

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES of the BOARD of DIRECTORS' MEETING
April 29, 1960

Mr. Dean Madden, President, called the regular monthly meeting to order at 4:10 PM, in the Board Room of the Main Library. Those present were: Mr. Madden, Mrs. Ridgley, Mr. Koslofski, Mrs. Greider, Mr. Cheeks, Mrs. Moothart, Mr. Hart and Mrs. Howe, Secretary.

The minutes of the regular monthly meeting held March 25, 1960, were approved as submitted.

Mr. Hart made the report of the Properties Committee. Bids for floor and beam remodeling were received and opened on April 20th in the Anne Boyd Room of the Main Library:

CONTRACTOR	BID	DATE OF COMPLETION
Christy and Foltz	\$7,065.	45 days after receipt
L. E. DeVore	8,106.	May 30, 1960
Fisher-Stoune	7,605.	June 15, 1960
A. F. Krall	8,680.	June 1, 1960
I. R. Lewis	7,788.	No date
H. T. Thompson	7,060.	June 3, 1960

The Committee recommended to the Board of Directors awarding the contract to the lowest bidder, H. T. Thompson, for \$7,060, who had stated the work could be completed June 3, 1960. Mrs. Greider moved the acceptance of the recommendation. Mr. Cheeks seconded the motion. All present voted aye. The motion carried.

The Finance Committee report was made by Mr. Cheeks. He moved the payment of the payroll for April and approval of May bills he examined (which amounted to \$2,527.21. The total amount of outstanding bills was \$10,509.30.

Salaries - Staff	April	May (partial)
	\$14,453.41	\$ 365.12
- Janitors	481.82	
	\$14,935.23	\$ 365.12
Operating Expenses	2,469.82	2,162.09
	\$17,405.05	Total \$2,527.21
Credits	223.80 -	
Total	\$17,181.25	

Mr. Hart seconded the motion. All present voted aye. Motion carried.

Report of the Personnel Committee was given. All staff members who could take their vacation at the time the Library would be closed would be asked to do so, but it would not be mandatory. Examination for Reference Assistant was given Wednesday morning at the University of Chicago.

Report on the Trustee's Meeting in Peoria May 20th stated four libraries will be represented--Rockford, Springfield, Peoria and Decatur. Meeting rooms will be assigned for special board meetings if desired. Peoria has asked for an early report on the number who will attend and whether they want fish or meat for dinner. The first meeting will be held at 10 AM.

MINUTES of the BOARD of DIRECTORS' MEETING - April 29, 1960

The Trustee's Meeting in Decatur is a certainty. 28 libraries are interested in attending. The date will be sometime during the second week in June.

The Librarian reported on the lack of standards for statistical reporting and the variety of interpretations that result. This problem will be included on the agenda for the Peoria meeting. This is of great concern to libraries throughout the nation. The librarian has been asked to serve as a consultant in Washington to develop a form for more standard reports. All expenses will be paid by HEW. She asked approval for the trip. Mr. Hart made a motion to approve the trip. Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

It was reported UNESCO has asked for an article on the IBM installation.

Mr. Madden asked if the fire department on Eldorado and Fairview was available for a branch library?

The Annual Meeting was set for May 4th at noon.

The meeting adjourned at 5:10 PM.

Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES of SPECIAL BUDGET MEETING
April 1, 1960

A special luncheon meeting of the Board of Directors was held at 12 noon on April 1, 1960, in the Y.M.C.A. Directors present were: Mr. Madden, Mr. Burnett, Mrs. Ridgley, Mrs. Greider, Mr. Hart, Mrs. Moothart, Mr. Koslofski and Mr. Cheeks. Mr. Morey, Mr. Kopetz, Mr. Arnold and Mr. Merris were present representing the City Council. Mrs. Howe, Mr. Puhek, Mr. Hansen, Mr. Hendricks and Mrs. Weidner were also present.

Mr. Madden opened the meeting with a talk on the Library, its purposes and the presentation of the current budget for 1960/61. He stated the Library could continue present services if the budget was only cut to \$285,000.

Mr. Burnett presented the reasons for the 1960/61 budget stating the amount appropriated depended upon the kind of services wanted. Mr. Hart asked about the non-collection of library funds.

The Council members, led by Mr. Morey, asked questions about expenditures and reiterated the economy stand made by the present Council.

The Council members agreed to wait actual appropriation until the exact sum was ascertained for the remodeling of the second floor.

The meeting adjourned at 2:00 PM.

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DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR MARCH 1960

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MARCH	TOT. TO Mar. 31, 60	BALANCE
100	STAFF SAL	17500600		15054407	2446193
	BL CR AND	19568	16282		
	CITIZENS B	19569	222590		
	DEC CITY C	19570	10500		
	TREAS CITY	19571	93939		
	UNITED FUN	19572	400		
			1161251		
100		17500600	1504962	16559369	941231*
150	BUILD MAIN	1002900		778969	223931
	CITIZENS B		5530		
	TREAS CITY		2781		
			37639		
150		1002900	45950	824919	177981*
153	CLIFT TOM		150		
153			150	150	150*CF
199	MISC BLDG			935	935
199				935	935*CF
			15,510.62		
201	BINDING SU	75000		99860	24860
201		75000		99860	24860*CF
202	CATALOG MA	75000		30100	44900
202		75000		30100	44900*
203	FREIGHT EX	60000		42909	17091
	CHGO SEATI	19574 - pp.	614 ✓		
	CLEVELND C	19575 pp.	472		
	RAILWAY EX		366		
	RAILWAY EX		1989		
203		60000	3441	46350	13650*
204	IBM SUPPLI	435000		346377	88623
	CHGO SEATI	19574	11000 ✓		
	INTNL BUSN	19576	38500		
204		435000	49500	395877	39123*
205	OFC SUPPLI	200000		307611	107611
	DEC PAPER		895		
	DEC PAPER	19577	17		
	DEC PAPER		339		
	DEC PAPER		3940		
	LINXWLR OF		173		
	LINXWLR OF	19578	450		
	LINXWLR OF		3372		
	LINXWLR OF		831		
	PFILES CAM	19579	710		
	PFILES CAM		300		
	RECORDAK C	19580	3920		
	REMINGTON	19581	435		
	REMINGTON	19582	3360		
205		200000	18742	326353	126353*CF

DECATUR PUBLIC LIBRARY

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MARCH	TOT. TO Mar. 31, 60	BALANCE
206	POSTAGE	70000		105647	35647
	ABRAHAMS M	19582 - pp.	38 ✓		
	ADT EDUC A	19583	38		
	B N A INC	19584	19 ✓		
	BACON PAM	19585	39 ✓		
	BRITISH BO	19586	45 ✓		
	EDITOR PUB	19587	130 ✓		
	FIELD ENTP	19588	897 ✓		
	FOLLETT PU	19589	42 ✓		
	MORRISON E		134 ✓		
	NAT EDUC A		9 ✓		
	OXFORD UNI		20 ✓		
	POSTMASTER	-19567 pd. 3/1/60	5000 ✓		
	POSTMASTER		4000 ✓		
	POSTMASTER		1000 ✓		
	POSTMASTER		30 ✓		
	POSTMASTER		15 ✓		
	POSTMASTER	-19593	5000 ✓		
	POSTMASTER		250 ✓		
	PUB ADMIN		39 ✓		
	STECHELT H		50 ✓		
	STECHELT H		47 ✓		
	TAX INSTIT		14 ✓		
	THEOBALD P		54 ✓		
	U S N INST		20 ✓		
206		70000	16930	122577	52577 *C
207	PRINTING	75000		100725	25725
	INDUS PRNT		3300		
207		75000	3300	104025	29025 *C
208	REP EQUIP	85000		318356	233356
208		85000		318356	233356 *C
209	TEL & TEL	5000		16608	11608
	ILL BELL T		950		
209		5000	950	17558	12558 *C
210	TEL SERV	205200		169757	35443
	ILL BELL T		1265		
	ILL BELL T		15925		
210		205200	17190	186947	18253 *
211	TEL ALARM	3600		3000	600
	ILL BELL T		300		
211		3600	300	3300	300 *
212	RENTALS MA	42500		42500	
	GAYLORD BR		834 CR		
212		42500	834 CR	41666	834 *
213	SERV CONTR	15000		31700	16700
213		15000		31700	16700 *C
220	PROF DEV	70000		83839	13839
220		70000		83839	13839 *C

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR MARCH 1960

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MARCH	TOT. TO Mar. 31, 60	BALANCE
221	COMMUNITY	5 000		7 983	2 983
	THE SURREY		3 14		
	EISNERS		1 32		
	VAN ZETTI		1 58		
	YAMAMOTO M		5 20		
221		5 000	1 124	9 107	4 107 *
222	EXHIBIT EX	2 500		5 325	2 825
	EISNERS		2 86		
	KRESGE S S		4 1		
222		2 500	3 27	5 652	3 152 *
223	HANDL & SE			1 119	1 119
	BACON PAM		2 68		
	CITIZENS B		1 0		
	IND RES SE		3 0		
	PAGEANT BO		2 49		
	PAGEANT BO		2 49		
	RAND MCNAL		1 16		
	SIERRA CLU		2 5		
223			9 47	2 066	2 066 *
299	MISC			3 5900	3 5900
	LIB EXP AC		7 500		
299			7 500	4 3400	4 3400 *
			<u>1,194.17</u>		
301	BLDG SUPP	7 5000		7 7957	2 957
	BD OF EDUC		1 0613		
	BLACK & CO		1 08		
	BLACK & CO		6 8		
	CLEVELND C		2 370		
	DEC PAPER		9 10		
	JANSAN SUP		4 810		
	OSCO DRUG		6 89		
	WESTERVELT		7 96		
301		7 5000	2 0364	9 8321	2 3321 *
302	CLEANING S	3 8500		1 3377	2 5123
	JANSAN SUP		1 275		
302		3 8500	1 275	1 4652	2 3848 *
303	CONTRACT R	1 884300		1 781917	1 02383
303		1 884300		1 781917	1 02383 *
304	GARBAGE	8 500		7 725	7 75
	FRED ROHMA		6 00		
304		8 500	6 00	8 325	1 75 *
305	HEAT & FUE	3 5000		2 4313	1 0687
	STANDARD O		2 871		
	STANDARD O		3 160		
305		3 5000	6 031	3 0344	4 656 *
306	INSURANCE	3 000000		1 83510	1 16490

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR MARCH 1960

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MARCH	TOT.TO Mar.31,60	BALANCE
	BENNETT SH		1 4 2 0 0		
	BENNETT SH		4 1 6 5		
	NICHLSN CL		3 3 3 4 4		
	SANK INS A		2 3 8 7 0		
	SANK INS A		1 2 1 8 5		
	WELLS AGEN		7 8 4 0		
	WELLS AGEN		8 2 9		
	WELLS AGEN		2 3 6 8		
3 0 6		3 0 0 0 0 0	9 8 8 0 1	2 8 2 3 1 1	1 7 6 8 9 *
3 0 7	L I G H T & P O	3 3 6 0 0 0			3 3 6 0 0 0
3 0 7		3 3 6 0 0 0			3 3 6 0 0 0 *
3 0 8	BLDG REP	1 0 0 0 0 0		4 7 7 1 1	5 2 2 8 9
	BURDICK PL		3 0 0 0		
	HUBBARD F		6 5 6 0		
	POST H & S		3 5 0		
3 0 8		1 0 0 0 0 0	9 9 1 0	5 7 6 2 1	4 2 3 7 9 *
3 0 9	T R A V E L	8 0 0 0 0 0		6 5 9 5 8	1 4 0 4 2
	CONSUMER S		6 4 2		
	CONSUMER S		3 6 4		
	CONSUMER S		6 9 3		
	CONSUMER S		2 8 4		
	CONSUMER S		6 5 7		
	CONSUMER S		8 0 2		
	CONSUMER S		5 2 8		
	CONSUMER S		3 0 5		
	HOUCK HATT		3 2		
	HOUCK HATT		1 9 0		
	HOUCK HATT		9 5		
	HOUCK HATT		1 0 3		
3 0 9		8 0 0 0 0 0	4 6 9 5	7 0 6 5 3	9 3 4 7 *
3 1 0	H E A L T H & S	2 5 0 0		1 1 8 8 9	9 3 8 9
3 1 0		2 5 0 0		1 1 8 8 9	9 3 8 9 *
3 1 1	C O N T R A C T C			4 8 0 0 0	4 8 0 0 0
3 1 1				4 8 0 0 0	4 8 0 0 0 *
3 1 2	A R C H F E E S			3 9 6 0 0	3 9 6 0 0
3 1 2				3 9 6 0 0	3 9 6 0 0 *
3 1 3	E L B A U E R		2 5 5		
	E L B A U E R		9 5 0		
	E L B A U E R		1 9 1 9		
	E L B A U E R		1 4 8		
	HUBBARD F		6 2 0		
3 1 3			3 8 9 2	3 8 9 2	3 8 9 2 * C
3 1 4	C L E A N I N G S				
3 1 4					*
3 9 9	M I S C	5 0 0 0		1 7 6 2	3 2 3 8
	H O U R A N S		1 0 0 0		
3 9 9		5 0 0 0	1 0 0 0	2 7 6 2	2 2 3 8 *
			1,465.68		

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR MARCH 1960

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MARCH	TOT. TO MAR 31, 60	BALANCE
401	BINDING	300000		331584	31584
	STAPPENBEC		18621		
401		300000	18621	350205	50205 *C
402	BOOKS	4620000		4114378	505622
	ADT EDUC A		1200		
	AM MEDICAL		4000		
	AMER LIBRA		180		
	AMER LIBRA		270		
	AYER N W &		3000		
	B N A INC		950		
	BACON PAM		2298		
	BOWKER R R		1000		
	CI ASSOC		1000		
	CITIZENS B		10		
	COPP CLARK		1100		
	EDITOR PUB		1000		
	EISNERS		500		
	EWING NEWS		375		
	FED TAX AD		300		
	FIELD ENTP		34500		
	FOLLETT PU		912		
	HAINES & E		364		
	HAINES & E		620		
	HAINES & E		200		
	HAYES NAID		300		
	HIGBY BAIT		125		
	HUNTTING H		12146		
	HUNTTING H		3294		
	ILL BELL T		4880		
	IMPERIAL B		798		
	IMPERIAL B		25966		
	IMPERIAL B		33176		
	IND RES SE		1600		
	KOSCIUSZKO		1500		
	LEWIS STUD		180		
	MARQUIS WH		1955		
	MASS COL O		200		
	MCCLURG A		16373		
	MCCLURG A		77506		
	MCCLURG A		22854		
	MCCLURG A		864		
	MCCLURG A		1591		
	MCCLURG A		2687		
	MCCLURG A		15963		
	MCCLURG A		4659		
	MCCLURG A		1104		
	MCCLURG A		18290		
	MCCLURG A		11251		
	MCCLURG A		39870		
	MCCLURG A		4500		
	MORRISON E		7054		

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR MARCH 1960

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MARCH	TOT. TO March, 60	BALANCE
	NAT EDUC A		175		
	NEW METHOD		2278		
	OXFORD UNI		408		
	PAGEANT BO		8800		
	PAGEANT BO		9600		
	PRENTICE H		21300 CR		
	PRENTICE H		5100		
	PUB ADMIN		2850		
	SCARECROW		1755		
	SIERRA CLU		1500		
	STAFF BOOK		1730 CR		
	STECHERT H		790		
	STECHERT H		980		
	TAX INSTIT		500		
	THEOBALD P		3150		
	U S N INST		800		
	UNIVERSE B		3600		
	WORMSER M		175		
402		4620000	383896	4498274	121726*
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		39208	30792
	DEC HERLD		1760		
408		70000	1760	40968	29032*
409	FILMS RENT	20000		1531	18469
	AUD VIS AI		745		
	MOD TALK P		66		
	MOD TALK P		66		
	MOD TALK P		66		
	MOD TALK P		66		
	MOD TALK P		64		
	MOD TALK P		66		
	MOD TALK P		54		
	MOD TALK P		54		
	MOD TALK P		66		
	MOD TALK P		66		
	MOD TALK P		54		
	MOD TALK P		66		
	MOD TALK P		66		
	MOD TALK P		54		
	MOD TALK P		50		
	MOD TALK P		66		

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR MARCH 1960

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MAR.	TOT. TO Mar. 31, 60	BALANCE
	MOD TALK P		66		
409		20000	1867	3398	16602*
410	PAMPHLETS	40000		41552	1552
410		40000		41552	1552*
411	PICTURES F	30000			30000
411		30000			30000*
412	PICTURES	10000		5125	4875
	INDUS PRNT		150		
412		10000	150	5275	4725*
414	RECORDS LP	40000		55668	15668
	SOUND SALE		398		
	SOUND SALE		3661		
414		40000	4059	59727	19727*
415	RECORDS S	2500			2500
415		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		311927	111927
	ABRAHAMS M		100		
	ABRAHAMS M		400		
	ADT EDUC A		1500		
	BRITISH BO		1200		
	DEC HERLD		45		
	DEC HERLD		30		
	DEC HERLD		30		
	DEC HERLD		45		
	DEC HERLD		45		
	DEC HERLD		30		
	DEC HERLD		45		
	DEC HERLD		45		
	DEC HERLD		30		
	EDUCATION		900		
	GOURMET		500		
	HARPERS MA		600		
	HORIZON		1800		
	HOUSE BEAU		1000		
	JL INTNL A		250		
	NAT FOREMN		744		
	OFF GDE RR		3300		
	PEORIA JOR		750		

Appelt

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR MARCH 1960

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MARCH	TOT. TO Mar. 31, 60	BALANCE
	SCHOLASTIC		200		
	SCIENCE DI		700		
	US GOVT PR		380 CR		
419		200000	13909	325836	125836 *C
420	MAPS	5000		2350	2650
	RAND MCNAL		1493		
420		5000	1493	3843	1157 *
499	MISC	5000		2100	2900
499		5000		2100	2900 *
			<u>4,257.55</u>		
501	CLEANING			1295	1295
	NORMANS		243		
	ST NICK CL		5250		
	ST NICK CL		2950		
501			8443	9738	9738 *C
502	ADD EQUIP	865000		269584	595416
	CHGO SEATI		11960		
	CHGO SEATI		11960		
	QUIGLE FUR		4995		
	TAYLOR OFF		23960		
502		865000	52875	322459	542541 *
509	MISC	10000			10000
509		10000			10000 *
			<u>613.18</u>		
603	RENT PARK	21000		10500	10500
603		21000		10500	10500 *
650	VEHICLES	1797900		1812501	14601
650		1797900		1812501	14601 *C
699	MISC	10000			10000
699		10000			10000 *
		31000000	2304120	29280834	1719166 *

Balance in checking account after above bills are paid - March 31, 1960

\$ 17,113.60

Presented for Payment

Authorized for Payment

Balance in checking account after above bills are paid - March 31, 1960

\$ 17,621.02

Balance in checking account after above bills are paid - March 31, 1960

\$ 17,621.02

Presented for payment

Authorized for payment

419	US G	3-25-60 pag 35	200000	12909	325835	125565
420	WARS		2000		3250	2550
420	RAND MCHAL		2000	1433	3843	1127*
422	MISC		2000		2100	2900
422	MISC		2000		2100	2900*
501	CLEANING			243	1222	1222
501	NORMANS			2520		
501	ST NICK CL			843	9735	9735*
502	ADD EQUIP		252000		25254	25246
502	CHGO SEATI			1120		
502	CHGO SEATI			2320		
502	QUICKE FUR			5875	352422	34241*
502	TAYLOR, OF		252000			
503	MISC		10000			10000
503	MISC		10000			10000*
503	RENT PARK		21000		10500	10500
503	RENT PARK		21000		10500	10500*
520	VEHICLES		179700		1512501	14501
520	VEHICLES	3-25-60 pag 35	179700		1512501	14501*
522	MISC		10000			10000
522	MISC		10000			10000*
51000000				2204120	22580834	1717100

ADDENDUM

✓
Paragraph 1 (f). The City hereby agrees to cause an Engineering Service to be made of the area now owned by the Decatur Public Library which lies north of the present library building, and such survey shall determine what area of said tract shall be feasible for the establishment of a parking lot suitable for the turning around of bookmobiles, and the City further agrees that upon the making of such survey it shall cause the area designated in the said engineering survey to be blacktopped with a black-top pavement of sufficient quality and thickness to provide reasonable parking facilities for vehicles of the weight of loaded bookmobiles as presently used by the said Library.

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

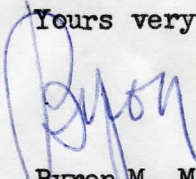
April 1, 1960

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

Dear Dean:

I am enclosing herewith a copy of the proposed Lease between the City and the Board of Directors of the Decatur Public Library. If satisfactory, please let me know and the Ordinance authorizing the Lease will be introduced Monday evening, April 4, 1960.

Yours very truly,


Byron M. Merris,
Corporation Counsel.

BMM:kll

Enclosure

Merris, Byron

April 2, 1960

Mr. Byron Merris,
104 North Water,
Decatur, Illinois.

Dear Mr. Merris:

Enclosed are the two bonds and the letter from Gates and Johnson concerning the Main Library Building. I would like for you to look these over and advise us of our rights. Any suggestions you might offer toward the repair needs of the library will be welcomed.

not
hills

Thank you.

Yours very truly,

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

MTH:pag

Merris, Byron

April 7, 1960

Mr. Byron M. Merris
Attorney at Law
104 North Water Street
Decatur, Illinois

SUBJECT: Lease agreement for the new city parking lot.

If it isn't too late, we would like to suggest that you consider one minor change in the lease proposal that you submitted last to us.. This would apply to Paragraph 1 (f):

The City hereby agrees to cause an Engineering Service to be made of the area now owned by the Decatur Public Library which lies north of the present library building, and such survey shall determine what area of said tract shall be feasible for the establishment of a parking lot suitable for the turning around of bookmobiles, and the City further agrees that upon the making of such survey it shall cause the area designated in the said engineering survey to be blacktopped with a black-top pavement of sufficient quality and thickness to provide reasonable parking facilities for vehicles of the weight of loaded bookmobiles as presently used by the said Library.

As we see it, this does not materially change what is proposed; however, we do feel that it is more specific and perhaps a little bit clearer.

DEAN E. MADDEN

cc: Mrs. Mary T. Howe ✓

Merris, Byron

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

April 19, 1960

Mrs. Mary T. Howe, Librarian
Decatur Public Library
457 North Main Street
Decatur, Illinois

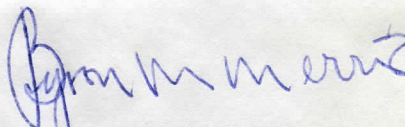
Dear Mrs. Howe:

I have received the copies of the two bonds and letter from Gates & Johnson concerning the main library building. The letter of Gates & Johnson covers a period of one year only. One of the bonds of the Barrett Division of the Allied Chemical and Dye Corporation covers repairs that may become necessary to maintain the flashing in a water tight condition. The second bond guarantees repairs that may become necessary to maintain said roof, exclusive of flashing, metalwork and steep surfaces in a water-tight condition.

The condition of the two bonds are such that in case repairs are required that the Barrett Division shall be notified in writing and in case of their failure to make such repairs within a reasonable time, Continental Casualty Company of Chicago shall be notified.

I doubt if either bond covers bills incurred by the Library in having repairs made without complying with the terms of the bonds.

Yours very truly,



Byron M. Merris,
Corporation Counsel.

BMM:k11

Decatur Public Library
Decatur, Illinois

Minutes of Properties Committee Meeting
April 20, 1960

Opening Bids for Floor and Beam Remodeling
3:00 PM

Mr. Hart called the meeting to order at 3:00 PM, April 20, 1960, in the Boyd Room. Those present were: Mr. Burnett, Mrs. Ridgley, Mr. Hart, Mr. Sweetnam, Mrs. Howe, Mr. Hawthorne and members representing the firms bidding for the work.

The bids were opened by Mr. Hart and the bids read as follows:

CONTRACTOR	BID	DATE OF COMPLETION
Christy and Foltz	\$7,065.	45 days after receipt
L. E. DeVore	8,106.	May 30, 1960
Fisher-Stoune	7,605.	June 15, 1960
A. F. Krall	8,680.	June 1, 1960
I. R. Lewis	7,788.	No date
H. T. Thompson	7,060.	June 3, 1960

Mr. Burnett moved to refer these bids to the Board of Directors and to recommend awarding the contract to the lowest bidder, H. T. Thompson, for \$7,060 who had stated the work could be completed June 3, 1960. Mr. Hart seconded the motion.

The contractors were thanked for the interest in bidding and then all representatives left the room.

Meeting adjourned after discussion of several problems concerned with the budget, work and personnel.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

Wednesday, April 20, 1960
3:00 P.M.

FLOOR AND BEAM REMODELING FOR DECATUR PUBLIC LIBRARY

John F. Sweetnam, Architect and Engineer

<u>CONTRACTOR</u>	<u>BID</u>	<u>DATE OF COMPLETION</u>
✓ Christy and Foltz	\$ <u>7065.</u>	<u>45 days after receipt</u>
L. E. DeVore	\$ <u>8106.</u>	<u>May 30th 1960</u>
Fisher-Stoune	\$ <u>7605.</u>	<u>June 15, 1960</u>
Grohne Co.	\$ <u> </u>	<u> </u>
A. F. Krall	\$ <u>8680</u>	<u>June 1st 1960</u>
I. R. Lewis	\$ <u>7788</u>	<u>No date.</u>
H. T. Thompson	\$ <u>7060</u>	<u>June 3, 1960</u>

Where get steel -
Burnett, Hart - move rec to Bd -

Wednesday, April 20, 1960
3:00 P.M.

FLOOR AND BEAM REMODELING FOR DECATUR PUBLIC LIBRARY

John F. Sweetnam, Architect and Engineer

<u>CONTRACTOR</u>	<u>BID</u>	<u>DATE OF COMPLETION</u>
✓ Christy and Foltz	\$ 7065.	45 days after receipt
L. E. DeVore	\$ 8106.	May 30th 1960
Fisher-Stoune	\$ 7605.	June 15, 1960
Grohne Co.	\$ _____	_____
A. F. Krall	\$ 8680	June 1st 1960
I. R. Lewis	\$ 7788	No date.
H. T. Thompson	\$ 7060	June 3, 1960

Where get steel -
Burnett, Hart - move rec to Bd -

MEMO TO THE DIRECTORS
Decatur Public Library
Decatur, Illinois

FROM: MARY T. HOWE, Librarian

April 29, 1960

FOR YOUR INFORMATION - ACTION NEEDED

1. The regular meeting of the Board of Directors will be held at 3:45 PM in the Board Room of the Main Library, Friday, April 29, 1960.
2. Minutes of the following meetings to be approved:
(These were not sent out before hand)
 March 25, 1960 - Properties and Finance Committee
 Regular Monthly Board Meeting
 April 1, 1960 - Special Budget Meeting with City Council
 April 20, 1960 - Bid Opening with Properties Committee
3. Report of the Properties Committee
 No further word on lease for parking lot.
 Closing of the Library -- May 15-May 30.
4. Report of the Finance Committee
 Bills presented for payment in two parts
 I. Payroll and Operating Expenses Audit by Murphey, Turnbull & Jones
 II. May 1960/61 Appraisal
 Re-allocation of expenditures 1960/61
5. Report of the Personnel Committee
 Ask to take vacation at this time if possible.
 Examination for reference librarian given Wednesday morning at University of Chicago.
6. Report on Trustees' Meeting in Peoria
 Meeting to be held 10:30 AM, May 20th, in Peoria Public Library
 Four libraries--Rockford, Springfield, Peoria and Decatur--to be represented.
 Meeting rooms will be assigned for special board meetings if so desired.
 Need to know who will attend and preference for meat or fish.
7. Trustee's Meeting in Decatur seems certain. 28 libraries interested. 23 will be able to attend. Now need to set date of meetings, which will probably be 2nd week in June.
 Preference?
8. Librarian's Report
 Lack of standards for statistical reporting cause for wide variety in interpretations. Will include on agenda for Peoria meeting.
 Librarian asked to serve as a consultant to a U.S. HEW Committee in Washington May 25 and 26. Is this permissible?
 Unesco has asked for a written report on IBM machines to be published in the Unesco Bulletin of Bibliography, Paris, France.
 Several changes in personnel, but feel there will be substantial savings if several staff take vacations when Library is closed. Do not think we should make this mandatory.
9. Annual meeting May 13, 1960.
10. Adjournment.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES of the BOARD of DIRECTORS' MEETING
April 29, 1960

Mr. Dean Madden, President, called the regular monthly meeting to order at 4:10 PM, in the Board Room of the Main Library. Those present were: Mr. Madden, Mrs. Ridgley, Mr. Koslofski, Mrs. Greider, Mr. Cheeks, Mrs. Moothart, Mr. Hart and Mrs. Howe, Secretary.

The minutes of the regular monthly meeting held March 25, 1960, were approved as submitted.

Mr. Hart made the report of the Properties Committee. Bids for floor and beam remodeling were received and opened on April 20th in the Anne Boyd Room of the Main Library:

CONTRACTOR	BID	DATE OF COMPLETION
Christy and Foltz	\$7,065.	45 days after receipt
L. E. DeVore	8,106.	May 30, 1960
Fisher-Stoune	7,605.	June 15, 1960
A. F. Krall	8,680.	June 1, 1960
I. R. Lewis	7,788.	No date
H. T. Thompson	7,060.	June 3, 1960

The Committee recommended to the Board of Directors awarding the contract to the lowest bidder, H. T. Thompson, for \$7,060, who had stated the work could be completed June 3, 1960. Mrs. Greider moved the acceptance of the recommendation. Mr. Cheeks seconded the motion. All present voted aye. The motion carried.

The Finance Committee report was made by Mr. Cheeks. He moved the payment of the payroll for April and approval of May bills he examined (which amounted to \$2,527.21). The total amount of outstanding bills was \$10,509.30.

Salaries - Staff	April	May (partial)
	\$14,453.41	\$ 365.12
- Janitors	481.82	
	\$14,935.23	\$ 365.12
Operating Expenses	2,469.82	2,162.09
	\$17,405.05	Total \$2,527.21
Credits	223.80 -	
Total	\$17,181.25	

Mr. Hart seconded the motion. All present voted aye. Motion carried.

Report of the Personnel Committee was given. All staff members who could take their vacation at the time the Library would be closed would be asked to do so, but it would not be mandatory. Examination for Reference Assistant was given Wednesday morning at the University of Chicago.

Report on the Trustee's Meeting in Peoria May 20th stated four libraries will be represented--Rockford, Springfield, Peoria and Decatur. Meeting rooms will be assigned for special board meetings if desired. Peoria has asked for an early report on the number who will attend and whether they want fish or meat for dinner. The first meeting will be held at 10 AM.

MINUTES of the BOARD of DIRECTORS' MEETING - April 29, 1960

The Trustee's Meeting in Decatur is a certainty. 28 libraries are interested in attending. The date will be sometime during the second week in June.

The Librarian reported on the lack of standards for statistical reporting and the variety of interpretations that result. This problem will be included on the agenda for the Peoria meeting. This is of great concern to libraries throughout the nation. The librarian has been asked to serve as a consultant in Washington to develop a form for more standard reports. All expenses will be paid by HEW. She asked approval for the trip. Mr. Hart made a motion to approve the trip. Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

It was reported UNESCO has asked for an article on the IBM installation.

Mr. Madden asked if the fire department on Eldorado and Fairview was available for a branch library?

The Annual Meeting was set for May 4th at noon.

The meeting adjourned at 5:10 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

THE STANDARD FORM OF AGREEMENT BETWEEN CONTRACTOR AND OWNER FOR CONSTRUCTION OF BUILDINGS

ISSUED BY THE AMERICAN INSTITUTE OF ARCHITECTS FOR USE WHEN A STIPULATED SUM FORMS THE BASIS OF PAYMENT

THE SIXTH EDITION OF THIS FORM HAS RECEIVED THE APPROVAL OF THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA; THE CONTRACTING PLASTERERS' INTERNATIONAL ASSOCIATION; THE NATIONAL BUILDING GRANITE QUARRIES ASSOCIATION, INC.; THE NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION; THE PAINTING AND DECORATING CONTRACTORS OF AMERICA, AND THE PRODUCERS' COUNCIL, INC.

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THIS FORM IS TO BE USED ONLY WITH THE STANDARD GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION OF BUILDINGS.

THIS AGREEMENT made the Twenty-ninth

day of April in the year Nineteen Hundred and Sixty

by and between H. T. Thompson Co.

hereinafter called the Contractor, and Board of Trustees, Decatur Public

Library, Decatur, Illinois hereinafter called the Owner,

WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named agree as follows

Article 1. Scope of the Work—The Contractor shall furnish all of the materials and perform all of the work shown on the Drawings and described in the Specifications entitled

Floor and Beam Remodeling for Decatur Public Library, Decatur, Illinois
(Here insert the caption descriptive of the work as used on the Drawings and in the other Contract Documents)

prepared by John F. Sweetnam, Architect and Engineer

acting as and in these Contract Documents entitled the Architect; and shall do everything required by this Agreement, the General Conditions of the Contract, the Specifications and the Drawings.

Article 2. Time of Completion—The work to be performed under this Contract shall be

commencedimmediately.....

and shall be substantially completed.....June 3, 1960.....

(Here insert stipulation as to liquidated damages, if any.)

Article 3. The Contract Sum—The Owner shall pay the Contractor for the performance of the Contract, subject to additions and deductions provided therein, in current funds

as follows · ..Seven Thousand, Sixty and no/100 Dollars (\$7,060.00).....

(State here the lump sum amount, unit prices, or both, as desired in individual cases.)

Where the quantities originally contemplated are so changed that application of the agreed unit price to the quantity of work performed is shown to create a hardship to the Owner or the Contractor, there shall be an equitable adjustment of the Contract to prevent such hardship.

Article 4. Progress Payments—The Owner shall make payments on account of the Contract as provided therein, as follows:

On or about the.....fifteenth.....day of each month.....ninety.....per cent of the value, based on the Contract prices of labor and materials incorporated in the work and of materials suitably stored at the site thereof up to the.....tenth.....day of that month, as estimated by the Architect, less the aggregate of previous payments; and upon substantial completion of the entire work, a sum sufficient to increase the total payments to ninety..... per cent of the Contract price

(Insert here any provision made for limiting or reducing the amount retained after the work reaches a certain stage of completion.)

Article 5. Acceptance and Final Payment—Final payment shall be due thirty.....days after substantial completion of the work provided the work be then fully completed and the contract fully performed.

Upon receipt of written notice that the work is ready for final inspection and acceptance, the Architect shall promptly make such inspection, and when he finds the work acceptable under the Contract and the Contract fully performed he shall promptly issue a final certificate, over his own signature, stating that the work provided for in this Contract has been completed and is accepted by him under the terms and conditions thereof, and that the entire balance found to be due the Contractor, and noted in said final certificate, is due and payable.

Before issuance of final certificate the Contractor shall submit evidence satisfactory to the Architect that all payrolls, material bills, and other indebtedness connected with the work have been paid.

If after the work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor, and the Architect so certifies, the Owner shall, upon certificate of the Architect, and without terminating the Contract, make payment of the balance due for that portion of the work fully completed and accepted. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

Article 6. The Contract Documents—The General Conditions of the Contract, the Specifications and the Drawings, together with this Agreement, form the Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated. The following is an enumeration of the Specifications and Drawings:

General Conditions of the Contract, Specifications, and
Drawings Nos. 1 and 2.

IN WITNESS WHEREOF the parties hereto have executed this Agreement, the day and year first above written.

CONTRACTOR: H. T. THOMPSON CO.

BY: H. T. Thompson
H. T. Thompson

OWNER: BOARD OF TRUSTEES, DECATUR PUBLIC LIBRARY

BY: Mary T. Howe, Librarian
Mary T. Howe, Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

ANNUAL FINANCIAL REPORT 1959/60

IBM Code No.	Expense Allocation (Object of Expenditure)	Budget Estimate 1959/60	Actual Expenditures May 1-59 - Apr 60	Proposed Revised Budget 1960/61
100	SALARIES - Staff.....	\$ 175,006.	\$ 180,047.10	\$ 185,000.
	Building Maintenance.....	10,029.	8,731.01	5,520.
	Emergency Janitor.....		10.85	
	Miscellaneous Building.....			
	Total	\$ 185,035.	\$ 188,788.96	\$ 190,520.
200	LIBRARY MAINTENANCE.....			
201	Binding supplies.....	\$ 750.	\$ 998.60	\$ 1,400.
202	Cataloging materials.....	750.	301.00	450.
203	Freight, express, drayage.....	600.	463.50	555.
204	IBM supplies & rentals.....	4,350.	3,958.77	5,000.
205	Office supplies & stationary.....	2,000.	3,249.07	3,800.
206	Postage.....	700.	1,225.77	1,000.
207	Printing (not stationery).....	750.	1,121.55	1,000.
208	Repairs to equipment excl. automotive.	850.	3,183.56	1,600.
209	Telephone tolls & telegrams.....	50.	175.58	198.
210	Telephone service.....	2,052.	1,869.47	2,057.
211	Telephone alarm service.....	36.	33.00	36.
212	Rental of machines.....	425.	425.00	300.
213	Service contracts.....	150.	317.00	300.
220	Professional development.....	700.	838.39	1,100.
221	Community services & special occasions	50.	91.07	100.
222	Exhibit expense.....	25.	56.52	68.
223	Handling charges.....		20.66	25.
224	Advertising.....			100.
225	Auditing services.....			500.
226	Medical services.....			
227	Legal services.....			
228	Investment services.....			
299	Miscellaneous.....		434.	50.
		\$ 14,238.	\$ 18,762.51	\$ 19,639.
300	BUILDING MAINTENANCE.....			
301	Building supplies.....	\$ 750.	\$ 983.21	\$ 1,000.
302	Cleaning supplies.....	385.	146.52	150.
303	Contractual repairs.....	18,843.	17,819.17	7,060.
304	Garbage & hauling.....	85.	83.25	100.
305	Heat & fuel.....	350.	303.44	350.
306	Insurance.....	3,000.	2,805.08	2,900.
307	Light & power.....	3,360.	2,360.19	2,400.
308	Building repairs.....	1,000.	576.21	500.
309	Travel.....	800.	734.86	700.
310	Health & safety supplies.....	25.	118.89	50.
311	Contractual cleaning.....		480.00	4,020.
312	Architectural fees.....		396.00	706.
313	Repairs to auto equipment.....		38.92	1,000.
314	Cleaning services.....			25.
315	Appraisal services.....			600.
399	Miscellaneous.....	50.	27.62	50.
		\$ 28,648.	\$ 26,873.36	\$ 21,611.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

ANNUAL FINANCIAL REPORT 1959/60 (Continued)

IBM Code No.	Expense Allocation (Object of Expenditure)	Expense Estimate 1959/60	Actual Expense 1959/60	Expense Estimate 1960/61
400 PROPERTIES - LIBRARY MATERIALS				
401	Binding	\$ 3,000.	\$ 3,502.05	\$ 2,500.
402	Books	46,200.	44,824.77	35,680.
405	Films - 16 mm	1,340.	880.25	1,000.
406	Films - slides	50.	20.40	50.
407	Films - ceiling projector	50.	-0-	100.
408	Films - micro	700.	409.68	500.
409	Film rentals	200.	8.64	-0-
410	Pamphlets	400.	415.52	400.
411	Pictures - framed	300.	-0-	-0-
412	Pictures - unmounted	100.	52.75	-0-
414	Records - LP	400.	597.27	500.
415	Records - S	25.	-0-	-0-
416	Records - SR	75.	-0-	-0-
417	Records - 16	50.	-0-	-0-
418	Records - 45	50.	-0-	-0-
419	Periodicals	2,000.	3,250.36	3,000.
420	Maps	50.	38.43	-0-
499	Miscellaneous	50.	21.00	-0-
	Total	\$ 55,040.	\$ 54,021.12	\$ 43,730.
500 PROPERTIES - EQUIPMENT				
501	Cleaning & maintenance	\$ -0-	\$ 97.38	\$ -0-
502	Additions to equipment (\$25+)	8,650.	3,224.59	7,000.
599	Miscellaneous	100.	-0-	-0-
	Total	\$ 8,750.	\$ 3,321.97	\$ 7,000.
600 PROPERTIES - LAND & BUILDINGS - AUTOS ..				
601	Buildings	\$ -0-	\$ -0-	\$ -0-
602	Land and sites	-0-	-0-	-0-
603	Rentals for parking space	210.	105.00	-0-
650	Vehicles	17,979.	18,125.01	-0-
699	Miscellaneous	100.	-0-	-0-
	Total	\$ 18,289.	\$ 18,230.01	\$ -0-
GRAND TOTAL FOR ALL ITEMS		\$310,000.	\$309,997.93	\$282,500.

DECATUR PUBLIC LIBRARY

Schedule of Taxes

Percent	.2703740.96
Distribution of Taxes Spread	\$ 329,827.08
Errors and Abatements	\$ 908.50
Real Estate Tax Forfeited to the State and Objections Pending	7,659.63
Personal Property Taxes Unpaid	<u>11,000.77</u>
Total Deductions	\$ <u>19,568.90</u>
 Tax Collected 1958 Levy	 \$ 310,258.18
 County Collector's Commission	 \$ 9,637.88
County Clerk Extension Fees	847.28
Total	\$ <u>10,485.16</u>
 Net Collections 1958 Levy	 \$ 12.05
Omitted Tax	2,292.79
Tax Collected-Prior Years 1956	5,487.72
1957 Personal Tax	86.69
Clerk's Order	431.04
Forfeited Tax Collected 1957 and Prior Years	2,139.05
Protests 1957	<u>555.44</u>
Decatur Housing Authority	\$ <u>11,004.78</u>

Recap: Tax Income

Taxes Collected 1958	\$ 310,258.18
Back Taxes	<u>11,004.78</u>
Total	\$ <u>321,262.96</u>
Collector's fees	<u>- 10,485.16</u>
Balance	\$ <u>310,777.80</u>
Bal.in City Treas. Office 5/59	487.53
Total	\$ <u>311,265.33</u>
1959/60 Appropriation	<u>310,000.00</u>
Balance levied and collected \$ but not turned over to library fund 1959/60	<u>1,265.33</u>

Librarian's Report - April 1960
Circulation Statistics

-1-

		Adult	Youth	Children's	April Total	Grand Tot. 1959-60
	GENERAL WORKS	93	49	35	177	1546
001	PHILOSOPHY	356	44	3	403	4667
002	RELIGION	368	16	162	546	6431
003	SOCIAL SCIENCE	1116	176	780	2072	21052
004	LANGUAGE	77	7	27	111	1328
005	SCIENCE	434	150	1101	1685	17939
006	USEFUL ARTS	1445	265	682	2392	26400
007	FINE ARTS	1025	157	437	1619	19475
008	LITERATURE	888	94	220	1202	11656
009	HISTORY	840	125	373	1338	14166
010	TRAVEL	566	97	428	1091	11302
011	BIOGRAPHY	805	272	872	1949	21377
012	FOREIGN NON F	20	3	22	45	279
013	PERIODICALS	1111	141	109	1361	12396
014	PAMPHLETS	146	21	3	170	1229
	Total Non-Fiction	9290	1617	5254	16161	171243
115	FICTION	7609	3084	5459	16152	180227
116	FOREIGN FICT	26		14	40	205
117	JE			11620	11620	122688
	Total Fiction	7635	3084	17093	27812	311120
	Grand Total Books	16925	4701	22347	43973	482363
218	BIBLIOGRAPHIES	1		2	3	30
219	BOOKTALKS					13
220	CEILING PROJEC			1	1	24
221	CLASS VISITS			8	8	96
222	BOOK TALKS					15
223	INSTRUCTION			2	2	65
224	STORIES			6	6	77
225	ATTENDANCE			210	210	2780
226	EXH BITS	12		5	17	331
227	FILMS ATTEND	1201		253	1454	16051
228	SHOWINGS	35		9	44	987
229	16MM	30		4	34	423
230	C PROJECTOR			1	1	455
231	FILM STRIPS					51
232	RECORDAK	48	5		53	724
234	GAMES					25
235	GROUPS NOT CLA			29	29	328
236	ATTENDANCE			603	603	5450
237	HOME SERVICE V	75			75	1080
238	HOME SERVICE P	68			68	1055
239	HOME SER NEW P	1			1	26
240	INTER LIBRARY	105			105	299
241	MAPS	4	1		5	37

Circulation Statistics - April 1960

		Adult	Youth	Children's	April Total	-2- Grand tot. 1959-60
	MEETINGS IN BL	6		1	7	244
243	ATTENDANCE	103		2	105	3034
244	MENDING	383	74	694	1151	9142
245	OVERDUE BOOKS	628		379	1007	13300
246	OVERDUE NOTICE	429		209	638	7722
247	PICTURES FRAME	21			21	192
248	PICTURES MOUNT	444		279	723	6269
249	PROFESSIONAL V			1	1	37
250	RADIO			2	2	37
251	RECORDS LP	597	11	16	624	6781
252	RECORDS S	21			21	403
253	RECORDS SR	8			8	111
256	READERS ADVISO	551	517	1361	2429	30712
257	REQUESTS	138	75	68	281	3513
258	SCHOOL VISITS		3		3	10
259	STORY HOURS		5	9	14	186
260	ATTENDANCE		103	104	207	2329
261	NUM OF STORIES		12	19	31	402
262	TELEPHONE INCO	1828			1828	24026
263	TV			2	2	4
264	VISITS IN COMM					9
301	MABELS NURSING	25			25	528
302	VELWYN	25			25	270
303	MARY ANN					5
304	737 W WOOD					3
305	WAKEFIELDS					28
401	18TH & E WILLI	12	23	311	346	5229
402	LARKDALE	27	7	93	127	1423
403	NORTHLAND HEIG	530	284	1815	2629	25730
404	RAVINA PARK RD	52	4	60	116	2733
405	WATSON COURT	206	74	574	854	9760
406	HOME PARK	89	44	436	569	7547
407	GARFIELD & WAT	97	17	631	745	8488
408	SAWYER & MONRO	156	101	806	1063	12259
409	CHURCH & KENWO	21	25	923	969	6660
410	WARREN & CENTE	46	30	589	665	3641
411	GRAND & SUMMIT	254	154	950	1358	13551
501	OAKLAND & W WO	152	30	659	841	9757
502	MACON & LINDEN	73	8	62	143	2379
503	FOREST & LINCO	55	9	264	328	3890
504	SAND CREEK DRI	89	25	341	455	5944
505	MEDIAL DRIVE	106	50	468	624	5680
506	MT CALVARY CHU	222	145	791	1158	16630
507	S ILLINOIS & E	35	3	328	366	4260
508	S TAYLOR & W W	183	58	797	1038	13132
509	S FRANKLIN	23	1	142	166	2420
510	L BR RD & SOUT	46	36	532	614	5974
511	STALEY BRIDGE	59	54	274	387	3773
512	22ND & E CLAY	196	102	649	947	9560
513	24TH & E WILLI	72	30	301	403	5032
514	16TH & LINCOLN	246	131	962	1339	13959
601	AP	30	2	330	362	4840
602	AM					45
603	AT	16	68	289	373	5843
604	YP	17	22	60	99	1598
605	YM					6
606	YT		1		1	66
607	JP	5	2	173	180	1167
608	JM					2
609	JT					54

Units of Service 1959/60

Non Book

220	CEILING PROJEC	24
229	16MM	423
230	C PROJECTOR	455
231	FILM STRIPS	51
232	RECORDAK	724
234	GAMES	25
240	INTER LIBRARY	299
241	MAPS	37
247	PICTURES FRAME	192
248	PICTURES MOUNT	6269
251	RECORDS LP	6781
252	RECORDS S	403
253	RECORDS SR	111
		15794

221	CLASS VISITS	96
218	BIBLIOGRAPHIES	30
222	BOOK TALKS	15
224	STORIES	77
226	EXHIBITS	331
228	SHOWINGS	987
237	HOME SERVICE V	1080
242	MEETINGS IN BL	244
249	PROFESSIONAL V	37
250	RADIO	37
256	READERS ADVISO	30712
257	REQUESTS	3513
259	STORY HOURS	186
261	NUM OF STORIES	402
262	TELEPHONE INCO	24026
263	TV	4
		61777

Total Num. Books Circulated

482363

Total Units of Service
1959/60

559934

Total Cost of Service 1959/60

\$ 309,997.93

Decatur Public Library
Decatur, Illinois

Minutes of Properties Committee Meeting
April 20, 1960

Opening Bids for Floor and Beam Remodeling
3:00 PM

Mr. Hart called the meeting to order at 3:00 PM, April 20, 1960, in the Boyd Room. Those present were: Mr. Burnett, Mrs. Ridgley, Mr. Hart, Mr. Sweetnam, Mrs. Howe, Mr. Hawthorne and members representing the firms bidding for the work.

The bids were opened by Mr. Hart and the bids read as follows:

CONTRACTOR	BID	DATE OF COMPLETION
Christy and Foltz	\$7,065.	45 days after receipt
L. E. DeVore	8,106.	May 30, 1960
Fisher-Stoune	7,605.	June 15, 1960
A. F. Krall	8,680.	June 1, 1960
I. R. Lewis	7,788.	No date
H. T. Thompson	7,060.	June 3, 1960

Mr. Burnett moved to refer these bids to the Board of Directors and to recommend awarding the contract to the lowest bidder, H. T. Thompson, for \$7,060 who had stated the work could be completed June 3, 1960. Mr. Hart seconded the motion.

The contractors were thanked for the interest in bidding and then all representatives left the room.

Meeting adjourned after discussion of several problems concerned with the budget, work and personnel.

Respectfully submitted,

Mary T. Howe
Secretary