

CITY OF DECATUR

COUNTY BUILDING • DECATUR, ILLINOIS



COUNCIL MANAGER
GOVERNMENT

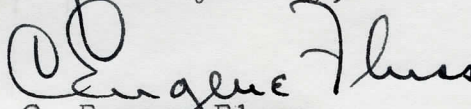
August 17, 1959

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

Dear Mrs. Howe:

Enclosed is an excerpt from the City of Decatur appropriation ordinance for the fiscal year 1959-1960 showing the amount appropriated for the Maintenance of Public Library and Reading Rooms.

Yours very truly,


C. Eugene Fluss
City Clerk

ENCLOSURE

cc: File

PEORIA PUBLIC LIBRARY

PEORIA, ILLINOIS

WILLIAM W BRYAN, LIBRARIAN

August 18, 1959

Mrs. Mary T. Howe, Librarian
Decatur Public Library
Decatur, Illinois

Dear Mrs. Howe:

Enclosed is a copy of the letter to Robert E. McCoy
from Max J. Lipkin, Corporation Counsel, per our conver-
sation over the telephone today.

I hope this is the information you desire.

Sincerely,



B. W. Carroll
Business Manager

BWC-fk

Corporation Counsel
c o p y

February 27, 1957

Mr. Robert E. McCoy, President
Illinois Library Association
Southern Illinois University Library
Carbondale, Illinois

Dear Mr. McCoy:

In response to your letter of February 25, please be advised that it is my opinion that the City Council performs a ministerial act in adopting the appropriation and tax levy for library boards and other allied bodies of the city.

This opinion stems from certain provisions of the Library Act giving certain powers to the board. For example, the provision that the board shall fix the salaries of the employees.

While it is true that there is no specific case on the subject, there have been some decisions involving the Board of Education of the City of Chicago where the court held this to be the law.

I cannot give you the last citation on this matter because I seem to have mislaid it but two of the cases on the subject are Koelling vs. People, 196 Ill. 353, and Gray vs. Board of School Inspectors, 231 Ill. 63.

Yours very truly,

Max J. Lipkin
Corporation Counsel

MJL:af

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

August 19, 1959

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

Dear Mrs. Howe:

You have asked me various questions concerning the expenditures of funds for the Library for the fiscal year beginning May 1, 1959 and expiring April 30, 1960.

The Decatur Public Library is a department of the City and not a separate organization of its own. As such it is governed by the same laws as the Council and other departments of the City.

The law requires that the City and not the Library Board levy the Library tax. Before the City can levy any taxes, including the Library tax, an appropriation ordinance must be adopted by the Council. The appropriation ordinance sets the limits as to the amount of money that may be expended. The appropriation ordinance of the City, adopted in the first quarter of this fiscal year, limits amount of money that can be expended for any purpose during the fiscal year expiring April 30, 1960.

The appropriation ordinance adopted by the Council for this fiscal year was \$290,000.00. This means that the expenditures of the Library for such fiscal year may not exceed \$290,000.00.

Section 15-2 of Chapter 24 of the Illinois Revised Statutes, Edition of 1957, provides: Neither the corporate authorities nor any department or officer of any municipality shall add to the municipal expenditures in any fiscal year anything over and above the amount provided for in the annual appropriation ordinance for that year.

Section 15-3 provides: No contract shall be made by the corporate authorities, or by any committee or member thereof, and no expense shall be incurred by any of the officers or departments of any municipality, whether the object of the expenditure has been ordered by the corporate authorities or not, unless an appropriation has been previously made concerning that contract or expense. Any contract made, or any expense otherwise incurred in violation of the provisions of this section shall be null and void as to the municipality, and no money belonging thereto shall be paid on account thereof.

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

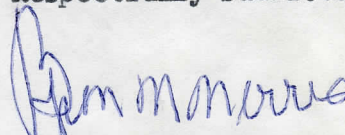
703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

Mrs. Mary T. Howe

Page Two
August 19, 1959

Under the appropriation ordinance of the City for the present fiscal year, and the law on the subject, the expenditure of the Library Board for such fiscal year is \$290,000.00.

Respectfully submitted,



Byron M. Merris,
Corporation Counsel.

BMM:kll

Smith, Monticello.
which was treated for head
at the hospital and then re-

Legal Notice

ORDINANCE NO. 3388

An Ordinance Making Appropriation for The City of Decatur, Illinois, for The Fiscal Year of 1959-1960.
Be it hereby ordained by the council of the City of Decatur, Illinois:
Section 1. That the following sums be and they are hereby appropriated for the corporate purposes, expenses and special charges of the City of Decatur, Illinois, for the Fiscal Year of 1959-1960, beginning on May 1, 1959 and ending on April 30, 1960, said sums to be provided for from the general revenues of the City and by general taxation under the Statutes of the State of Illinois pertaining thereto, viz:
Special Fund Appropriations
For the upkeep and maintenance of Central Park \$ 8,000.00
For Playground and Recreation purposes 91,000.00
For the Maintenance of Public Library and Reading Rooms, to be known as Library Fund 290,000.00
For Police Pensions, as required by law 45,000.00
For Firemen's Pensions, as required by law 40,000.00
For the purpose of Fire Protection in the City of Decatur, Illinois 127,500.00
For maintenance or employment of a Municipal Band for Municipal purposes 20,000.00
For Street purposes pursuant to an Act of The General Assembly, entitled "An Act in Relation to tax levies for street and bridge purposes by Cities, Villages, and Incorporated Towns, as reduced or abated by the County Clerk by a rate equivalent to the amount of road and bridge tax accruing to such City of Decatur in accordance with Section 6-507 of the "Illinois Highway Code." 30,000.00
For Maintenance—City Public Hospital 10,000.00
Public Benefit Fund 30,000.00
For Civil Defense as authorized by Section 13 of an Act of the General Assembly entitled "The Illinois Civil Defense Act of 1951." 27,650.00
For City contribution to Illinois Municipal Retirement Fund as required by law 90,000.00

Total Special Fund Appropriation	\$809,150.00
Executive Department	
Legislative Division:	
Personal Services:	
Mayor's Salary	\$ 1,920.00
Councilmen Salaries	5,760.00
Contractual Service & Supplies:	
Telephone	50.00
Printing & Office Supplies	125.00
Membership in Municipal League	800.00
Special Legislative & Engineering Service	3,000.00
Other Expenses:	
Sundry Expenses—Mayor	1,000.00
Sundry Expenses—Council	1,500.00
Personal Injury & Damage Claims	9,000.00
Contingent	10,000.00
Accidental Death in line of Duty	2,000.00
Sub-Total—Legislative Div.	\$35,155.00
Management Division:	
Personal Services:	
City Manager Salary	\$11,700.00
Admin. Aid—Personnel	4,000.00
Secretarial Wages	3,637.44
Contractual Svc. & Supplies:	1,800.00
Classification & Pay Plan	
Up-Dating	2,000.00
Other Expenses:	
Gasoline, Oil & Grease	300.00
Auto Repairs	150.00
Sundry	1,000.00
Capital Outlay:	
New Equipment	1,000.00
Sub-Total—Management Division	\$25,587.44
Total—Executive Dept.	\$60,742.44

Other Expenses:	1,000.00
Finance—Sundry Expenses	
Division:	
Workmen's Compensation—General Fund	10,000.00
Workmen's Compensation—Water Fund	2,500.00
Sub-Total	\$36,950.40
Purchasing Division:	
Personal Services:	
Purchasing Agent—Salary	\$4,500.00
Contractual Services & Supplies:	
Indemnity Bond Premiums	1,600.00
Indemnity Premium for Vehicles	
Purchase of Electric Energy for Municipal Purposes	5,000.00
Rental of City Quarters	2,000.00
Pest Control	20,278.80
Purchase Agent's Office Supplies & Expenses	1,000.00
Fleet Insurance	1,000.00
Other Expenses:	
Repairs to Auto & Equipment in cases of Reimbursement to City	2,000.00
Expenses incurred from Sale of Abandoned Cars & Bicycles	1,700.00
Purchase of Delinquent & Special Assessments & Tax	3,500.00
Sub-Total	\$44,078.80
Capital Outlay:	
General Fund—New Equipment	\$ 500.00
Water Department—New Equipment	500.00
Sub-Total	\$ 1,000.00
Total Finance Department	\$169,125.88
Police Department	
Enforcement Division	
Personal Services:	
Salaries of Police Officers	\$278,175.75
Wages of Employees	3,485.88
School Crossing Guard Salaries	
License Investigator Salary	2,025.00
Contractual Service & Supplies:	
Supplies & Expense—Police	300.00
Office Supplies & Expense—Police	
Bicycle License Supplies	1,300.00
Supplies & Maintenance of Radio System	150.00
Radio Insurance	2,900.00
Police—Gasoline, Oil & Grease	350.00
Auto, Truck & Motorcycle Repairs	6,500.00
Ammunition & Supplies—Police	3,400.00
Auto, Gasoline, Oil & Grease—License Investigator	500.00
Auto Repairs—License Investigator	150.00
Office Supplies—License Investigator	100.00
Meals for Prisoners	75.00
Other Expenses:	
Police Training Expenses	300.00
Police Sundry Training Expenses	525.00
Membership Dues—Police Officers Association	300.00
Sub-Total	\$305,361.03
Traffic Division:	
Personal Services:	
Salaries of Traffic Officers	\$59,361.00
Salaries of Traffic Employees	11,291.22
Contractual Service & Supplies:	
Supplies & Expense—Traffic	100.00
Office Supplies & Expense—Traffic	
Painting Supplies for Traffic Lanes	2,300.00
Supplies & Maintenance for Traffic Markers & Signs	2,225.00
Gasoline, Oil & Grease—Traffic	3,000.00
Auto, Truck & Motorcycle Repairs	1,100.00
Other Expenses:	
Sundry Expenses—Traffic	125.00
Training Expenses—Traffic	150.00
Sundry Training Expenses—Traffic	
National Safety Council	25.00
Traffic Commission—Office Supplies, Printing & Sundry	75.00
Sub-Total	\$80,852.22
Records & Identification Division:	
Contractual Service & Supplies:	
Materials & Supplies for Maintaining Criminal Identification Records	\$ 800.00
Other Expenses:	
Special Investigation of Criminals	
Sub-total	\$200.00
Electrical Services & Street Lighting Division	\$1,000.00

Asphalt for Streets	19,190.00
Insurance	50.00
Office Supplies	200.00
Gas, Oil & Grease—Street Division	
Automotive Repairs	8,500.00
Small tools & Supplies	800.00
Maintenance of Equipment other than Automotive	1,000.00
Sweeper repairs	3,700.00
Sewer Repair Material	2,500.00
Auto, Gas, Oil & Grease—Sewer Division	1,400.00
Automotive Repairs—Sewer Division	1,200.00
Sewer Equipment Repairs	1,000.00
Sanitary District Pumping Charge	365.00
Other Expenses:	
Sundry Expense—Street Division	500.00
Miscellaneous Expense—Sewer Division	80.00
Street Signs Replacement	500.00
Repairs to Sewers	4,500.00
Sub-total	\$307,027.37
Capital Outlay:	
New Equipment—Engineering	2,000.00
New Office Equipment—Street Division	150.00
New Automotive Equipment—Sewer Division	39,000.00
Purchase of R.O.W for Streets	5,500.00
Sub-Total	\$ 46,650.00
Total Public Works	\$422,618.46
Planning & Development Department	
Planning Division:	
Personal Services:	
Salaries & Wages	\$27,634.44
Contractual Services:	
Telephone, Postage & Office Supplies	500.00
Auto Gasoline, Oil & Grease	250.00
Auto Repairs	700.00
City Plan Commission—Expenses & Supplies	600.00
Office & Stenographic Expenses of Zoning Board of Appeals	500.00
Revision of City Plan	5,000.00
Capital Outlay:	
New Equipment	150.00
Total—Planning Department	\$35,334.44
Inspection Division:	
Personal Services:	
Building Inspector	\$10,104.00
Heating Inspector	5,052.00
Electrical Inspector	10,609.20
Plumbing Inspector	5,304.60
Board of Steam Engineers	600.00
Contractual Services:	
Office Supplies	500.00
Gasoline, Oil & Grease	1,000.00
Auto Repairs	500.00
Total—Inspection Division	\$33,669.80
Total—Planning & Development Departments	
\$69,004.24	
Expenditure Summary	
Executive Department:	
Legislative Division	\$35,155.00
Management Division	25,587.44
Total	\$60,742.44
Legal Department:	
Total	\$19,888.44
Finance Department:	
City Clerk Division	\$20,321.53
Collection Division	66,775.15
Accounting Division	36,950.40
Purchasing Division	44,078.80
Capital Outlay	1,000.00
Total	\$169,125.88
Police Department:	
Enforcement Division	\$320,361.03
Traffic Division	80,852.22
Record & Identification Division	1,000.00
Electrical Services & Street Lighting Division	63,440.55
Capital Outlay	6,000.00
Total	\$456,653.80
Public Health Department:	
Total	\$80,984.56
Fire Department:	
Total	\$449,693.69
Public Works Department:	
Engineering Division	\$ 68,941.09
Street & Sewer Division	307,027.37
Capital Outlay	46,650.00
Total	\$422,618.46
Planning & Development Department:	
Planning Division	\$35,334.44
Inspection Division	33,669.80

Land acquisition for reservoir & building site	240,000.00
Water	199.00
Lake Harris Bridge City	
Share	15,000.00
New equipment—Pumping Plant	1,000.00
New equipment—Treatment Plant	1,000.00
New Equipment—Engineering	1,200.00
New Equipment—Distribution & Meter	1,500.00
CENTRAL Gas Tank & Pump	2,000.00
Sub-Total	\$438,000.00
Water Revenue Bonds—Principal & Interest Retirement	\$323,589.96
Total—Water Department	\$1,333,898.80
Motor Vehicle Parking System	
Electric Power	\$ 4,700.00
Material & Supplies	2,000.00
Engineering Survey	2,500.00
Auditing	250.00
Revenue Bonds—Principal & Interest on Bonds	97,647.00
New Equipment	10,000.00
Transfer—Bond & Interest Reserve	10,500.00
Transfer—Replacement & Improvement	4,200.00
Total	\$131,197.00
Motor Fuel Revenues	
Principal & Interest on Bonds	\$ 76,550.00
Illinois Municipal Retirement Fund	
Sec. 75 CV-CS Garfield	2,000.00
Sec. 80-CS Eldorado, Church to Illinois Central Railroad	37,000.00
Sec. 93-CS 16th Street	50,000.00
Sec. 93-S-C 16th Street	23,000.00
Sec. 95-CS—Garfield	221,000.00
Sec. 97-CS City-State Rt. 36	5,000.00
Sec. 98-CS S.A. 31—Franklin St. Road	186,000.00
Sec. 99-CS Decatur Street	300,000.00
Sec. 100-CS Monroe Street	
Sec. 101 CS Lost Bridge Road	100,000.00
Contract Maintenance—1959	227,000.00
Traffic Light Maintenance	30,000.00
Sec. 102 CS North & South Couple	22,340.00
Bond Sale Costs	1,200,000.00
Total	\$2,550,890.00
Recapitulation	
Special fund appropriations	
General Fund	\$ 809,150.00
Water Fund	1,728,711.51
Motor Vehicle Parking System	1,333,898.80
Motor Fuel Revenues	131,197.00
Total	2,550,890.00
Grand Total	
\$6,553,847.31	
Section 2. That any unexpended balance of any item or items of any general appropriation made by this Ordinance may be expended to make up any deficiency in any sum or sums so appropriated in the same general appropriation for the same general purpose, in this Ordinance.	
Section 3. That said Ordinance be published as provided by Section 10-3, Article 10 of an Act of the General Assembly of the State of Illinois, entitled "Revised Cities and Villages Act."	
Section 4. That this Ordinance shall take effect and be in full force ten days from and after its legal passage, approval and publication as provided by law.	
Ayes—Seven	
Nays—None	
Prescribed this 27th day of July, 1959.	
Approved this 27th day of July, 1959.	
Recorded this 27th day of July, 1959.	
Attest: Robert A. Grohne, Mayor	
C. Eugene Fluss, City Clerk	
Published this 29th day of July, 1959	
C. Eugene Fluss, City Clerk	
State of Illinois, County of Macon, City of Decatur, Ill.	
I, C. Eugene Fluss, City Clerk of the City of Decatur, Illinois, do hereby certify that the foregoing ordinance is a true and correct copy of an ordinance adopted and passed by the Council of the City of Decatur at a regular meeting of said Council held on the 27th day of July, 1959, and that the same was	

SUMMER OF MUSICALS

July 29, 1959
Herald-P.17

Approp. 59/60 - \$290,000
+ 201,000
= 591,000

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Board of Directors Meeting
August 25, 1959

After the film showing of "Impressionable Years", Mr. Madden called the meeting to order at 4 o'clock. Those present were: Mr. Madden, president, Mrs. Ridgley, Mr. Burnett, Mrs. Moothart, Mr. Felts, Mrs. Greider, Mr. Koslofski, Mr. Cheeks, Mr. Hart, Mrs. Howe and Mr. Bushee.

Mr. Madden explained the purpose of the Workshop to give background and history of the library to the members of the Board. Mrs. Howe showed pictures of the library and activities through the years.

A photographer from the Herald newspaper took an official board picture at 4:30 PM.

The by-laws of the Library were reviewed

A special election for vice-president was held. This was necessitated by Mrs. Bailey resigning from the Board. Mr. Felts nominated Mr. Burnett. Mrs. Moothart made a motion that the nominations be closed and the secretary cast a unanimous ballot for Mr. Burnett. This was done. Mr. Burnett was declared vice-president.

Appointments for the Committees were made as follows:

<u>Finance Committee</u>	<u>Library Advisory</u>	<u>Personnel</u>
Mr. Burnett, chairman	David Felt, chairman	Mrs. Ridgley, chairman
Mr. Cheeks	Mrs. Moothart	Mr. Koslofski
Mr. Hart	Mr. Madden	Mr. Cheeks
Mrs. Greider		
<u>Policy</u>	<u>Properties</u>	
Mr. Koslofski, chairman	Mrs. Moothart, chairman	
Mr. Felts	Mr. Burnett	
Mrs. Ridgley	Mr. Hart	
	Mrs. Greider	

The Finance Committee's report was approved by the Board subject to the final approval of the Committee. Bills presented for payment (August 1959):

Staff Salaries	\$15,706.00	
Janitor's Salaries	1,012.46	
	<u>\$16,718.46</u>	\$16,718.46
Operating Expenses		<u>5,650.71</u>
Total Disbursements		\$22,369.17
Balance in checking account		45,670.45

Mr. Burnett moved the bills be paid. Mr. Koslofski seconded the motion for the vouchers for payment.

A tour was made of the Library, and the Evans Branch.

The meeting continued after dinner at the Decatur Club. A discussion was held on the Blueprint for the Library, the budget, personnel, and legal aspects of the Library's position. It was suggested that Mr. Merris, City Corporation Counsel be asked to meet with the Board at the September meeting. The members were asked to work on the question: "What you think is the purpose of the Library?"

The Librarian told the members of the Board they would receive copies of the

-2- August Board meeting...

following magazines: American Library Association. Bulletin; Illinois Libraries; Saturday review; and the Library Journal.

The meeting adjourned at 9:50 PM

Respectfully submitted,

Mary T. Howe

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

Librarian *Secretary*

appeal

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BILLS PRESENTED FOR PAYMENT
AUGUST 1959

<u>BOOKS:</u>	<u>Vou.#</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
*American Library Association	18832	\$ 4.40		
Ballantine Books, Inc.	18833	.84		
Alfred M. Best Company	18834	25.00		
The British Book Centre, Inc.	18835	36.76		
The Brookings Institution	18836	6.75		
Columbia Associates	18837	3.60		
Davis Coaching School	18838	21.00		
Doubleday & Company, Inc.	18839	174.35		
*Drawer Account-Nat.Ind.Conf.Board	18840	10.00		
The French Book Guild	18841	96.90		
Gale Research Co.	18842	20.00		
Lester W. Hanna	18843	9.00		
Harlem Book Company, Inc.	18844	23.85		
*Illinois Bell Telephone Co.	18845	27.70		
Interscience Publishers, Inc.	18846	11.03		
A. C. McClurg & Co.	18847	1,190.36		
McGraw-Hill Book Co., Inc.	18848	114.62		
The Macmillan Company	18849	55.28		
National Aviation Education Council	18850	3.00		
National Confectioners' Association	18851	2.92		
National Planning Association	18852	1.60		
New Method Book Bindery, Inc.	18853	1,675.54		
The New York Times	18854	25.00		
W. W. Norton & Company, Inc.	18855	3.30		
Oxford University Press, Inc.	18856	38.68		
Prentice-Hall, Inc.	18857	157.71		
Reinhold Publishing Corporation	18858	26.54		
The Ronald Press Company	18859	12.40		
Stechert-Hafner, Inc.	18860	3.50		
Taplinger Publishing Co., Inc.	18861	6.32		
Charles C. Thomas Publisher	18862	8.10		
Toronto Public Libraries	18863	16.05		
Charles E. Tuttle Company	18864	16.13		
Vacation Campgrounds Publishers	18865	6.00		
D. Von Nostrand Company, Inc.	18866	42.90		
The Volta Bureau	18867	11.00		
Ware Bros., Company	18868	5.00		
West Publishing Co.	18869	50.00		
John Wiley & Sons, Inc.	18870	46.57		
The H. W. Wilson Company	18871	179.00		
1,396 Books Purchased				\$ 4,168.70

✓ PERIODICALS:

✓ Advertising Age <i>1 yr.</i>	18872	\$ 3.00	
✓ Airlift <i>1 1/2 yrs.</i>	18873	4.50	
✓ American Association of Museums <i>1 yr.</i>	18874	10.00	
*American Library Association- <i>1 yr.</i>	18875	2.00	<i>Jan 1960</i>
✓ Newsletter on Intellectual Freedom			
✓ Arts <i>2 yrs.</i>	18876	11.00	
✓ Association of Commerce	18877	35.00	
✓ Book Bulletin, Chicago Public Lib. <i>2 1/2 yrs.</i>	18878	1.25	

Appelt

BILLS PRESENTED FOR PAYMENT - AUGUST 1959

-2-

<u>PERIODICALS: (Continued)</u>	<u>Vou.#</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
*Drawer Account-Decatur Herald & Review	18840	\$ 3.00		
✓ Joseph A. Huebner <i>1 yr.</i>	18879	6.50		
✓ Illinois Audubon Society <i>1 yr.</i>	18880	2.00		
✓ National Foremen's Institute <i>Sept-Nov.</i>	18881	<u>7.50</u>		\$ 85.75
<u>AUDIO-VISUAL:</u>				
Decatur Herald and Review	18882	\$ 18.78		
*Drawer Account-George F. Cram Company, Inc.	18840	<u>11.70</u>		30.48
<u>REPAIRS/MAINTENANCE:</u>				
A. D. Binder Plumbing & Heating	18883	\$ 40.05		
King-Lar Company-Evans	18884	<u>25.44</u>		65.49
<u>FURNITURE/EQUIPMENT:</u>				
Gaylord Bros., Inc.-3 charging machine rentals	18885	\$150.00		
*Springfield Thermo-Fax Sales Co. Reader-Printer and Stand	18886	673.00		
		<u> </u>		823.00
<u>TELEPHONE:</u>				
*Drawer Account	18840	\$.60		
*Illinois Bell Telephone Company	18845	<u>185.05</u>		185.65
<u>POSTAGE:</u>				
Books		\$ 15.87		
*Drawer Account	18840	25.81		
Periodicals		.60		
Postmaster, City of Decatur, Ill.	18887	<u>50.00</u>		92.28
<u>BINDING SUPPLIES:</u>				
Bro-Dart Industries	18888	\$ 8.60		8.60
<u>BUILDING SUPPLIES:</u>				
*Black & Company	18889	\$ 6.88		
Decatur Paint & Varnish Co.	18890	<u>39.58</u>		46.46
<u>OFFICE SUPPLIES:</u>				
The Children's Book Council, Inc.	18891	\$ 24.50		
*Drawer Account-F.W.Woolworth Co.	18840	.88		
The Decatur Paper House, Inc.	18892	9.97		
*Haines and Essick Company	18893	6.37		
Linxweiler Office Supply Co., Inc.	18894	9.87		
*Springfield Thermo-Fax Sales Co.	18886	<u>21.25</u>		72.84
<u>BOOKMOBILE OPERATION:</u>				
*Black & Company	18889	11.15		
*Drawer Account	18840	2.54		
*Haines and Essick Company	18893	<u>5.54</u>		19.23

Appelt

BILLS PRESENTED FOR PAYMENT-AUGUST 1959

-3-

<u>TRAVEL:</u>	<u>Vou.#</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
*Drawer Account-Mrs. Dorthia Turnbo	18840	\$ 9.95		
First Federal Savings	18895	21.00		
Gregory Ford Co.	18896	4.00		
Yellow Cab Company	18897	.65		\$ 35.60
<u>PROFESSIONAL DEVELOPMENT:</u>				
*Drawer Account-Mrs.Dorthia Turnbo	18840	8.88		8.88
<u>MISCELLANEOUS:</u>				
Otto Dash Disposal	18898	2.75		
*Drawer Account-Macon Co.Fair tickets	18840	5.00		7.75
Total Operational Expenses				\$5,650.71
<u>SALARIES:</u>				
Staff	\$ 15,706.00			16,718.46
Janitor	<u>1,012.46</u>			<u>\$22,369.17</u>
Balance in checking account after above bills are paid.				<u>\$45,670.45</u>

PRESENTED FOR PAYMENT _ _ _ _ _

AUTHORIZED FOR PAYMENT _ _ _ _ _

_ _ _ _ _

_ _ _ _ _ FINANCE COMMITTEE _ _ _ _ _

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

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Personnel Committee Meeting September 18, 1959

The meeting was called to order by Mrs. Ridgley, chairman at 4 o'clock. Those present were: Mrs. Ridgley, Mr. Madden, Mr. Koslofski, and Mr. Cheeks. Mrs. Howe was present, too. A lengthy discussion was held on the merits of the Personnel Classification sheets and the Conditions of Employment with the Position Fact Sheet. During the discussion the matter of Civil Service was presented. Mr. Madden suggested Mr. Merris be asked for an explanation. At the end of the Policy Committee meeting, a discussion of salaries was held.

The meeting adjourned and joined with Mr. Felts and the members of the Policy Committee.

Minutes of the Policy Committee Meeting, September 18, 1959

This meeting was a continuation of the Personnel Committee meeting. No decision was made on the papers at hand.

Respectfully submitted,

Mary T. Howe

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

Minutes of the Properties Committee meeting, September 21, 1959

Mrs. Moothart, chairman called the properties committee together at 4 o'clock in the Board of Director's Room for the purpose of inspecting the Remodeling Work with Mr. John Sweetnam, architect. Those present were: Mrs. Moothart, Mr. Burnett, Mr. Hart, Mrs. Howe, and Mr. Sweetnam.

The Committee toured the building and inspected the work thoroughly. Some suggestions were made for refinements and Mr. Sweetnam noted these. The Committee agreed to recommend the job be accepted as completed and the check for the amount due to be held until all of work completed, to the absolute last detail. It was further agreed that a waiver of lien would not be signed until all work was completed.

The Committee further agreed that the bids for reshelving in Magic Carpet be considered more carefully at the Board meeting on Friday. The Chicago Seating Co. was to be asked to submit samples and a detailed schedule of their bid.

The meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe

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

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Board of Directors Meeting
August 25, 1959

After the film showing of "Impressionable Years", Mr. Madden called the meeting to order at 4 o'clock. Those present were: Mr. Madden, president, Mrs. Ridgley, Mr. Burnett, Mrs. Moothart, Mr. Felts, Mrs. Greider, Mr. Koslofski, Mr. Cheeks, Mr. Hart, Mrs. Howe and Mr. Bushee.

Mr. Madden explained the purpose of the Workshop to give background and history of the library to the members of the Board. Mrs. Howe showed pictures of the library and activities through the years.

A photographer from the Herald newspaper took an official board picture at 4:30 PM.

The by-laws of the Library were reviewed.

A special election for vice-president was held. This was necessitated by Mrs. Bailey resigning from the Board. Mr. Felts nominated Mr. Burnett. Mrs. Moothart made a motion that the nominations be closed and the secretary cast a unanimous ballot for Mr. Burnett. This was done. Mr. Burnett was declared vice-president.

Appointments for the Committees were made as follows:

<u>Finance Committee</u>	<u>Library Advisory</u>	<u>Personnel</u>
Mr. Burnett, chairman	David Felt, chairman	Mrs. Ridgley, chairman
Mr. Cheeks	Mrs. Moothart	Mr. Koslofski
Mr. Hart	Mr. Madden	Mr. Cheeks
Mrs. Greider		

<u>Policy</u>	<u>Properties</u>
Mr. Koslofski, chairman	Mrs. Moothart, chairman
Mr. Felts	Mr. Burnett
Mrs. Ridgley	Mr. Hart
	Mrs. Greider

The Finance Committee's report was approved by the Board subject to the final approval of the Committee. Bills presented for payment (August 1959):

Staff Salaries	\$15,706.00	
Janitor's Salaries	1,012.46	
	<u>\$16,718.46</u>	\$16,718.46
Operating Expenses		<u>5,650.71</u>
Total Disbursements		\$22,369.17
Balance in checking account		45,670.45

Mr. Burnett moved the bills be paid. Mr. Koslofski seconded the motion for the vouchers for payment.

A tour was made of the Library, and the Evans Branch.

The meeting continued after dinner at the Decatur Club. A discussion was held on the Blueprint for the Library, the budget, personnel, and legal aspects of the Library's position. It was suggested that Mr. Merris, City Corporation Counsel be asked to meet with the Board at the September meeting. The members were asked to work on the question: "What you think is the purpose of the Library?"

The Librarian told the members of the Board they would receive copies of the

-2- August Board meeting...

following magazines: American Library Association. Bulletin; Illinois Libraries; Saturday Review; and the Library Journal.

The meeting adjourned at 9:50 PM

Respectfully submitted,

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