have priority over other work.

Announcement was made that Mrs. Mary Wall would help the library plan some tv shows looking forward to National Library Week.

The meeting adjourned at 1:30 PM.

Respectfully submitted,

Mary T. Howe
Secretary