

FINANCE COMMITTEE MEETING
December 19, 1958

Present Mrs. Moothart, Mr. Madden, Mr. Rollins, Mr. Schroeder, Mrs. Howe, Mr. Bushee, Mrs. Appelt and Mr. Jenne, Auditor

Mr. Rollins called on Mr. Jenne to discuss the audit report 5/1/57 to 10/31/58.

Mrs. Howe asked about setting up a separate account for just the fines and non-tax money. Mr. Jenne said we would need to clear it with legal council before actually doing this. We could invest tax money in short-term bonds.

Mr. Rollins asked if we have always had our money in the Millikin National Bank. He thinks it should be rotated and we have been doing this.

Mr. Madden asked Mr. Jenne if there are any recommendations or suggestions that will help the Board to keep better informed on the month-end reports. Mr. Jenne said our procedures are not unsound enough to warrant spending a lot of money on this.

Mr. Rollins read Mr. Jenne's letter which in part covered:

1. Survey of purchasing procedures - using purchase order numbers.
2. Librarian's Expense Account - set up a certain amount and put on an impressed (strict) petty cash basis
3. Fine money could be kept in a cash register, if practical, with a pre-printed form and simplify present procedures.
4. Insurance coverage - co-insurance requirement. We have 80%. Mr. Rollins asked Mr. Jenne what he recommended. Mr. Jenne feels we should have some outside competent counsel. Could take full insurance instead of co-insurance.

Mr. Rollins asked for a recommendation to the Board. Mr. Madden moved we recommend that the report which we have here from Murphey, Turnbull & Jones be accepted and get some additional recommendations so that the Finance Committee can present them to the Board if this can be done without too much additional expense. These recommendations should come from the Finance Committee instead of from the auditors. Seconded by Mr. Schroeder, motion carried with all members voting aye.

The following things were discussed

1. We will add voucher numbers to bill list.
2. Breakdown on Librarian's Expense Account.
3. Each category on the budget should be defined for the Board.

Mr. Jenne asked specifically what we want to know to determine the additional recommendations that he is to make to the Finance Committee. We want to know how much money we have encumbered and what is actually spent.

IBM was discussed in preference to a bookkeeping machine.

Mrs. Howe reported that she asked Mr. Sweetnam to take over in place of Mr Spangler and he is drawing up plans for a fire escape and enclosing the stairwell at the top and bottom, but not on the Main Floor.

Mr. Jenne was thanked for his services.

The meeting adjourned at 5.50.

Respectfully Submitted,
Mary T. Howe
Secretary

Appels

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BILLS PRESENTED FOR PAYMENT
December, 1958

BOOKS:

	<u>You.No.</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
American Library Association	18302	\$ 2.25		
American Medical Association	18261	35.00		
Apple Tree Press	18303	6.00		
Around The World Travel Guides	18304	1.60		
R. R. Bowker Company	18305	42.50		
*Columbia University Press	18306	4.50		
Doubleday & Company, Inc.	18307	13.41		
*Drawer Account-				
Government Printing Office	18389	8.00		
Government Printing Office	18253	17.75		
Educators Progress Service	18308	5.75		
Burt Franklin	18309	15.00		
*Haines and Essick Company	18310	7.61		
H. R. Huntting Company, Inc.	18311	460.50		
*Illinois Bell Telephone Company	18365	15.50		
The Macmillan Company	18312	11.18		
A. C. McClurg & Co.	18313	2,690.89		
Pageant Books, Inc.	18314	96.00		
The Scarecrow Press, Inc.	18315	29.70		
Stechert-Hafner, Inc.	18316	9.50		
Swimming Pool Age	18317	5.00		
The Western News Company	18318	1.92		
				\$ 3,479.56

PERIODICALS:

✓African Violet Society of America, Inc.	18319	4.00
✓American Artist	18262	11.00
✓American Fabrics	18320	12.00
✓American Girl	18321	12.00
✓American Heritage	18322	10.95
✓The American Journal of Psychology	18323	7.00
✓American Library Association-Booklist	18324	12.00
✓The American Museum of Natural History		
Jr. Natural History	18325	1.50
The American Public Health Assoc., Inc.	18326	12.00
✓Antiques	18327	15.00
✓Architectural Forum	18263	9.50
✓Architectural Record	18328	5.50
✓Arizona Highways	18264	7.00
✓Arts	18265	11.00
✓The Atlantic Monthly	18266	13.00
✓Changing Times	18267	6.00
*Columbia University Press-		
✓United Nations Review	18306	4.50
✓The Congressional Digest	18268	8.50
✓The Conde Nast Publications, Inc.-		
House & Garden	18329	7.50
✓The Conde Nast Publications, Inc.-		
Vogue	18249	13.00
✓Consumers Union of U.S. Inc.-		
Consumer Reports	18245	10.00
✓Cosmopolitan (c/o Vernon Armour)	18330	8.40
✓Craft Horizons	18269	7.00

Appel

BILLS PRESENTED FOR PAYMENT - DECEMBER, 1958

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	<u>Vou. No.</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
PERIODICALS: Cont'd				
✓Curtis Circulation Company-Holiday	18270	\$ 20.00		
✓Dance Magazine	18247	11.00		
✓Dog World	18331	5.00		
*Drawer Account-				
Decatur Herald & Review	18253	1.40		
Decatur Herald & Review	18389	2.95		
✓Dun's Review and Modern Industry	18244	2.50		
✓The Exchange Magazine	18271	3.50		
✓The Family Handyman	18272	2.00		
✓Farm Journal	18273	3.00		
✓Field & Stream	18332	3.50		
✓Flying	18274	20.00		
✓Foreign Affairs	18275	11.00		
✓Fortune	18276	15.00		
	(Voided 18277)			
✓Giftwares	18301	4.00		
✓Golf World	18278	5.00		
✓Grade Teacher	18333	5.00		
✓Harper's Bazaar	18334	5.00		
✓Harvard Business Review	18279	8.00		
✓Hearst Magazines-Motot Boating	18335	5.00		
✓House & Home	18336	10.00		
✓Interiors	18280	15.00		
✓Life	18337	38.75		
✓Look Magazine	18338	8.00		
✓McCall Corporation-Redbook	18284	3.00		
✓MacFadden Publications, Inc.-Photoplay	18339	6.00		
✓MacFadden Publications, Inc.-Sport	18282	4.00		
✓Maclean-Hunter Publishing Company, Ltd.	18283	6.00		
✓Modern Handicraft, Inc. - Workbench	18285	3.00		
✓Modern Plastics	18341	12.00		
✓National Assoc. of Retail Grocers-Nargus	18340	4.00		
✓National Council of the Churches of Christ in the U.S.A. -				
National Council Outlook	18246	3.00		
✓National Foremen's Institute	18286	7.50		
✓National Parent-Teacher	18287	1.50		
✓National Rifle Assoc. of America-				
American Rifleman	18288	5.00		
✓Newsweek	18289	2.87		
✓The New York Botanical Garden-				
Garden Journal	18290	2.00		
✓The Olsen Publishing Company-				
The Ice Cream Review	18291	6.00		
✓F. A. Owen Publishing Company-				
The Instructor	18292	6.00		
✓Parents' Institute, Inc. -				
Children's Digest	18342	3.00		
✓Parent's Institute, Inc. -				
Parent's Magazine	18293	15.00		
✓Petersen Publishing Co. - Hot Rod	18248	5.00		
✓Popular Photography	18343	7.00		
✓Popular Science	18344	9.85		

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BILLS PRESENTED FOR PAYMENT - December, 1958

	<u>Vou. No.</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>PERIODICALS: Cont'd</u>				
✓ Public Affairs Committee, Inc.-Pamphlets	18294	\$ 3.00		
✓ Quick Frozen Foods	18295	6.00		
✓ The Reader's Digest	18296	16.00		
✓ Road & Track	18345	9.00		
✓ Saturday Review	18346	7.00		
✓ Scholastic Magazines - Practical Home Economics	18347	3.00		
✓ Scholastic Magazines-Senior Scholastic Teacher	18297	2.00		
✓ Science Digest, Inc.	18298	3.50		
✓ Science Service-Science News Letter	18348	5.50		
✓ Scientific American	18299	9.00		
✓ Simmons-Boardman Publ. Co. - American Builder	18250	3.50		
✓ Sports Illustrated	18349	7.50		
Street & Smith Publications, Inc. -				
✓ Living for Young Homemakers)	18350	10.00		
✓ Mademoiselle)				
Theatre Arts <i>ad by Joe McDaniel</i>	18351	12.37		
✓ Time	18352	28.00		
✓ Today's Health	18300	3.00		
✓ Travel	18251	5.00		
✓ Triangle Publications, Inc.-Seventeen	18353	16.00		
✓ U. S. News & World Report	18354	6.00		
The University of Chicago Press -				
✓ Library Quarterly)	18355	23.00		
✓ American Journal of Sociology)				
✓ Virginia Kirkus Service	18281	35.00		\$ 738.04
<u>AUDIO-VISUAL:</u>				
*Decatur Herald and Review	18356	\$ 40.82		
*Haines and Essick Company	18310	39.80		80.62
<u>REPAIRS/MAINTENANCE:</u>				
Baker Liquid Door Closer Repair Serv.	18357	\$ 3.75		
Barnett Sign Service	18358	38.00		
Chalmers Fire Equipment Co.	18359	14.75		
Gates & Johnson Co.	18360	5.50		
Krigbaum Electric Company	18361	18.38		
Quigle's	18362	41.70		
Sablotny Furniture Refinishing	18258	231.00		
(Voided 18259)				
Schuerman Key Shop	18260	23.00		376.08
<u>FURNITURE/EQUIPMENT:</u>				
*Gaylord Bros., Inc.	18363	\$ 50.00		50.00
<u>HEAT:</u>				
Standard Oil Company	18364	\$ 32.86		32.86
<u>TELEPHONE:</u>				
*Illinois Bell Telephone Company	18365	\$ 172.30		172.30

BILLS PRESENTED FOR PAYMENT - December, 1958

<u>POSTAGE:</u>	<u>Vou. No.</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Books		\$ 3.94		
*Drawer Account	18253	.97		
*Drawer Account	18389	53.50		
Micro-Photography Co.	18366	6.24		
Periodicals		1.26		
Postmaster, City of Decatur, Illinois	18367	<u>85.00</u>		\$ 150.91
<u>PRINTING:</u>				
*Decatur Herald & Review	18356	\$ 10.80		10.80
<u>BUILDING SUPPLIES:</u>				
The Barnfield Pharmacy	18368	\$ 1.42		
Black & Company	18369	12.07		
Decatur Industrial Towel & Uniform Serv.	18370	4.00		
Decatur Sand & Gravel Co.	18371	3.10		
*Decatur Tent & Awning Co.	18372	17.00		
Heise Electric Service	18373	3.76		
Swain and Myers Sales Co.	18374	<u>11.70</u>		53.05
<u>OFFICE SUPPLIES:</u>				
The Decatur Paper House Inc.	18375	\$ 46.57		
*Drawer Account-Kresges	18389	.95		
*Gaylord Bros., Inc.	18363	63.60		
Linxweiler Office Supply Co., Inc.	18376	14.29		
The Millikin National Bank	18377	8.42		
Recordak Corporation	18378	18.37		
Sterling Name Tape Company	18379	<u>13.20</u>		165.40
<u>BOOKMOBILE OPERATION:</u>				
Bowers Implement Company	18380	\$ 60.00		
*Consumers Service Stations	18381	47.70		
*Decatur Tent & Awning Co.	18372	21.00		
*Drawer Account - John J. Boggess	18253	5.00		
*Drawer Account - Charles F. Carpentier	18389	4.00		
Frank Hubbard Electric Co.	18382	366.61		
Kilborn's	18383	<u>90.80</u>		595.11
<u>TRAVEL:</u>				
John J. Boggess	18256	\$ 40.00		
*Consumers Service Stations	18381	4.46		
Jennylynd Craig	18257	29.26		
*Drawer Account - Charles F. Carpentier	18389	2.72		
Emery H. Ward				
Gregory Ford Company	18384	16.54		
Mrs. W. E. Houck	18385	10.80		
Dora H. Petersen	18255	7.07		
Yellow Cab Company	18386	<u>.45</u>		111.30

Appelt

BILLS PRESENTED FOR PAYMENT - December, 1958.

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	<u>Vou. No.</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>MISCELLANEOUS:</u>				
Otto Dash Disposal	18387	\$ 2.75		
*Drawer Account-Hi-Hat-Donuts	18253	11.19		
Wm. Lowe)Shovelled				
Carl Davis)Snow				
Eisner's-Punch ingred.				
& cookies				
Eisner's-Punch ingred.	18389	46.16		
& cookies				
Emery H. Ward-Ice for				
Evans				
Christmas trees & lights				
Fred Rohman-Hauling				
James Ambrose)Shovelled				
Eugene Williams) Snow				
Librarian's Expense Account	18252	98.60		
Schudels', Inc.	18388	7.45		
William Woodward	18254	<u>20.00</u>		\$ <u>186.15</u>
Total Operational Expenses				6,202.18
<u>SALARIES:</u>				
Staff	\$13,824.03			
Janitor	<u>739.89</u>			\$14,563.92
Total Bills Presented for Payment				<u>\$20,766.10</u>
Balance in checking account after bills are paid-				<u>\$56,553.81</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



Librarian

Minutes of the Board of Trustees Meeting

December 6, 1958

Mrs. Dwight Ridgley, president called the meeting to order at 4:10 pm, in the Board Room of the Main Library. Those present were Mrs. Bailey, Mr. Felts, Mr. Madden, Mrs. Moothart, Mrs. Ridgley, Mr. Schroeder, Mrs. Howe, and a reporter from the Herald newspaper.

Minutes of the last meeting were approved as received by mail. Mrs. Bailey presented the Finance Committee report from the meeting held November 6, 1958 in the YMCA. She moved the transfer of \$2,000 from the book funds to: \$1000 to Periodicals and \$1000 to Binding. Adjustments were made in other funds as follows: Transferred from Special Projects \$7,046.15 (unexpended from 1956/57) -

\$4,396.15 to Staff Salaries

\$1,000.00 to Office Supplies

\$1,000.00 to Miscellaneous

500.00 to Travel

150.00 to Postage

Mr. Schroeder seconded the motion. All present voted aye. Motion was carried.

Mr. Schroeder gave the report of the Buildings and Grounds Committee which was held December 5, 1958 in the Board Room. The three main building projects were reported as completed: (1) Air conditioning Main Building, bill of Decatur Refrigeration \$19,687.00 and fee to architect \$393.74, (2) Evans Branch renovations, bills paid Grohne Co. \$24,177.61 and fee

to architect \$1,345.38, (3) Heating plant for Main Building, bill paid - \$5,220 to Burdick Plumbing and Heating and \$396.96 to Mr. Spangler for architect's fee.

The proposal was presented: "The Committee looks with favor on the recommendations from the Staff for renovations of the Staff Room and requests permission from the Board to devise specific recommendations within a top dollar figure from the Board." Mrs. Bailey moved the top dollar figure of \$2,000 and acceptance of the proposal. Mr. Felts seconded to the motion. All present voted aye. Motion carried.

Mr. Madden read the ten policy statements developed in his committee. It was mutually agreed to postpone discussion to a later date. Mr. Madden moved the adoption for the present: The Library will close Christmas Eve and New Year's Eve at one p.m. and remain closed Christmas Day and New Year's day. Mr. Felts seconded the motion. All present voted aye. Motion was carried.

The librarian's report was given. She requested permission to rent a safety deposit box in the Millikan Bank. Mr. Madden moved that permission be granted to the officers of the Board and Mrs. Appelt, secretary to the librarian, to have access to the box. An audit should be made every five years. Mr. Felts seconded the motion. All present voted aye. Motion carried.

The meeting was adjourned at 5:30 p.m.

Respectively submitted,

Mary T. Howe

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Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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Mr. Jenne was thanked for his services.

The meeting adjourned at 5:50.

International Business Machines Corporation | 590 Madison Avenue, New York 22, New York

Agreement for IBM Machine Service

Name and Address of Customer

Agreement No. **M 68513**

Decatur Public Library
457 N. Main Street
Decatur, Illinois

International Business Machines Corporation (hereinafter called IBM) by its acceptance hereof at ~~590 Madison Avenue, New York, N. Y.~~, agrees to furnish to the Customer, on the terms and conditions set forth below and on the following pages of this Agreement, its IBM Machine Service comprising the use of the below listed machines and devices manufactured and to be kept in good working order by IBM (hereinafter collectively called the machines), a manual of operation and instruction in the operation of the machines.

Type	Model	Description	Quantity	Monthly Charge Each
026	1	Printing Card Punch	1	\$60.00
082	50	Sorter	1	40.00
514	50	Reproducing Punch	1	70.00
402	S52	Accounting Machine two digit selectors	1	205.00

Monthly charges will be invoiced on the first of each month. Payment shall be made in full thirty (30) days after the date of invoice.

Term of Agreement

This Agreement is effective from the date it is accepted and shall remain in force, except as otherwise provided, for one year from the date the first machine is installed ready for use, and may be terminated by either party then, provided written notice is received three (3) months prior, otherwise this Agreement shall remain in full force and effect. Thereafter it may be terminated or any of the machines may be discontinued by either party at the end of any calendar month provided three (3) months prior written notice is received.

Monthly Charges

The charges shown on the face hereof are those currently in effect. All charges are subject to change upon three (3) months prior notice. If the monthly charge is changed for any machine, the Customer may discontinue it or terminate this Agreement on the effective date of such change; otherwise the new charge shall become effective.

The monthly charges include the use of machines by only one shift of clerks, and commence in each case the day following that on which each machine is installed ready for use. When a machine is used by more than one shift of clerks, an extra charge for each such shift shall be made at the rate of 50% of the stated charges for the period that any machine is so used.

There shall be added to the above charges amounts equal to any taxes, however designated, levied or based on such charges or on this Agreement or the machines or their use, including state and local privilege or excise taxes based on gross revenue, and any taxes or amounts in lieu thereof paid or payable by IBM in respect of the foregoing, exclusive, however, of personal property taxes assessed on the machines and taxes based on net income.

Additional or Replacement Machines

Machines, in addition to the above or to replace any the Customer may have in use, will be furnished to the Customer under this Agreement, if available, at the schedule of charges in effect on the date such machines are installed ready for use.

Cards and Tape

Cards and tape used to operate the machines are to meet the necessary specifications set forth in IBM's price list.

Maintenance

IBM will keep the machines in good working order and will make all necessary adjustments and repairs. For this purpose IBM shall have full and free access to the machines. Charges for any repairs or replacements due to the negligence of the Customer will be borne by the Customer. The required suitable electric current to operate the machines and a suitable place of installation with all facilities as specified in IBM's Installation Manual will be furnished by the Customer.

During the period that the machines are installed on the Customer's premises, the Customer is relieved of the responsibility for loss or damage thereto caused by fire, lightning, sprinkler leakage, tornado and windstorm, water damage, explosion, smoke and smudge, aircraft and motor vehicle damage, earthquake, collapse of buildings or structures, strikes, riots and civil commotion, sabotage, vandalism and malicious mischief, burglary and theft.

Alterations and Attachments

Upon prior written notice to IBM, alterations in or attachments to the machines may be made. If the alteration or attachment interferes with the normal and satisfactory operation or maintenance of any of the machines in such manner as to increase substantially the cost of maintenance thereof, the Customer will, upon notice from IBM to that effect, promptly remove the alteration or attachment and restore the machines to their normal condition.

Transportation and Traveling Expenses

All transportation, rigging and drayage charges upon the machines, both from and to the IBM plants, are to be paid by the Customer. Necessary packing cases for the return of the machines and a representative to supervise the packing will be furnished by IBM without charge.

When the distance from the point of installation to IBM's nearest service location is greater than fifteen (15) miles, travel expenses of IBM's representatives beyond fifteen (15) miles for maintenance and repair of the machines are to be paid by the Customer.

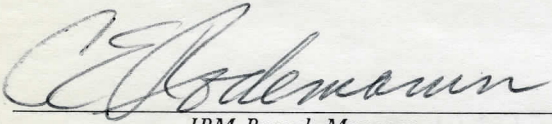
General

The terms and conditions of this Agreement supersede those of all previous agreements between the parties with respect to IBM machine service, and such service hereafter is subject to the terms and conditions of this Agreement.

Either party may terminate this Agreement for failure of the other to comply with any of its terms and conditions.

All machines remain IBM's property and may be removed by IBM at any time after termination of this Agreement.

This Agreement shall be governed by the laws of the State of New York and constitutes the entire agreement between the Customer and IBM with respect to the furnishing of IBM machine service. The foregoing terms and conditions shall prevail notwithstanding any variance with the terms and conditions of any order submitted by the Customer in respect of IBM machine service.

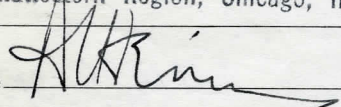

IBM Branch Manager

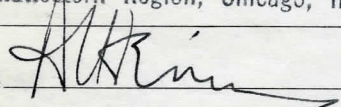
Accepted By:

International Business Machines Corporation

~~590 Madison Avenue, New York, N. Y.~~

At Midwestern Region, Chicago, Illinois

By 

Date 

DEC 9 1958

Decatur Public Library

Customer

By Mary T. Howe

Librarian

Officer's Title

Date 10/31/58

SPRINGFIELD, ILL.

OCT 30 7 59 PM 1958

RECEIVED

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There shall be added to the above charges amounts equal to any taxes, however designated, levied or based on such charges or on this Agreement or the machines or their use, including state and local privilege or excise taxes based on gross revenue, and any taxes or amounts in lieu thereof paid or payable by IBM in respect of the foregoing, exclusive, however, of personal property taxes assessed on the machines and taxes based on net income.

Additional or Replacement Machines

Machines, in addition to the above or to replace any the Customer may have in use, will be furnished to the Customer under this Agreement, if available, at the schedule of charges in effect on the date such machines are installed ready for use.

Cards and Tape

Cards and tape used to operate the machines are to meet the necessary specifications set forth in IBM's price list.

Maintenance

IBM will keep the machines in good working order and will make all necessary adjustments and repairs. For this purpose IBM shall have full and free access to the machines. Charges for any repairs or replacements due to the negligence of the Customer will be borne by the Customer. The required suitable electric current to operate the machines and a suitable place of installation with all facilities as specified in IBM's Installation Manual will be furnished by the Customer.

During the period that the machines are installed on the Customer's premises, the Customer is relieved of the responsibility for loss or damage thereto caused by fire, lightning, sprinkler leakage, tornado and windstorm, water damage, explosion, smoke and smudge, aircraft and motor vehicle damage, earthquake, collapse of buildings or structures, strikes, riots and civil commotion, sabotage, vandalism and malicious mischief, burglary and theft.

Alterations and Attachments

Upon prior written notice to IBM, alterations in or attachments to the machines may be made. If the alteration or attachment interferes with the normal and satisfactory operation or maintenance of any of the machines in such manner as to increase substantially the cost of maintenance thereof, the Customer will, upon notice from IBM to that effect, promptly remove the alteration or attachment and restore the machines to their normal condition.

Transportation and Traveling Expenses

All transportation, rigging and drayage charges upon the machines, both from and to the IBM plants, are to be paid by the Customer. Necessary packing cases for the return of the machines and a representative to supervise the packing will be furnished by IBM without charge.

When the distance from the point of installation to IBM's nearest service location is greater than fifteen (15) miles, travel expenses of IBM's representatives beyond fifteen (15) miles for maintenance and repair of the machines are to be paid by the Customer.

General

The terms and conditions of this Agreement supersede those of all previous agreements between the parties with respect to IBM machine service, and such service hereafter is subject to the terms and conditions of this Agreement.

Either party may terminate this Agreement for failure of the other to comply with any of its terms and conditions.

All machines remain IBM's property and may be removed by IBM at any time after termination of this Agreement.

This Agreement shall be governed by the laws of the State of New York and constitutes the entire agreement between the Customer and IBM with respect to the furnishing of IBM machine service. The foregoing terms and conditions shall prevail notwithstanding any variance with the terms and conditions of any order submitted by the Customer in respect of IBM machine service.

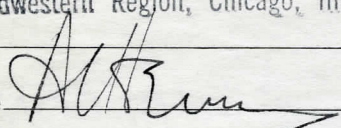

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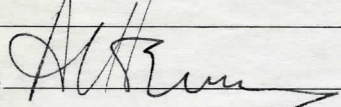
Accepted By:

International Business Machines Corporation

590 Madison Avenue, New York, N Y

At Midwestern Region, Chicago, Illinois

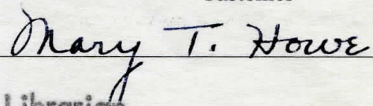
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