

DECATUR PUBLIC LIBRARY  
Decatur, Illinois

1.

COMBINED BUDGET AND BILL LIST - NOVEMBER 1960

| Code | Expense Allocation | Amt. for yr. | For Nov. | Year-to-date | Balance  |
|------|--------------------|--------------|----------|--------------|----------|
| 100  | SALARIES S         | 18500000     |          | 8635523      | 9864477  |
|      |                    |              | 1079288  |              |          |
|      | BL CR AND          |              | 15823    |              |          |
|      | CITIZENS N         |              | 204560   |              |          |
|      | DEC CITY C         |              | 10000    |              |          |
|      | MCMILLAN H         |              | 60       |              |          |
|      | TREAS CITY         |              | 84852    |              |          |
|      | UNITED FUN         |              | 3467     |              |          |
| 100  |                    | 18500000     | 1398050  | 10033573     | 8466427* |
| 113  | PART TIME          |              |          | 2190         | 2190     |
| 113  |                    |              |          | 2190         | 2190*01  |
| 118  | TEMP SALAR         |              |          | 3300         | 3300     |
| 118  |                    |              |          | 3300         | 3300*01  |
| 150  | SALARIES B         | 552000       |          | 272554       | 279446   |
|      | CITIZENS N         |              | 5840     |              |          |
|      | TREAS CITY         |              | 2887     |              |          |
|      |                    |              | 39460    |              |          |
| 150  |                    | 552000       | 48187    | 320741       | 231259*  |
| 153  | PART TIME          |              |          | 122          | 122      |
| 153  |                    |              |          | 122          | 122*01   |
| 100  | Total              | 19052000     | 1446237  | 10359926     | 8692074* |
| 201  | BINDING SU         | 140000       |          | 10707        | 129293   |
| 201  |                    | 140000       |          | 10707        | 129293*  |
| 202  | CAT MATERI         | 45000        |          | 88835        | 43835    |
|      | WILSON H W         |              | 9800     |              |          |
| 202  |                    | 45000        | 9800     | 98635        | 53635*01 |
| 203  | FREIGHT EX         | 55500        |          | 4733         | 50767    |
| 203  |                    | 55500        |          | 4733         | 50767*   |
| 204  | IBM SUPPLI         | 500000       |          | 286048       | 213952   |
|      | INTNL BUSN         |              | 12000    |              |          |
|      | INTNL BUSN         |              | 38500    |              |          |
|      | RICHARDSON         |              | 2038     |              |          |
| 204  |                    | 500000       | 52538    | 338586       | 161414*  |
| 205  | OFFICE SUP         | 380000       |          | 186184       | 193816   |
|      | VERIFAX            |              | 212CR    |              |          |
|      | DEC PAPER          |              | 2686     |              |          |
|      | LINXWLR OF         |              | 1496     |              |          |
|      | SPNGFD THR         |              | 375      |              |          |
| 205  |                    | 380000       | 4345     | 190529       | 189471*  |

| <u>Code</u> | <u>Expense Allocation</u> | <u>Amt. for yr.</u> | <u>For Nov.</u> | <u>Year-to-date</u> | <u>Balance</u> |
|-------------|---------------------------|---------------------|-----------------|---------------------|----------------|
| 06          | POSTAGE                   | 1 0 0 0 0 0         |                 | 7 2 9 3 4           | 2 7 0 6 6      |
|             | AMER TECH                 |                     | 2 4             |                     |                |
|             | APPLE TREE                |                     | 3 0             |                     |                |
|             | CHICGO UNI                |                     | 5 9             |                     |                |
|             | FILM CENTE                |                     | 4 7             |                     |                |
|             | HARVARD UN                |                     | 2 9             |                     |                |
|             | MCGRAWHILL                |                     | 2 5 4           |                     |                |
|             | OXFORD UNI                |                     | 2 0             |                     |                |
|             | POSTMASTER                |                     | 5 0             |                     |                |
|             | POSTMASTER                |                     | 1 4 0 0         |                     |                |
|             | POSTMASTER                |                     | 8 1             |                     |                |
|             | POSTMASTER                |                     | 5 4             |                     |                |
|             | POSTMASTER                |                     | 6 6             |                     |                |
|             | POSTMASTER                |                     | 2 9 0 0         |                     |                |
|             | SALEM PRES                |                     | 5 0             |                     |                |
|             | SPNGFD THR                |                     | 4 3             |                     |                |
|             | TAPLINGER                 |                     | 2 4             |                     |                |
|             | WHITE JAME                |                     | 4 9             |                     |                |
| 06          |                           | 1 0 0 0 0 0         | 5 1 8 0         | 7 8 1 1 4           | 2 1 8 8 6 *    |
| 07          | PRINTING                  | 1 0 0 0 0 0         |                 | 3 5 4 8 5           | 6 4 5 1 5      |
| 07          |                           | 1 0 0 0 0 0         |                 | 3 5 4 8 5           | 6 4 5 1 5 *    |
| 08          | REP TO EQU                | 1 6 0 0 0 0         |                 | 3 0 7 4 7           | 1 2 9 2 5 3    |
|             | BARNETT SI                |                     | 1 0 0 0         |                     |                |
| 0           |                           | 1 6 0 0 0 0         | 1 0 0 0         | 3 1 7 4 7           | 1 2 8 2 5 3 *  |
| 09          | TEL TOLLS                 | 1 9 8 0 0           |                 | 7 3 2 0             | 1 2 4 8 0      |
|             | ILL BELL T                |                     | 3 8 0           |                     |                |
| 09          |                           | 1 9 8 0 0           | 3 8 0           | 7 7 0 0             | 1 2 1 0 0 *    |
| 10          | TEL SERVIC                | 2 0 5 7 0 0         |                 | 1 1 6 6 7 5         | 8 9 0 2 5      |
|             | ILL BELL T                |                     | 1 5 9 2 5       |                     |                |
| 10          |                           | 2 0 5 7 0 0         | 1 5 9 2 5       | 1 3 2 6 0 0         | 7 3 1 0 0 *    |
| 11          | TEL ALARM                 | 3 6 0 0             |                 | 2 1 0 0             | 1 5 0 0        |
|             | ILL BELL T                |                     | 3 0 0           |                     |                |
| 11          |                           | 3 6 0 0             | 3 0 0           | 2 4 0 0             | 1 2 0 0 *      |
| 12          | RENT OF MA                | 3 0 0 0 0           |                 | 3 4 1 6 6           | 4 1 6 6        |
|             | GAYLORD BR                |                     | 7 5 0 0         |                     |                |
| 12          |                           | 3 0 0 0 0           | 7 5 0 0         | 4 1 6 6 6           | 1 1 6 6 6 *    |
| 13          | SERV CONTR                | 3 0 0 0 0           |                 | 8 7 0 0             | 2 1 3 0 0      |
|             | TAYLOR OFF                |                     | 1 6 2 0 0       |                     |                |
| 13          |                           | 3 0 0 0 0           | 1 6 2 0 0       | 2 4 9 0 0           | 5 1 0 0 *      |
| 20          | PROF DEVEL                | 1 1 0 0 0 0         |                 | 5 6 1 1 3           | 5 3 8 8 7      |

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|------|-----------------|--------------|-----------|--------------|---------|
| 220  | PROF DEVEL      | 110000       |           | 56113        | 53887   |
|      | CHASE HOTE      |              | 5200      |              |         |
|      | ILL LIBRAR      |              | 5720      |              |         |
|      | ILL UNIV        |              | 2600      |              |         |
| 220  |                 | 110000       | 13520     | 69633        | 40367*  |
| 221  | COMM SERVI      | 10000        |           | 6332         | 3668    |
|      | ASSO COMME      |              | 450       |              |         |
|      | EIFERT VIR      |              | 5000      |              |         |
| 221  |                 | 10000        | 5450      | 11782        | 1782*   |
| 222  | EXHIBIT EX      | 6800         |           | 900          | 5900    |
| 222  |                 | 6800         |           | 900          | 5900*   |
| 223  | HANDLING C      | 2500         |           | 1390         | 1110    |
|      | AUDIO VISU      |              | 15        |              |         |
|      | CITIZENS N      |              | 10        |              |         |
|      | CITIZENS N      |              | 10        |              |         |
|      | CITIZENS N      |              | 10        |              |         |
|      | CITIZENS N      |              | 10        |              |         |
|      | CITIZENS N      |              | 10        |              |         |
|      | CLEVELND C      |              | 472       |              |         |
|      | RICHARDSON      |              | 163       |              |         |
| 223  |                 | 2500         | 690       | 2080         | 420*    |
| 224  | ADVERTISIN      | 10000        |           | 1360         | 8640    |
| 224  |                 | 10000        |           | 1360         | 8640*   |
| 225  | AUDITING        | 50000        |           | 68860        | 18860   |
| 225  |                 | 50000        |           | 68860        | 18860*  |
| 299  | MISC            | 5000         |           | 3722         | 1278    |
| 299  |                 | 5000         |           | 3722         | 1278*   |
| 200  | Total           | 1963900      | 132828    | 1156139      | 807761* |
| 301  | BLDG SUPPL      | 100000       |           | 61192        | 38808   |
|      | JAN SAN         |              | 1275CR    |              |         |
|      | BLACK & CO      |              | 517       |              |         |
|      | BLACK & CO      |              | 217       |              |         |
|      | DAY G E SO      |              | 702       |              |         |
|      | PENNEYS J       |              | 970       |              |         |
| 301  |                 | 100000       | 1131      | 62323        | 37677*  |
| 302  | CLEANING S      | 15000        |           | 9853         | 5147    |
|      | CLEVELND C      |              | 2370      |              |         |
| 302  |                 | 15000        | 2370      | 12223        | 2777*   |
| 303  | CONTRACT R      | 706000       |           | 707925       | 1925    |
| 303  |                 | 706000       |           | 707925       | 1925*   |

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|------|---------------------------------|--------------|----------|--------------|---------|
| 304  | GARBAGE & MAXEDON E             | 10000        |          | 5850         | 4150    |
| 304  |                                 | 10000        | 250      |              |         |
|      |                                 |              | 250      | 6100         | 3900*   |
| 305  | HEAT & FUE STANDARD @           | 35000        |          | 8113         | 26887   |
|      |                                 |              | 3029     |              |         |
| 305  |                                 | 35000        | 3029     | 11142        | 23858*  |
| 306  | INSURANCE ALLEN & CO SANK INS A | 290000       |          | 110675       | 179325  |
|      |                                 |              | 5235     |              |         |
|      |                                 |              | 677      |              |         |
| 306  |                                 | 290000       | 5912     | 116587       | 173413* |
| 307  | LIGHT & PO                      | 240000       |          |              | 240000  |
| 307  |                                 | 240000       |          |              | 240000* |
| 308  | BLDG REPAI HUBBARD F LYON LUMBE | 50000        |          | 49109        | 891     |
|      |                                 |              | 2235     |              |         |
|      |                                 |              | 1171     |              |         |
| 308  |                                 | 50000        | 3406     | 52515        | 2515*   |
| 309  | TRAVEL                          | 70000        |          | 24739        | 45261   |
|      | CONSUMER S                      |              | 535      |              |         |
|      | CONSUMER S                      |              | 1053     |              |         |
|      | CONSUMER S                      |              | 700      |              |         |
|      | CONSUMER S                      |              | 350      |              |         |
|      | CONSUMER S                      |              | 392      |              |         |
|      | CONSUMER S                      |              | 517      |              |         |
|      | CONSUMER S                      |              | 570      |              |         |
|      | CONSUMER S                      |              | 360      |              |         |
|      | LARIMER ES                      |              | 2160     |              |         |
|      | LEONARD MI                      |              | 800      |              |         |
|      | STANDARD @                      |              | 475      |              |         |
| 309  |                                 | 70000        | 7912     | 32651        | 37349   |
| 310  | HEALTH & S                      | 5000         |          | 20           | 4980    |
| 310  |                                 | 5000         |          | 20           | 4980*   |
| 311  | CONTRACT C DEC WINDOW           | 402000       |          | 272745       | 129255  |
|      |                                 |              | 33500    |              |         |
| 311  |                                 | 402000       | 33500    | 306245       | 95755*  |
| 312  | ARCHITECT                       | 70600        |          | 84720        | 14120   |
| 312  |                                 | 70600        |          | 84720        | 14120*  |
| 313  | REP AUTO E BLACK & CO           | 100000       |          | 113936       | 13936   |
|      | EL BAUER                        |              | 123      |              |         |
|      | EL BAUER                        |              | 1647     |              |         |
|      | EL BAUER                        |              | 1454     |              |         |
|      | EL BAUER                        |              | 776      |              |         |
|      | EL BAUER                        |              | 2212     |              |         |
|      | EL BAUER                        |              | 3120     |              |         |
|      | EL BAUER                        |              | 1404     |              |         |
|      | EL BAUER                        |              | 949      |              |         |

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|------|--------------------|---------------|----------------------|---------------|---------------|
| 313  | GOODRICH B         | 1 0 0 0 0 0   | 1 7 9 1<br>1 3 4 7 6 | 1 2 7 4 1 2   | 2 7 4 1 2 *   |
| 314  | CLEANING S         | 2 5 0 0       |                      | 4 1 1 0       | 1 6 1 0       |
|      | NORMANS            |               | 2 5 5                |               |               |
| 314  |                    | 2 5 0 0       | 2 5 5                | 4 3 6 5       | 1 8 6 5 *     |
| 399  | MISC               | 5 0 0 0       |                      | 9 0 0         | 4 1 0 0       |
|      | DECATUR C          |               | 1 3 5 6              |               |               |
|      | MCMANUS FL         |               | 3 3 0 0              |               |               |
| 399  |                    | 5 0 0 0       | 4 6 5 6              | 5 5 5 6       | 5 5 6 *       |
| 300  |                    | 2 1 0 1 1 0 0 | 7 5 8 9 7            | 1 5 2 9 7 8 4 | 5 7 1 3 1 6 * |
| 401  | BINDING            | 2 5 0 0 0 0   |                      | 1 4 2 4 6 6   | 1 0 7 5 3 4   |
|      | STAPPENBEC         |               | 7 3 0                |               |               |
| 401  |                    | 2 5 0 0 0 0   | 7 3 0                | 1 4 3 1 9 6   | 1 0 6 8 0 4 * |
| 402  | BOOKS              | 3 6 2 8 0 0 0 |                      | 1 8 3 5 2 3 1 | 1 7 9 2 7 6 9 |
|      | L AND D BO         |               | 4 5 4 9 CR           |               |               |
|      | STAFF BOOK         |               | 3 2 7 5 CR           |               |               |
|      | AMER LIBRA         |               | 3 3 8                |               |               |
|      | AMER TECH          |               | 4 8 0                |               |               |
|      | APPLE TREE         |               | 1 5 3 0              |               |               |
|      | BOWKER R R         |               | 3 5 0 0              |               |               |
|      | CHICGO UNI         |               | 3 1 2 6              |               |               |
|      | CRONER PUB         |               | 9 0 0                |               |               |
|      | EDUC PROG          |               | 5 7 5                |               |               |
|      | EUROPA PUB         |               | 2 2 0 0              |               |               |
|      | FORD KENNE         |               | 2 5 0                |               |               |
|      | HAINES & E         |               | 2 7 3                |               |               |
|      | HARVARD UN         |               | 1 3 5 0              |               |               |
|      | ILL BELL T         |               | 1 8 9 0              |               |               |
|      | ILL UNIV           |               | 8 5 0                |               |               |
|      | IMPERIAL B         |               | 4 0 3 0              |               |               |
|      | IMPERIAL B         |               | 3 4 9 7              |               |               |
|      | IMPERIAL B         |               | 1 3 9 4 2            |               |               |
|      | IMPERIAL B         |               | 2 8 4 8 4            |               |               |
|      | LEAGUE WOM         |               | 4 5 0                |               |               |
|      | MCCLURG A          |               | 5 3 7 7              |               |               |
|      | MCCLURG A          |               | 1 1 8 0 5            |               |               |
|      | MCCLURG A          |               | 3 9 0 4              |               |               |
|      | MCCLURG A          |               | 2 2 5 4 7            |               |               |
|      | MCCLURG A          |               | 2 9 5 7 8            |               |               |
|      | MCCLURG A          |               | 2 7 2 6              |               |               |
|      | MCCLURG A          |               | 9 1 5 3              |               |               |
|      | MCCLURG A          |               | 1 3 7 8 9            |               |               |
|      | MCCLURG A          |               | 2 5 7 3 6            |               |               |
|      | MCCLURG A          |               | 4 7 5 8              |               |               |
|      | MCCLURG A          |               | 2 3 4 1 9            |               |               |
|      | MCCLURG A          |               | 1 6 9 9 4            |               |               |

| Co. | Expense Allocation | Amt. for yr. | For Nov. | Year-to-date | Balance  |
|-----|--------------------|--------------|----------|--------------|----------|
|     | MCGRAW HILL        |              | 1 2720   |              |          |
|     | NEW METHOD         |              | 888      |              |          |
|     | NEW METHOD         |              | 930      |              |          |
|     | NEW METHOD         |              | 310      |              |          |
|     | NEW METHOD         |              | 592      |              |          |
|     | NEW METHOD         |              | 1390     |              |          |
|     | NEW METHOD         |              | 745      |              |          |
|     | NEW METHOD         |              | 1494     |              |          |
|     | NEW METHOD         |              | 939      |              |          |
|     | OXFORD UNI         |              | 560      |              |          |
|     | SALEM PRES         |              | 937      |              |          |
|     | STECHELT H         |              | 1400     |              |          |
|     | TAPLINGER          |              | 585      |              |          |
|     | WHITE JAME         |              | 1575     |              |          |
|     | WILSON H W         |              | 22700    |              |          |
|     | WILSON H W         |              | 1100     |              |          |
| 402 |                    | 3628000      | 278492   | 2113723      | 1514277* |
| 405 | FILMS 16MM         | 100000       |          | 3804         | 96196    |
|     | AUDIO VISU         |              | 465      |              |          |
|     | ILL UNIV           |              | 830      |              |          |
| 405 |                    | 100000       | 1295     | 5099         | 94901*   |
| 406 | FILMS SLID         | 5000         |          | 800          | 4200     |
| 406 |                    | 5000         |          | 800          | 4200*    |
| 407 | FILMS CP           | 10000        |          | 9925         | 75       |
| 407 |                    | 10000        |          | 9925         | 75*      |
| 408 | FILMS MICR         | 50000        |          | 13367        | 36633    |
|     | DEC HERLD          |              | 1809     |              |          |
|     | N Y TIMES          |              | 21000    |              |          |
| 408 |                    | 50000        | 22809    | 36176        | 13824*   |
| 409 | FILMS RENT         |              |          | 4653CR       | 4653     |
|     | FILM RENTA         |              | 928CR    |              |          |
| 409 |                    |              | 928CR    | 5581CR       | 5581*    |
| 410 | PAMPHLETS          | 40000        |          | 14603        | 25397    |
|     | EDUCAL TES         |              | 100      |              |          |
|     | LEAGUE WOM         |              | 100      |              |          |
| 410 |                    | 40000        | 200      | 14803        | 25197*   |
| 412 | PICTURES           |              |          | 100CR        | 100      |
| 412 |                    |              |          | 100CR        | 100*     |
| 414 | RECORDS LP         | 50000        |          | 34736        | 15264    |
|     | CHESTERFIE         |              | 833      |              |          |
| 414 |                    | 50000        | 833      | 35569        | 14431*   |

| <u>Code</u> | <u>Expense Allocation</u> | <u>Amt. for yr.</u> | <u>For Nov.</u> | <u>Year-to-date</u> | <u>Balance</u>  |
|-------------|---------------------------|---------------------|-----------------|---------------------|-----------------|
| 416         | RECORDS SR                |                     |                 | 4878                | 4878            |
| 416         |                           |                     |                 | 4878                | 4878*           |
| 419         | PERIODICAL                | 300000              |                 | 68280               | 231720          |
|             | AMER LIBRA                |                     | 1800            |                     |                 |
|             | CONGRESSIO                |                     | 200             |                     |                 |
|             | DEC HERLD                 |                     | 225             |                     |                 |
|             | HANSON BEN                |                     | 239133          |                     |                 |
|             | HUEBNER JO                |                     | 1650            |                     |                 |
| 419         |                           | 300000              | 243008          | 311288              | 11288*          |
| 21          | MEMBERSHIP                |                     |                 | 20300               | 20300           |
| 21          |                           |                     |                 | 20300               | 20300*          |
| 00          | <b>Total</b>              | <u>4433000</u>      | <u>546439</u>   | <u>2690076</u>      | <u>1742924*</u> |
| 02          | ADD TO EQU                | 700000              |                 | 688600              | 11400           |
| 02          |                           | 700000              |                 | 688600              | 11400*          |
| 00          | <b>Total</b>              | <u>700000</u>       |                 | <u>688600</u>       | <u>11400*</u>   |

|                     |                        |                       |                        |                         |
|---------------------|------------------------|-----------------------|------------------------|-------------------------|
| <b>Grand Totals</b> | <u><u>28250000</u></u> | <u><u>2201401</u></u> | <u><u>16424525</u></u> | <u><u>11825475*</u></u> |
|---------------------|------------------------|-----------------------|------------------------|-------------------------|

Balance in checking account November 22, 1960

Bills presented for payment

\$ 17,372.11

Approved for payment

Finance Committee

|    |                                    |                |
|----|------------------------------------|----------------|
| 00 | BALANCE LA                         | 3893782        |
|    | INTEREST                           | 1192           |
|    | FINES                              | 41042          |
|    | NON RESIDE                         | 2100           |
|    | L AND D BO                         | 4549           |
|    | RESERVES                           | 496            |
|    | JAN SAN                            | 1275           |
|    | STAFF BOOK                         | 3275           |
|    | FILM RENTA                         | 928            |
|    | VERIFAX                            | 212            |
|    | CASH CREDI                         | 10239CRO       |
|    | BILL LIST                          | 2201401CRO     |
|    | <b>Balance in checking account</b> | <u>1737211</u> |

BUFFALO  
CINCINNATI  
CLEVELAND  
COLUMBUS  
DALLAS  
DENVER  
DES MOINES  
DETROIT  
GRAND RAPIDS  
HOUSTON

THE **LLOYD-THOMAS** co.  
APPRAISAL ENGINEERS  
EXECUTIVE OFFICES  
APPRAISAL ENGINEERING BUILDING  
4411 RAVENSWOOD AVENUE  
CHICAGO 40

INDIANAPOLIS  
KANSAS CITY  
LOS ANGELES  
LOUISVILLE  
MILWAUKEE  
MINNEAPOLIS  
NEW ORLEANS  
NEW YORK  
PEORIA  
PITTSBURGH  
ST. LOUIS

TELEPHONE LONG BEACH 1-3700

November 8, 1960

Decatur Public Library  
S. W. Corner N. Main & Eldorado St.  
Decatur, Illinois

Attention: Mrs. Mary T. Howe, Librarian

Gentlemen:

The contract which you have awarded us and the courtesy extended to our sales representative, Mr. E. B. Mason, are greatly appreciated.

Contract provides for an appraisal of your building and its appurtenances; also our Appraisal Maintenance Service for a five year period, one report every twelve months.

We assure you we will serve you to the best of our ability and arrangements will be made to attend to the work as soon as possible.'

Contract has been countersigned at this office and we attach a copy for your files.

It is our intention to compile and summarize your appraisal report to conform with your insurance requirements. To do this we require a copy of the printed rider form attached to your insurance policies.

If the desired form is not readily available, your insurance agent will be pleased to furnish a copy at your request. We are principally interested in that part of the form, which defines buildings and/or contents.

We are also interested in what is covered in the exclusion clause which, in cases where co-insurance applies, usually exempts from insurance coverage such items as excavations, foundations, underground piping and wiring and sometimes architects fees.

We thank you very cordially for the order.

Yours very truly,

THE LLOYD-THOMAS CO.

*J. C. J. Keen*  
Vice President

HCHelm/as



# THE LLOYD-THOMAS co.

RECOGNIZED APPRAISAL AUTHORITIES

EXECUTIVE OFFICES  
4411 RAVENSWOOD AVE.  
CHICAGO 40, ILL.

DISTRICT OFFICES IN OTHER PRINCIPAL CITIES

THE LLOYD-THOMAS CO. HEREBY OFFERS TO FURNISH ITS PROFESSIONAL APPRAISAL PROTECTION SERVICE FOR A TERM

OF FIVE YEARS, BEGINNING Appraisal Date, 19\_\_

IN ACCORDANCE WITH ITS STANDARD FORM AND METHOD, ITS APPRAISERS WILL MAKE AN INVESTIGATION, PERSONAL INSPECTION, ANALYSIS AND CLASSIFIED RECORD OF THE PROPERTY OF

**Decatur Public Library**

LOCATED AT, **S.W. Corner N.Main & W. Eldorado St.** **Decatur** **Illinois**

STREET

CITY

STATE

STREET

CITY

STATE

The information obtained will be treated as confidential by The Lloyd-Thomas Co. Free access to the property within business hours is hereby granted its appraisers. All reasonable facilities for investigating property items and the use of available plans and specifications are to be afforded its appraisers. **Unless specified under special agreements, the appraisal will not include the following: client's asset numbers of equipment, the listing or valuation of autos, trucks, trailers, jigs, dies, patterns, special tools, drawings, flasks, cuts, electrotypes, half-tones, engravings, standing composition, land resources, manufactured and unmanufactured stock supplies, good will or intangible values nor other property not at location specified.** If land is to be valued, and so indicated under special agreements, the Acceptor agrees to furnish the legal description, pay all surveying fees when neces-

sary to determine areas and boundaries, and pay for any local opinions on land values that may be required. The Lloyd-Thomas Co. assumes no responsibility as to title in respect to any property valued. Before using the appraised values in a prospectus the Acceptor agrees to submit the proof to The Lloyd-Thomas Co. for its approval. Receipt of the appraisal by Acceptor shall be held conclusive evidence that the service is complete and satisfactory, unless written notice to the contrary is received by registered mail at the office of The Lloyd-Thomas Co., 4411 Ravenswood Avenue, Chicago 40, Illinois, within ten days after delivery of final typewritten appraisal. No part of this instrument may be omitted, waived or altered by anyone except the authorized officer of The Lloyd-Thomas Co. countersigning it. Neither party to this contract is bound by any promises or representations not incorporated in or attached to this instrument.

SPECIAL AGREEMENTS **Contract provides for a complete appraisal of your building and its appurtenances. Fee basis as stated below.**

In accepting this offer the Acceptor agrees to pay The Lloyd-Thomas Co. upon delivery of its Primary Appraisal Report the sum of **Eight Hundred Fifty (\$850.00)** dollars. Premium for maintenance service

(outlined on the reverse side of this instrument) is to be computed at the rate of **\$120.00** cents per hundred dollars of value shown on each yearly replacement new value certificate, and to be paid annually in advance for a term of five years

beginning Appraisal Date, 19\_\_

(Minimum Appraisal Fee one hundred dollars; minimum annual Maintenance Service Fee thirty dollars.)

ACCEPTED

SUBMITTED THIS **18th** DAY OF **April** A. D. 19 **60**

**Decatur Public Library**

FIRM

**Mary T. Howe, Secretary-Librarian**

OFFICIAL'S NAME AND TITLE

**sixty**

THE LLOYD-THOMAS co.

**E. B. Mason**

DISTRICT REPRESENTATIVE

This offer subject to acceptance within **sixty** days from date submitted and becomes a binding contract when countersigned by an authorized officer of The Lloyd-Thomas Co., Chicago, Illinois.

Countersigned at Chicago, Illinois, this **8th** day of **November** A. D. 19 **60**

THE LLOYD-THOMAS co.

**J. C. Hill**

PRESIDENT

VICE-PRESIDENT

## FIVE YEAR APPRAISAL MAINTENANCE PROTECTION SERVICE AND PERSONAL INSPECTION

### THE LLOYD-THOMAS CO. WILL PERFORM THE FOLLOWING SERVICES:

1. Determine the current values of the property at intervals of twelve months.
2. Furnish detailed summaries showing replacement new, sound depreciated and insurable values. The values furnished in these annual reports will be determined after proper consideration of:
  - (a) Property details as recorded in the primary appraisal report;
  - (b) Acceptor's reports of additions, deductions, replacements and transfers of physical assets subsequent to date of primary appraisal report,
  - (c) Adjustment of replacement new values on basis of the then current wage rates and commodity prices;
  - (d) Revision of accrued depreciation to reflect normal usage after giving effect to expenditures for maintenance and repairs.
3. In the event of a loss it will, during the life of this Agreement, upon request of the Acceptor and without further cost to him, compile current values of the appraised assets and assist in the scheduling of the proof-of-loss.
4. We will install our system whereby the Acceptor's personnel will record additions, deductions, replacements and transfers of physical assets subsequent to date of primary appraisal installation. Recording forms will be issued in duplicate, one copy of which is to be forwarded monthly to The Lloyd-Thomas Co.'s Chicago Office and the duplicate to be retained by the client.
5. (Optional) Whenever unusual conditions require the personal services of our appraisers to substantiate or record extensive changes, these services will be furnished upon request of the Acceptor. In making the request the Acceptor agrees to pay our prevailing per diem charges for field and office work.

NO. 34597

CLIENT \_\_\_\_\_

LOCATION \_\_\_\_\_

D. R. \_\_\_\_\_

FORM \_\_\_\_\_

SYMBOL NO. \_\_\_\_\_

APPRAISAL DATE \_\_\_\_\_

DATE SHIPPED \_\_\_\_\_

DATE PAID \_\_\_\_\_

G  
F  
P



THE LLOYD-THOMAS CO.

RECOGNIZED APPRAISAL AUTHORITIES

EXECUTIVE OFFICES  
4411 RAVENSWOOD AVE.  
CHICAGO 40, ILL.

DISTRICT OFFICES IN OTHER PRINCIPAL CITIES

# THE LLOYD-THOMAS co.

RECOGNIZED APPRAISAL AUTHORITIES

EXECUTIVE OFFICES  
4411 RAVENSWOOD AVE.  
CHICAGO 40, ILL.

THE LLOYD-THOMAS CO. HEREBY OFFERS TO FURNISH ITS APPRAISAL PROTECTION SERVICE FOR A TERM OF FIVE YEARS, BEGINNING,

**Appraisal Date**

19

IN ACCORDANCE WITH ITS STANDARD FORM AND METHOD, ITS APPRAISERS WILL MAKE AN INVESTIGATION, PERSONAL INSPECTION, ANALYSIS AND CLASSIFIED RECORD OF THE PROPERTY OF

**Decatur Public Library**

LOCATED AT

**S. W. Corner N. Main & W. Eldorado St. Decatur**

**Illinois**

STREET

CITY

STATE

**COVERING: Alice G. Evans Branch Library**

**1429 N. Jasper Street**

STREET

CITY

**Illinois**

The information obtained will be treated as confidential by The Lloyd-Thomas Co. Free access to the property within business hours is hereby granted its appraisers. All reasonable facilities for investigating property items and the use of available plans and specifications are to be afforded its appraisers. **Unless specified under special agreements, the appraisal will not include the following: client's asset numbers of equipment, the listing or valuation of autos, trucks, trailers, jigs, dies, patterns, special tools, drawings, flasks, cuts, electrotypes, half-tones, engravings, standing composition, land resources, manufactured and unmanufactured stock supplies, good will or intangible values nor other property not at location specified.** If land is to be valued, and so indicated under special agreements, the Acceptor agrees to furnish the legal description, pay all surveying fees when neces-

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SPECIAL AGREEMENTS **Contract provides for a complete appraisal of your building and its appurtenances. Fee basis as stated below.**

In accepting this offer the Acceptor agrees to pay The Lloyd-Thomas Co. upon delivery of its Primary Appraisal Report the sum of **One Hundred Twenty Five (\$125.00)** dollars. Premium for maintenance service

(outlined on the reverse side of this instrument) is to be computed at the rate of **\$30.00** cents per hundred dollars of value shown in each yearly replacement new value Certificate, and to be paid annually in advance for a term of five years

beginning **Appraisal Date** 19

(Minimum Appraisal Fee one hundred dollars minimum annual Maintenance Service Fee thirty dollars.)

ACCEPTED

SUBMITTED THIS **9th** DAY OF **November** A. D. 19 **60**

*Decatur Public Library*

**THE LLOYD-THOMAS co.**

FIRM

*Mary T. Howe Secretary - Decatur*

OFFICIAL'S NAME AND TITLE

**sixty**

SUBMITTED BY

*E. B. Mason*

This offer subject to acceptance within **sixty** days from date submitted and becomes a binding contract only when countersigned by an authorized officer of The Lloyd-Thomas Co., Chicago, Illinois.

Countersigned at Chicago, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ A. D. 19 \_\_\_\_\_

**THE LLOYD-THOMAS co.**

## FIVE YEAR APPRAISAL MAINTENANCE PROTECTION SERVICE AND PERSONAL INSPECTION

### THE LLOYD-THOMAS CO. WILL PERFORM THE FOLLOWING SERVICES:

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5. (Optional) Whenever unusual conditions require the personal services of our appraisers to substantiate or record extensive changes, these services will be furnished upon request of the Acceptor. In making the request the Acceptor agrees to pay our prevailing per diem charges for field and office work.

NO. \_\_\_\_\_

CLIENT \_\_\_\_\_

LOCATION \_\_\_\_\_

SALESMAN \_\_\_\_\_

FORM \_\_\_\_\_

SYMBOL NO. \_\_\_\_\_

APPRAISAL DATE \_\_\_\_\_

DATE SHIPPED \_\_\_\_\_

DATE PAID \_\_\_\_\_

G  
F  
P



**THE LLOYD-THOMAS CO.**

RECOGNIZED APPRAISAL AUTHORITIES  
EXECUTIVE OFFICES  
4411 RAVENSWOOD AVE.  
CHICAGO 40, ILL.

EXECUTIVE OFFICES  
CHICAGO  
NEW YORK  
DISTRICT OFFICES

BUFFALO  
CINCINNATI  
CLEVELAND  
COLUMBUS  
DALLAS  
DES MOINES  
DETROIT  
GRAND RAPIDS  
HOUSTON  
INDIANAPOLIS  
KANSAS CITY  
LOS ANGELES  
LOUISVILLE  
MILWAUKEE  
MINNEAPOLIS  
NEW ORLEANS  
PEORIA  
PITTSBURGH  
SAN FRANCISCO  
ST. LOUIS

LONGBEACH 1-3700

E. B MASON  
4411 RAVENSWOOD AVE.  
CHICAGO



SALES REPRESENTATIVE  
**THE LLOYD-THOMAS co.**  
RECOGNIZED APPRAISAL AUTHORITIES

BUFFALO  
CINCINNATI  
CLEVELAND  
COLUMBUS  
DALLAS  
DENVER  
DES MOINES  
DETROIT  
GRAND RAPIDS  
HOUSTON

THE **LLOYD-THOMAS** co.  
APPRAISAL ENGINEERS  
EXECUTIVE OFFICES  
APPRAISAL ENGINEERING BUILDING  
4411 RAVENSWOOD AVENUE  
CHICAGO 40

INDIANAPOLIS  
KANSAS CITY  
LOS ANGELES  
LOUISVILLE  
MILWAUKEE  
MINNEAPOLIS  
NEW ORLEANS  
NEW YORK  
PEORIA  
PITTSBURGH  
ST. LOUIS

TELEPHONE LONG BEACH 1-3700

November 9, 1960

Mrs. Mary T. Howe, Librarian  
Decatur Public Library  
S. W. Corner N. Main & W. Eldorado St.  
Decatur, Illinois

Dear Mrs. Howe:

Confirming the writer's recent conversation with you, we appreciate the opportunity of submitting our contract form in duplicate covering a complete appraisal of the Alice G. Evans Branch Library building and its appurtenances.

For your consideration, we thank you.

Yours very truly,

THE LLOYD-THOMAS CO.

*E. B. Mason*

Sales Representative

EBMason/as



DECATUR PUBLIC LIBRARY  
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS MEETING  
November 25, 1960

The regular meeting of the Board of Directors was held in the Board Room of the Decatur Public Library, 457 North Main Street, on November 25, 1960 at 4:04 PM.

Members of the Board present were:

|                            |                              |
|----------------------------|------------------------------|
| Mr. Dean Madden, President | Mr. Francis Hart             |
| Mr. Jack Burnett           | Mrs. Erich Stern             |
| Mrs. Carolyn Greider       | Mr. Harold Koslofski         |
| Mr. David Pilcher          | Mrs. Mary T. Howe, Librarian |

Others present were:

Mr. Weimholt, newspaper  
Mrs. Patricia Goff

Absent were:

Mrs. Harry Moothart  
Mr. John Cheeks

The minutes of the October meeting were read and approved as submitted.

The Librarian reported on the following:

The Allerton Conference was sponsored by the Library School of the University of Illinois and it was attended by seven staff members. Mrs. Virginia Eifert was our speaker for National Book Week and Mrs. Greider also gave a very interesting book review for this special occasion. Mr. Russell Housman opened his art exhibit, November 28. It will continue for one month. Mrs. Howe presented the seven month's Financial Report to the Board at this time. The Board members will receive the Book Order Lists instead of Book Selection Lists. There will be a Mid-winter ALA meeting in Chicago after the January Board meeting. A special meeting will be held at IBM Headquarters. The library received some gift books among them included books on the "Morgan Horse".

Mr. Burnett made a motion that the Bills for November be approved for payment. Mr. Pilcher seconded the motion. All voted aye. Motion carried.

NOVEMBER

|                    |               |                     |
|--------------------|---------------|---------------------|
| Staff Salaries     | \$ 13,980.50  |                     |
| Janitor's Salaries | <u>481.87</u> |                     |
| Total Salaries     |               | \$ 14,462.37        |
| Operating Expenses |               | <u>7,551.64</u>     |
|                    | TOTAL         | <u>\$ 22,014.01</u> |

Minutes of Board of Directors Meeting,  
November 25, 1960.

The Encumbrance Report was examined by all

Mr. Hart reported on the Properties Meeting with Mr. Nolan. Mr. Hart said two questions we needed answered were: 1 what do we have coming in regard to our paving and 2. what can we do about our present paving? Mr. Nolan said our paving is not adequate. Mr. Burnett made the motion to have the library put in the city paving contract and the Board will approve the action as to who gets the bids. Mr. Hart seconded the motion. All present voted aye. Motion carried.

Mr. Koslofski passed out a booklet entitled "Public Library Service". This gives very basic principles to build our policy. Future Policy Committee Meetings will use this as a basis for discussion.

Mrs. Howe reported on the ILTA meeting in St. Louis where Mr. Madden and Mrs. Ridgley represented the library in the program.

Mrs. Howe reported on the Friends of the Library membership. We have 50 paid members.

Murphey, Turnbull, and Jones will audit the library for 7 months which will include November. This will avoid the audit at the last minute.

Mrs. Howe invited all the Board members to the staff Christmas Decorating Party December 10, 1960 at 6 o'clock.

Mr. Hart reported on the decorating of Miss Stafford's room. It was agreed to go ahead with the work.

Mr. Hart made a motion to approve Mrs. Howe's raise to \$9,500 retroactive to November 1, 1960. Mrs. Greider seconded the motion. All voted aye. Motion carried.

The Personnel Committee met with the Civil Service Commission and Mrs. Howe reported that we will write the job specifications. The bookmobile vacancy was discussed and Mrs. Howe was asked about the Assistant Librarian vacancy. Mrs. Howe said she would try very hard to recruit at the Midwinter Conference.

The meeting adjourned at 5:15 PM.

Respectfully submitted,

*Mary T. Howe*

Mary T. Howe,  
Secretary.

DECATUR PUBLIC LIBRARY  
Decatur, Illinois

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| Mr. David Pilcher          | Mrs. Mary T. Howe, Librarian |

Others present were:

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Absent were:

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The meeting adjourned at 5:15 PM.

Respectfully submitted,

*Mary T. Howe*

Mary T. Howe,  
Secretary.

MTH: pag

DECATUR PUBLIC LIBRARY  
Decatur, Illinois

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MTH: pag