

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' ANNUAL MEETING
May 13, 1959

Present: Mr. Rollins, presiding; Mrs. Ridgley, Mr. Felts, Mr. Burnett, Mr. Madden, Mrs. Moothart, Mrs. Bailey and Mrs. Howe. Also present were the following staff members: Mr. Bushee, Mrs. McNabb, Mr. Atchison, Miss Craig, Mrs. Mitchell, Mrs. Edwards, Mrs. Turnbo, Miss Stafford, Miss Yamamoto, Miss Larmon, Miss White, Miss Gage, Mrs. Appelt, Mrs. Thelma Williams, Mr. Burton, Mrs. Robison, Mrs. Read, Mrs. Leonard, Mrs. Shobe, Mrs. Wooters, Miss Schultz, and Mrs. Dobrinick. Mr. McGarrion from the newspaper was also present.

Mr. Rollins called the meeting to order at one o'clock in the Boyd Room. The meeting followed the Annual Staff Meeting at 10:30 a.m. and luncheon in the Staff Room.

The new budget proposal for 1960/61 was discussed. Mr. Felts moved that the estimated budget for 1960/61 be adopted and presented to the City Council, seconded by Mr. Madden. All voted aye. Motion carried.

Nominations were opened for President. Mrs. Ridgley nominated Mr. Rollins, seconded by Mr. Felts. Mr. Rollins declined. Mrs. Bailey nominated Mr. Madden, seconded by Mr. Felts. Mrs. Ridgley moved that nominations be closed, seconded by Mr. Felts. All voted aye. Motion carried.

Nominations for Vice-President were opened. Mrs. Ridgley nominated Mrs. Bailey, seconded by Mr. Burnett. Mr. Felts moved that nominations be closed, seconded by Mr. Madden. All voted aye. Motion carried.

The Librarian presented the Annual Report and pointed out increases in the use of the services offered. A request was made to give the report to the staff members and the press. Mr. Rollins and the Directors agreed to do this and the report was released. The budget was held to be released by the Mayor after it was delivered to that office May 15th.

It was suggested a Board meeting be held late in May and skip June, then have a meeting in July and skip August.

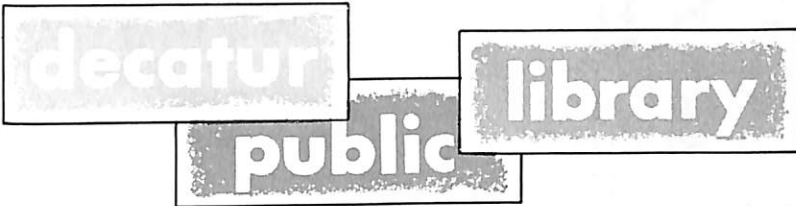
Mr. Felts expressed his appreciation for the fine meal. Mr. Rollins said he has appreciated serving on the Board of Directors.

The meeting was adjourned at 1:30 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

May 14, 1959

The Honorable Robert A. Grohne, Mayor
and Council Members of the
City of Decatur, Illinois

Gentlemen:

The Board of Directors of the Decatur Public Library submits herewith its 92nd annual report for the fiscal year 1958/59, showing the administration and operation of the Main Library, the Evans Branch Library, 25 City Stops serviced by two Bookmobiles, and service to three hospitals and many shut-in patients.

The library continues to grow and reflect the economy and to stimulate interests of the Community. It is a pleasure to call to your attention the greater increase in services and responses from the patrons. The book circulation of 421,621 volumes and non-book materials of 15,359 brings the total to 436,980 of take home loans, the highest in the history of the library. The total of 938,000 units of service were performed by an expert and friendly staff.

Four major projects were initiated during the past year: (1) two additional rooms were air-conditioned, (2) shelving in the reading room and the reference room was replaced, (3) work was begun on fire escapes, smoke screens, rest rooms, additional exits, and (4) data processing procedures and equipment were introduced.

Business at the renovated Evans Branch Library has continued to increase and it is obvious we have quickly run out of space. This points to a need for larger units of this type located on the expanding boundaries of Decatur.

Your Board is emphasizing four major points in the new budget: (1) maintenance of high standards of service in recognizing a projected increase in staff, (2) increased funds for the library's collection which includes another publisher's price increase, (3) no new projects are planned but the contingency fund is increased as to cover unexpected expenses which occur in 50 year old buildings such as the Main Library, and (4) binding costs, equipment, supplies, and travel have been reduced as compared with 1958/59.

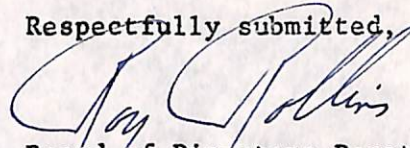
In fact the overall budget for 1960/61 is less than the 1959/60 budget. Therefore the tax rate required will be lower in 1960/61 than the current 1959/60 rate of approximately 13¢ per \$100 assessed valuation. This is the only source of income for the library (aside from fines and fees) and is 7¢ per \$100 lower than the rate approved by referendum at the special election held October 24, 1944, which allowed a rate of 2 mills or 20¢ per \$100 assessed valuation. The library has never requested the maximum rate, but may need to do so in the near future.

The Honorable Robert A. Grohne - 2

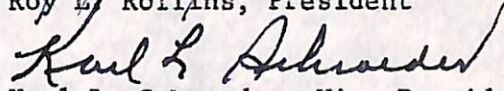
The report attached is ample witness to the ever-growing usefulness of the Decatur Public Library to the people of Decatur. This annual account was performed and written by our patrons and staff members. All of these statistics, pictures, and text combine to tell of the year's work.

Such notable progress has only been possible through hearty city government cooperation and ^{we} look forward to your continued interest in the direction of better library service for the citizens of Decatur.

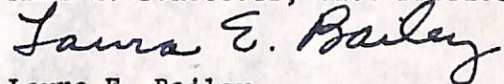
Respectfully submitted,



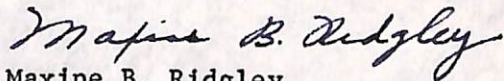
Board of Directors Decatur Public Library
Roy L. Rollins, President



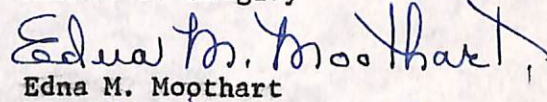
Karl L. Schroeder, Vice-President



Laura E. Bailey



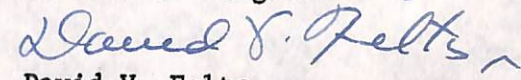
Maxine B. Ridgley



Edna M. Mopthart



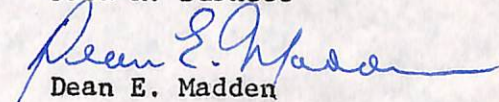
Richard N. Burgess



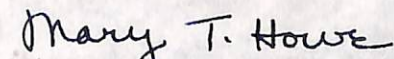
David V. Felts



Jack R. Burnett



Dean E. Madden



Mary T. Howe, Secretary and Librarian

apfelt

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BILLS PRESENTED FOR PAYMENT
MAY 1959

	<u>Vou. No.</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>BOOKS:</u>				
Americana Corporation	#18657	\$ 5.00 [^]		
Bacon Pamphlet Service Inc.	18658	34.70 ⁻		
The British Book Centre, Inc.	18659	26.00 ⁻		
Doubleday & Company, Inc.	18660	6.37 ⁻		
The H. R. Huntting Company, Inc.	18661	105.68 ⁻		
*Illinois Bell Telephone Company	18662	16.00 ⁻		
A. C. McClurg & Co.	18663	3,449.12 ⁻		
Pageant Books, Inc.	18664	192.00 ⁻		
The Scarecrow Press, Inc.	18665	7.20 ⁻		
Charles E. Tuttle Company	18666	10.00 ⁻		
The University of Chicago Press	18667	47.54 ⁻		
The H. W. Wilson Company	18668	18.00 ⁻		\$3,917.61
<u>PERIODICALS:</u>				
*Drawer Account-Decatur Herald & Review	18669	\$ 2.25		
✓ The International Council for Exceptional Children	18671	4.00		
✓ Milwaukee Public Library	18672	.50		
✓ Radio and TV News (<i>Electronics World</i>)	18673	4.00		10.75
<u>AUDIO-VISUAL:</u>				
*Drawer Account	18669	\$ 40.80		
University of Illinois	18670	3.90		44.70
<u>BINDING:</u>				
Stappenbeck Bookbindery, Inc.	18674	\$389.51		389.51
<u>REPAIRS/MAINTENANCE:</u>				
Heise Electric Service	18675	\$ 3.35		
Frank Hubbard Electric Co.	18676	5.95		9.30
<u>FURNITURE/EQUIPMENT:</u>				
*International Business Machines Corp.	18677	\$531.00		531.00
<u>HEAT:</u>				
Standard Oil Company	18678	\$ 48.95		48.95
<u>TELEPHONE:</u>				
*Illinois Bell Telephone Company	18662	\$195.45		195.45
<u>POSTAGE:</u>				
Books		\$ 8.59		
*Drawer Account	18669	27.29		
*International Business Machines Corp.	18677	2.11		
Modern Talking Picture Service, Inc.	18679	3.52		
Peoria Cartage Company	18680	41.72		
Postmaster, City of Decatur, Illinois	18681	50.00		
& R Cartage Company	18682	11.26		144.49

BILLS PRESENTED FOR PAYMENT - MAY 1959

	<u>Vou. No.</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>PRINTING:</u>				
*Industrial Printing, Inc.	#18683	\$ 61.25		\$ 61.25
<u>BUILDING SUPPLIES:</u>				
Black & Company	18684	\$ 3.84		
George Edw. Day Sons	18685	<u>1.49</u>		5.33
<u>OFFICE SUPPLIES:</u>				
✓Allied Office Service	18686	\$ 2.65		
✓Decatur Paper House, Inc.	18687	5.20		
*Drawer Account - Woolworth's	18669	.39		
✓Haines and Essick Company	18688	13.66		
*Industrial Printing, Inc.	18683	32.35		
✓*International Bussiness Machines Corporation	18677	<u>113.00</u>		167.25
<u>BOOKMOBILE OPERATION:</u>				
*Consumers Service Stations	18689	\$ 16.75		
*El Bauer Chevrolet Co.	18690	5.00		
Kilborn's	18691	4.50		
**Kilborn's	18692	127.97		
Schuerman Key Shop	18693	2.10		
*Standard Oil Company	18694	20.69		
Tru-Temp	18702	<u>6.50</u>		183.51
<u>TRAVEL:</u>				
*Consumers Service Stations	18689	\$ 6.99		
Mrs. Weidner - Montclair, N.Y. & Washington DC	18703	100.00		
El Bauer Chevrolet Co.	18690	2.00		
First Federal Savings & Loan	18700	21.00		
*Standard Oil Company	18694	16.67		
Yellow Cab Company	18695	<u>2.30</u>		148.96
<u>PROFESSIONAL DEVELOPMENT:</u>				
Mary T. Howe	18696	<u>\$300.00</u>		300.00
<u>INSURANCE:</u>				
Nicholson, Clark & Company	18697	<u>\$ 10.00</u>		10.00
<u>MISCELLANEOUS:</u>				
Otto Dash Disposal	18698	\$ 2.75		
Librarian's Expense Account	18699	32.60		
*Drawer Account	18669	<u>64.77</u>		100.12
<u>SPECIAL PROJECTS - BOOKMOBILE REPLACEMENT:</u>				
The Gerstenslager Company	18701	<u>\$17,979.00</u>		<u>17,979.00</u>
Total Operational Expenses				\$ 24,247.18

** Duplicate Check for missing check #18232 dtd. November 28, 1958. Payment was stopped on original check.

BILLS PRESENTED FOR PAYMENT - MAY 1959

	<u>Vou. No.</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Total Operational Expenses (forwarded)				\$ 24,247.18
<u>SALARIES:</u>				
Staff		\$ 13,481.86		
Janitor		<u>737.37</u>		<u>14,219.23</u>
Total Bills Presented for Payment				<u>\$ 38,466.41</u>
Balance in checking account after above bills are paid				<u>\$ 2,171.70</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 BOARD OF DIRECTORS MEETING
SPECIAL WITH THE City Council
May 24, 1959

Members Present: Mr. Madden, Mr. Rollins, Mr. Felts, Mrs. Bailey, Mrs. Moothart, Mrs. Ridgley, Mr. Schroeder, and Mrs. Howe. Also present were Mrs. McNabb and Mr. Bushee. All members of the new City of Decatur Council were present: Hon. Robert A. Grohne, Mayor, Hon. Lloyd, Kopetz, Pogue, Arnold, Morey, Colburn, and Mr. Merris, Corporation Counsel.

Mr. Madden called the meeting to order and welcomed the Council to the Library.

A general discussion of the Library needs and the present budget was held. All members of the Council asked questions and the Directors answered by explaining how the Budget was developed. Some of the points covered were (1) the need of constant repair of the Main Library which was built in 1902 (2) need to offer better salaries to professional librarians because of a national shortage of trained personnel (3) cooperation with the schools (4) growth of the city necessitated increasing the services of the Library (5) crowded work conditions and economy of the administration.

Literature was distributed to the Council members explaining the budget.

Mayor Grohne thanked the Directors for their services to the Library and the City, stating the Library was well run and they were proud of its accomplishments.

Mr. Madden invited all members of the Council to tour the building after the meeting was adjourned. Mr. Arnold, Mr. Grohne, and Mr. Kopetz were shown the building by Mrs. Howe and Mr. Bushee.

Meeting adjourned at five o'clock.

Respectfully submitted,
Mary T. Howe
Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF BOARD OF DIRECTORS' MEETING
June 5, 1959

Members present: Mr. Madden, presiding; Mrs. Bailey, Mrs. Ridgley, Mr. Rollins, Mr. Burnett, Mr. Felts, Mrs. Moothart, and Mrs. Howe. Also present were: Mr. Bushee, Miss Yamamoto, Mrs. Appelt, Mr. John Sweetnam, and Mr. McGarrion from the newspaper.

The meeting was called to order at four o'clock. Mr. John Sweetnam gave a report on the progress of the remodeling done by L.E. DeVore Co. A vent in the attic needed to be replaced. The additional cost; will be \$132.00. The vertical vent should be replaced but the cost would be more than \$2,000.00. If it is not plugged the library will not need to vent it. Mr. Madden expressed the opinion the work could wait until 1960/61. Mr. Rollins moved the \$132 repair be made and it was seconded by Mrs. Ridgley. All present voted aye. Motion carried.

Minutes of the April and Annual meetings were presented for approval as received by mail. Mr. Rollins moved the acceptance and Mr. Burnett seconded the motion. All voted aye. Motion carried.

Mrs. Bailey presented the bills for payment in May: Salaries \$14,219.23
Operating 24,247.18
Total \$38,466.41

Mr. Felts seconded the motion. All voted aye. Motion carried.

Mrs. Howe reported on the conferences to be attended. Mrs. Weidner and Mrs. Howe will visit the Montclair, N.J. installation of IBM first with our IBM representative. Then Mrs. Howe will attend the buildings institute at the University of Maryland. From there the two women will attend the national conference of the American Library Association to be held in Washington, D.C. The Staff Association is paying \$75 towards Mrs. Weidner's expenses as their representative to ALA. Mrs. Bailey moved the above trip be approved, seconded by Mr. Rollins. All voted aye. Motion carried.

Rotation of the corporation account to all banks in Decatur was discussed. Mr. Rollins made the motion to rotate the account every three (3) years to another bank beginning with this year. The rotation is to proceed alphabetically (Citizens, Northtown, and Soy Capital). Mr. Felts seconded the motion. All present voted aye. Motion carried. Included in the motion was the resolution that is necessary to authorize the signature cards at the Citizens National Bank.

Mr. Madden asked about the 6% reduction for tax collection. Mr. Felts asked if the committee put it in the budget. Mrs. Howe said the Council has always put it in for the Library. Mr. Rollins said we did not remember to add it this year. It was agreed that Mrs. Howe should write to the Council and tell them the 6% collection fee was not added. Mr. Madden expressed the opinion the Board did not mean to have an outside audit every year, but felt it is good to have one periodically.

The three parking spaces in the First Federal parking lot were discussed. Mrs. Howe reported that Mr. Bill Parks had loaned conveyors to the Library and this enabled the new Bookmobile to be loaded in four hours without any loss in service time. A report was made on the proposal to black top the Bookmobile Stop at Ira Abbott's corner. Mr. Abbott has given permission to do this. We are waiting for the action from the City.

Mrs. Howe reported on the proposed Staff Institute to be held at Allerton this year October 10th and 11th. Mr. Rollins asked what it would cost. The cost is the lodging overnight (for the cabinet) and no cost for the use of the House the next day. Everyone pays for his own dinner. Mrs. Howe urged the attendance of the Trustees pointing out the interest of Mrs. Bailey and Mr. Madden when they attended last year. It was decided to

arrange a special institute for the Directors to be held in the air-conditioned Boyd Room during August. This would afford the Staff direction for its planning sessions.

Mr. Bushee reported on the clearance of gifts and worn books. He reported that the Library sends books to Kentucky mountain schools and Galesburg Public Library where the library burned.

Miss Yamamoto reported on the Summer Reading Club. 11,912 flyers were sent to the schools.

Informal bids are being received on shelving for the Magic Carpet Room.

It was agreed to ~~have~~ all trash hauled away and stop using the incenerator. This corner will be used for parking space.

The Library services questionnaire was given to each Director to read, along with the results.

Mr. Bushee and Mrs. McNabb will share the responsibility of library administration while Mrs. Howe is attending the annual ALA conference. Mrs. Appelt is to call Mrs. Bailey when the bills for June are ready for the Finance Committee. It was decided to do nothing more about the Budget until word was received from the Council.

Mr. Madden made the Committee appointments. Appointments and reappointments for the following Directors will be made by the Mayor: Mrs. Moothart, Mr. Rollins, and Mr. Schroeder.

Personnel changes were discussed by Mrs. Howe for Joyce Knight, Ruth Kasper, Fred Massey, Careen Schmidt, John Dingman, and Walter Kirby.

Mr. Madden expressed the appreciation of the Board for the work of the year that Mr. Rollins was president.

Results of the IBM data processing were given the Directors.

Meeting adjourned at 5 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

CITY OF DECATUR

COUNTY BUILDING • DECATUR, ILLINOIS



COUNCIL - MANAGER
GOVERNMENT

ROBERT A. GROHNE, Mayor

June 9, 1959

To the Board of Directors,
Decatur Public Library,
Decatur, Illinois.

Gentlemen and Ladies:

We very much appreciate the courtesies shown to us May 26, at our conference with you in the Public Library. We are confident that the Library and its activities are in good order and well managed.

Our Corporation Counsel advises us that we are solely responsible for making the tax levy with respect to the various departments under city jurisdiction. We feel that it is our duty then, under the trusts of our offices, to consider each budget request and tax levy in light of the problems of the City as a whole. It would be easy and desirable to give each department the funds which they request, however, we believe that the trusts of our offices call for the weighing and evaluating of each department in relation to other departments of the City and with respect to the tax burden of the community as a whole.

We have carefully analyzed your budget requests, not only with the data which you presented us, but with more recent data which we obtained from the American Library Association showing statistics promulgated by the United States Department of Health, Education and Welfare. These statistics show, on the average, that the cost of books circulated and the per capita cost of the operation of the Decatur Public Library are in excess of other cities of comparable size and status. For example, we invite your attention to the following chart:

City	Population	No. of Vol- umes in Library	No. of Vol- umes circu- lated	Library Income	Cost per Capita	Cost per Vol- ume Circulated
✓ Decatur, Ill.	66,269	123,149	367,120	\$191,722	\$2.90	52¢
✓ Aurora, Ill.	50,576	111,377	451,325	120,087	2.30	26¢
✓ Evanston, Ill.	73,641	185,879	714,539	193,622	2.60	27¢
Joliet, Ill	51,601	91,033	244,049	84,960	1.60	38¢
Muncie, Ind.	67,690	125,382	496,140	146,855	2.20	30¢
Rockford, Ill	92,927	180,960	688,349	243,166	2.60	36¢
✓ Springfield, Ill.	81,628	187,959	855,551	226,507	2.80	27¢

It is to be noted that these figures are for the fiscal year 1957, published by the United States Department of Health, Education and Welfare, in Circular No. 531, dated May, 1958. The expenditure figures exclude capital outlays. This new request would show a 60% increase in costs over the figures given above.

An analysis of the trended increase in book stock and book circulation shows approximately a 35% increase in stock and a 25% increase in circulation. Thus there would appear to be a greater disproportion in the cost of operation in comparisons with other cities than the figures we now have.

We do not want to attempt line by line budgeting for you, however, an analysis of the 1960-61 estimated budget, taken in light of the 1959-60 estimated budget, leads us to believe that certain savings could and should be made without reduction in services rendered. For example, we feel that when total salaries are jumped from \$88,899 in 1956 to \$103,062 in 1958, \$166,000 in 1959 to an estimated \$195,000 in 1961, salary increases in excess of the cost of living increase and without substantial increase in production are inflationary. We recognize the desirability of incentive pay, but it seems to us that across the board "merit" increases is hardly an incentive arrangement.

We have estimated that you income from fines, etc. should be \$7500 for 1959-60 and \$8000 for 1960-61. Since this income item is apparently omitted from your 1959-60 budgets, you should be able to carry over a surplus at the end of this fiscal year.

We note that there should be a savings of \$9,000.00 from the 1959-60 budget, inasmuch as the idea for West side branch service was withdrawn. (This would be in addition to the surplus mentioned above). We further feel that there can be certain savings from the increase in contingency funds, telephone expense, and professional development expense. We believe, therefore, that the estimated 1960-61 budget could be trimmed in the neighborhood of \$40,000 to \$45,000, by the following procedure:

Income items not credited:	1959/60.....	\$7500.00
	1960-61.....	8000.00
Elimination of new branch services.....		9000.00
Reduction from Salary items (allowing a 5% increase).....		17000.00
" " Contingency.....		3000.00
" " Professional development.....		1000.00
" " Telephone, insurance, miscellaneous.....		500.00
		<u>\$45000.00</u>

We fully realize that your estimated budget is substantially below the maximum tax levy permitted for city public libraries. We would like to point out, however, that a tax levy of 2 mills for public library is possibly an oversight in the statute, inasmuch as the Library Fund was the only one omitted from the Hodge Act which effectively reduced the effective tax income of other municipal agencies.

We note that with a budget of \$272,000 the per capita cost (based on a 75,000 population) would be \$3.63 per person and the cost per unit circulation (based on an estimated 455,000) would be 60¢. Both of these figures are substantially in excess of costs in comparable cities.

Please believe that we have the greatest admiration for the Board of the Decatur Public Library and the staff which operates it. We hope you sympathize with our concept of our duties to the public, namely that we must relate the cost of each municipal agency to the total tax impact upon the community in our best judgment. With that concept in mind we must request that your tax needs be resubmitted after deducting \$32,285.00

Respectfully,



The City Council of
Decatur, Illinois.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING
Special for Consideration of Budget
June 11, 1959

Members present: Mr. Madden, presiding; Mr. Felts, Mrs. Moothart, Mr. Burnett, Mr. Schroeder, and Mrs. Howe. Also present were: Mr. Colin Lucas, and Mr. deLafayette Reid, Assistant State Librarian, Mr. Pubek from the newspaper, Mr. Bushee and Mrs. Appelt.

Mr. Madden called the meeting to order at 4:15 PM. He showed the letter received from the Mayor and then released it for publication.

Mr. Madden said it is his understanding that the City Council has pretty much made up its mind as to how much money they will appropriate (\$280,570) and we are to make up a budget accordingly. He said further statistics that Mrs. Howe will present will either clear up some of the questions that are brought up in the letter or maybe errors or anything misleading. The corrections should be made as soon as possible.

Mrs. Howe explained the revised comparative statistics by using charts.

Mr. Reid was asked to comment on the staff salaries. He said the present increase in salaries offered to beginning librarians coming out of school has raised salaries generally. He pointed out that the oversight of libraries in the Hodge Bills had been discovered and the Legislature later refused to pass a bill introduced to include libraries. He also stated that the laws on library budget responsibility was interpreted by Peoria's corporation counsel to rest solely on the Library Board.

The Board felt that if a budget trimming of 10% was to be affected in all City departments, it would go along with it.

Mr. Felts moved that the President of the Library Board write a letter to the Mayor and the City Council saying that the Council does have the right to say how much money it will levy for us but ask that before final budget is approved they take into consideration this item of elimination of the New Branch Services of \$9,000 and also the \$12,000 spent but not budgeted. Motion was seconded by Mr. Schroeder. After discussion all voted aye. Motion carried. The statistics and the Inter-Comm should be sent to the Council.

It was agreed that after the Mayor's reply, the Finance Committee will then resubmit a budget, not detailed, but with only the total figure.

Mr. Madden said " we should, as Trustees, work toward endowments or special gifts. He felt that the Mayor's letter is indicative of the City Council's attitude toward the library, but there is one facet of the salary item that should be presented. The City Council must not allow themselves to try to relate salaries of people with college degrees and advanced degrees with the people who work, say, on the Street Department.

Mr. Schroeder moved the meeting adjourn at 5:50 PM.

Respectfully submitted,
Mary T. Howe
Mary T. Howe
Secretary

Madden, Jean

CC: Mrs. Mary T. Howe

June 12, 1959

City Council of Decatur, Illinois
County Building
Decatur, Illinois

Your letter of June 9, 1959 has been thoughtfully studied by the Library Board. We appreciate the problems you have outlined and your request has been received, with a spirit of complete cooperation on our part. The library budget will be cut again. There are, however, what appear to us to be a few discrepancies in your analysis of some of the specific items in the budget which we feel should be brought to your attention.

1959-60 fines and fees cannot very well be credited on the income side, as this income, along with the \$9,000. originally allocated for a new branch, has been re-allocated to take care of the required new stairwell smoke screens, fire escape, new toilet facilities, etc. Thus your estimates that the 1960-61 budget could be trimmed by \$46,000. would be reduced as follows:

1959-60 fees and fines	not available as a carryover
Elimination of new branch services	none available as a carryover
Fines and fees 1960-61	\$ 6,000. (reduction explained below)
Reduction of salary items (allowing a 5% increase)	\$17,000. as requested
Reduction from contingency	\$ 3,000. as requested
Reduction from professional development	\$ 1,000. as requested
Reduction from telephone, insurance, misc.	\$ 500. as requested
Total	\$27,500.

Since the new branch services were already eliminated from the 1960-61 budget, and there is no carryover from the 1959-60 budget possible, due to the above mentioned fire protection and additional toilet facilities which will cost approximately \$18,694., we cannot eliminate these same items twice.

The income item for 1959-60 of \$7,500. from fines is at best, uncertain, and is already mostly spent on the unforeseen items listed above. The suggestion that we use 1960-61 fines and fees as additional income is in order, but we feel a figure of \$8,000., due to its uncertainty, is a bit high. We further feel that fines for overdue books is an item that should be discouraged by the staff rather than encouraged as an income producing source.

June 12, 1959

City Council of Decatur, Illinois

Page 2.

The contingency request in the 60-61 budget of \$6,000. is admittedly a 100% increase and was a very arbitrary item. It could just as arbitrarily be cut to \$3,000. or eliminated entirely. Our reasons for increasing it, however, were based on the experience of the last two or three years where we have been faced with maintaining buildings some 56 years old and forced to find ways and means, within our budget, to cover such unforeseen emergency items as:

1. The new heating plant,
2. The above mentioned fire protection and escape equipment required by the state fire marshal,
3. Rest room changes - substandard to public health codes.

Even since submitting our 60-61 budget, we have just been advised by an architect of a possible \$2,000. additional unforeseen expense--that of replacing sewer vent pipes possibly rusted closed due to age and extending from the basement through the roof. We hope further investigation will prove this expense unnecessary, but in a building this old, contingencies of the magnitude suggested seemed prudent.

With regard to your comment on the Hodge Act omitting libraries from reducing tax incomes, we are advised that this was originally an oversight, discovered some four years ago and specifically allowed to stand by the State Legislature in spite of subsequent attempts to include libraries.

We are, additionally, enclosing some later information on Decatur's library statistics in comparison with other cities. This information is a bit more recent than previously available, and is done for information purposes only.

We should also officially request enough in addition to whatever budget is approved, to offset any normal losses due to unpaid taxes. I believe this figure is approximately 6%.

Since you saw fit to reduce your original request for a cut by approximately 30% from your \$46,000. figure, would you apply the same percentage to our revised \$27,500. figure?

May we again assure you of our desire to work with you in the best interests of the people of Decatur and express the hope, in the light of the above, of a reconsideration of your budget cut request.

Board of Directors
DECATUR PUBLIC LIBRARY

Dean E. Madden, President

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES of FINANCE COMMITTEE MEETING
June 19, 1959

Members present: Mrs. Bailey, Chairman; Mr. Madden, Mr. Burnett. Also Mr. Bushee and Mrs. Appelt.

The meeting started at 4:20 PM. The accounting procedures were discussed. The Finance Committee decided 2 years ago to follow ALA recommendations. Mr. Burnett said it isn't necessary to adhere to budget form for accounting purposes. We can do anything to get the information we want.

Rental of parking space shouldn't be travel. Mr. Burnett suggests that we set up an account for IBM Rental and also for IBM Supplies.

Mr. Madden said if we make a bookkeeping change to change the budget items. Classify Periodicals e.g.--sub. class--Business, etc.

Mr. Burnett said that Bookmobile operation should include everything--Salaries, ~~Taxes~~ Gas, Oil and Maintenance, Repairs and Rental Space. Mr. Bushee pointed out that all of the Extension staff work in the building as well as out on the Bookmobiles. Also that Mrs. McNabb's time would have to be divided. It would be difficult to break down the salaries without time cards for each different classification. *

Mr. Madden said that \$65.00 is too much in Miscellaneous.

*** They felt that the Directors should approve any additional services before they are offered to the public. We should have more accurate cost figures. Mr. Madden would like to know what it costs us to have the records. We need the facts to say we have this investment all bought and paid for and now we need the manpower to use this and not just let it sit idle.

Mrs. Bailey said we must keep abreast of the times. We have an obligation to lead the Community. ***

They all said "we are in general agreement that a better method of costing out the services of the Library needs to be devised." Services: Bookmobile Operations, Evans and Hospital and Home Service should be kept separate. Also pictures, records, and audio-visual. Mr. Madden said if we can show that these services are a small portion of the budget and are very popular or if they are costing a very substantial amount of the budget we should know that too. He also said that he doesn't want to know every little detail when it is a cost and service that has been in operation for sometime, but on services that are new and can get to run into a large amount of expense he feels the Board should know about them before they are offered to the public. Items of policy that relate to Public Relations should be reviewed periodically by the Directors. A clarification is needed on policy. The relationship between Mrs. Howe and the Board needs to be reviewed. Mr. Madden said he feels that the Board is the policy making group and the Board hires the Administrator. New services should be up to the Board and not the Administrator.

Mr. Madden wants to recommend to the Board that the Administrator should work up a better system of accounting to be passed on by the Board. IBM will help in setting up the entire system. Mr. Burnett said it is basically a revision of the Chart of Accounts to give more breakdown.

Look back in the minutes--Films policy was declared to include part of library service in the fields.

Just because it is in the budget and goes through--it still needs to be passed.

Mr. Madden read his letter to the Council. Suggests we re-submit one figure and allocate the amounts later.

Mr. Burnett asked Mr. Gene Fluss for the city audit reports. Mr. Fluss said the library wasn't part of the City.

Mrs. Bailey would like to point the finger strongly to the unique place the Library has in the Community. Everyone and everybody can educate themselves.

Mr. Madden asked if we are an educational or a cultural center? As of today we don't feel that we can take further action on the budget until the Council decides on a definite figure.

The Committee will meet again next Wednesday, June 24th, at 4:00 PM to approve the June bills and sign the checks.

The meeting adjourned at 5:30 PM.

*Additional notes to be inserted on page 1:

* Subdivide salaries- On IBM and then for each

** Another service - news that Board doesn't know about.

*** Mrs. Bailey said if we cut down, we must say it is for economy and let the public know. Mr. Madden asked how far do we lead? If the average person were voting, we wouldn't have a Library at all.

Appelt

DECATUR PUBLIC LIBRARY
BILLS PRESENTED FOR PAYMENT
JUNE 1959

BOOKS:

	<u>VOU.#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
Addison-Wesley Publishing Company, Inc.	18710	\$ 88.43		
American Library Association	18711	4.06		
American Technical Society	18712	3.68		
Bacon Pamphlet Service, Inc.	18713	4.14		
The British Book Centre, Inc.	18714	26.36		
The Combined Book Exhibit, Inc.	18709	1,369.78		
Doubleday & Company, Inc.	18715	271.98		
*Drawer Account-John B. Nicholson, Jr.	18716	1.00		
GRYF Publications	18717	1.12		
*Illinois Bell Telephone Company	18718	18.10		
The Institute for Research	18719	9.50		
International Universities Press, Inc.	18720	2.70		
A. C. McClurg & Co.	18721	1,908.28		
McGraw-Hill Book Co., Inc.	18722	103.39		
The Municipal Year Book	18723	10.00		
New Method Book Bindery, Inc.	18724	949.66		
Pageant Books, Inc.	18725	96.00		
The Scarecrow Press, Inc.	18726	49.50		
Ralph J. Shoemaker	18727	4.50		
Stechert-Hafner, Inc.	18728	34.20		
Taplinger Publishing Co., Inc.	18729	15.16		
The University of Chicago Press	18730	35.20		
John Wiley & Sons, Inc.	18731	29.61		
				\$5,036.35

73 books purchased

PERIODICALS:

** Collectors Press		\$	\$ 3.00	
✓ R. R. Bowker Company	18732	96.00		
✓ Business Literature	18733	1.00		
*Drawer Account-Decatur Herald and Review	18716	4.50		
✓ *The University of Illinois-Library Trends	18734	11.00		
✓ The H. W. Wilson Company	18735	236.00		345.50

AUDIO-VISUAL:

Association Films, Inc.	18736	.30		
Audio-Visual Aids, Southern Ill. University	18737	3.05		
Decatur Herald and Review	18738	19.56		
The Metropolitan Opera Guild, Inc.	18739	50.00		
Sound Sales Co.	18740	3.98		76.89

REPAIRS/MAINTENANCE:

The Burdick Plumbing & Htg.	18741	\$ 12.00		
Decatur Battery Service, Inc.	18742	5.24		
King-Lar Company	18743	39.32		
*Linxweiler Office Supply Co., Inc.	18744	3.75		60.31

FURNITURE/EQUIPMENT:

*Allied Office Service	18745	\$ 5.75		
Chicago Seating Company	18746	159.50		
*Gaylord Bros, Inc.	18747	50.00		
*Linxweiler Office Supply Co., Inc.	18744	33.75		
				249.00

incl. what equip. is purchased; desk, chair, table, etc.

**Check #18026, dtd. 10/31/58 returned and voided because of the discontinued publication of THE AMERICAN ARMS COLLECTOR.

BILLS PRESENTED FOR PAYMENT-JUNE 1959

<u>TELEPHONE:</u>	<u>VOU.#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
*Drawer Account	18716	\$.10		
*Illinois Bell Telephone Company	18718	<u>189.60</u>		\$ 189.70
<u>POSTAGE:</u>				
Books		\$ 10.08		
*Drawer Account	18716	43.59		
Office Supplies		19.63		
*Periodicals-The Univ.of Illinois	18734	.35		
Postmaster, City of Decatur, Ill.	18748	<u>45.00</u>		118.65
<u>PRINTING:</u>				
*Industrial Printing, Inc.	18749	<u>\$375.60</u>		375.60
<u>BINDING SUPPLIES:</u>				
Bro-Dart Industries	18750	\$383.75		
*Decatur Paper House, Inc.	18751	54.42		
*Gaylord Bros., Inc.	18752	<u>189.40</u>		627.57
<u>BUILDING SUPPLIES:</u>				
Black & Company	18753	\$ 3.78		
Decatur Paint & Varnish Company	18754	4.44		
*Decatur Paper House, Inc.	18751	<u>27.00</u>		35.22
<u>OFFICE SUPPLIES:</u>				
*Allied Office Service	18745	\$264.00		
*The Decatur Paper House, Inc.	18751	72.10		
*Drawer Account-S.S.Kresge Co.	18716	2.60		
*Gaylord Bros., Inc.	18752	115.75		
Haines and Essick Company	18755	14.00		
*Industrial Printing, Inc.	18749	45.30		
The Library of Congress	18756	77.91		
*Linxweiler Office Supply Co.Inc.	18744	44.12		
Recordak Corporation	18757	<u>155.57</u>		791.35
<u>BOOKMOBILE OPERATION:</u>				
*Consumers Service Stations	18758	\$ 29.18		
*Drawer Account-Sear, Roebuck Co.	18716	3.07		
Dunn Coal Company	18759	50.00		
Hawke General Tire, Inc.	18760	49.00		
Heise Electric Shop	18761	10.00	\$ 3.50	
			<u>127.97</u>	
***Kilborn's	18744	<u>8.37</u>		18.15
*Linxweiler Office Supply Co., Inc.				
<u>TRAVEL:</u>				
*Consumers Service Stations	18758	\$ 9.25		
*Drawer Account	18716	<u>.25</u>		9.50

***Check #18692, dated 5/29/59, was issued to replace the missing check #18232, dated 11/28/58, in the amount of \$127.97. This amount is being credited to reduce expense of this year.

Appels

BILLS PRESENTED FOR PAYMENT - JUNE, 1959

	<u>VOU.#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
<u>SCCELLANEOUS:</u>				
Otto Dash Disposal	18762	\$ 2.75		\$
*Drawer Account	18716	<u>23.00</u>		25.75
<u>CONTINGENCY:</u>				
The L. E. DeVore Co.	18763	<u>\$ 3,010.00</u>		<u>3,010.00</u>
Total Operational Expenses				\$ 10,969.54
<u>SALARIES:</u>				
Staff		\$15,829.90		
Janitors		<u>1,010.34</u>		<u>16,840.24</u>
Total Bills Presented for Payment				<u>\$ 27,809.78</u>
Balance in checking account after above bills are paid				<u>\$ 15,028.17</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 BOARD OF DIRECTORS MEETING
SPECIAL WITH THE Council Manager
July 13, 1959

Members Present: Mr. Madden, Mr. Burnett, Mrs. Bailey, Mrs. Ridgley, Mrs. Moothart, Mr. Schroeder, and Mrs. Howe. Also present: Mr. Bushee, and Mr. Albright from the newspaper.

Mr. Madden called the meeting to order at four o'clock. The purpose of the meeting was to acquaint Mr. Dever with the Library budget and the needs of the Library. Individual members of the Board spoke about the various facets of the budget and the reasons underlying the 1960/61 requests.

Mr. Dever said he did not know anything about the Library budget and had not seen it.

After listening to the explanations he asked why we were planning so far in advance. Mr. Madden explained the Library operates on a cash basis and not on anticipation tax warrants. Mr. Dever expressed an opinion that the City would be considering the next budget sometime in January and not in July as it did this year. Perhaps it would be easier to budget for items that would be used in the near future.

Mr. Dever left the meeting at 4:30 to attend the City Council meeting.

Mr. Madden called attention to the items on the Information sheet: remodeling progress, the cost of blacktopping at Abbott's corner; the gratis contract for the Macon County fair, August 1-6, 1959 when the bookmobile III will demonstrate library services; the employment of Esther Larimer as Chief of Central Public Services after attendance at University of Illinois Library School 1959/60; employment of Mrs. Honnold; storage and sorting space for the Wasson prints in the Herald-Review store; and the fact Miss Helen Zitzlaff has reported for duty as head of the Magic Carpet Room which gives us two professional children's librarians.

The Meeting adjourned at 5 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Board of Director's Meeting

July 31, 1959

Mr. Madden, president called the meeting to order at 4:10 PM. Those present were: Mr. Madden, Mrs. Bailey, Mrs. Ridgley, Mr. Schroeder and Mrs. Howe. Also present were Mr. Bushee, Mrs. Appelt and Mr. Howard Martz, reporter from the Herald newspaper.

Mr. Schroeder moved the minutes of the July meeting be approved as read. Mrs. Ridgley seconded the motion. All present voted aye. Motion carried.

Mrs. Bailey presented the July bills for payment after she and Mr. Burnett inspected them carefully, at a meeting earlier in the week.

Staff Salaries	\$15,529.06	
Janitor's Salaries	<u>1,086.70</u>	
Total		\$16,615.76
Operating Expenses		<u>13,765.32</u>
Total Disbursements		\$30,381.08
Balance in Checking Account		26,278.55

Mrs. Bailey made the motion the bills be approved for payment. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

Mrs. Bailey further reported the 1959/60 budget allocations had been revised and put into line with the IBM operation. This will give exact cost of services for each agency.

The Staff Institute at Allerton was discussed and the Director's relation to it. It was proposed to hold informal workshops prior to Allerton and this will help the new Directors get oriented and the Staff will have a basis for formulating their Blueprint.

Mrs. Howe presented a request to purchase a Reader-Printer from Thermo-Fax for \$629.00. Mrs. Bailey moved the Library purchase this machine. Mr. Schroeder seconded the motion. All voted aye. Motion carried. It was further decided to charge 10¢ per print unless the corporation counsel saw objection to this.

Discussion was held on Friends of the Library group, the Brown Bookmobile, and the cost of giving special services to special people. It was suggested the Friends group be organized in time for National Library Week next Spring.

The meeting adjourned at 5:25 PM.

Respectfully submitted,

Mary T. Howe

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

Appelt

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BILLS PRESENTED FOR PAYMENT
JULY 1959

<u>BOOKS:</u>	<u>Vou.#</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
✓ American Management Association	18769	\$ 300.00 ✓		
*American Library Association	18770	1.13 ✓		
American Petroleum Institute	18771	2.50 ✓		
Bacon Pamphlet Service Inc.	18772	7.81 ✓		
*R.R. Bowker Company	18773	5.95 ✓		
Chicago Cook County Industrial Directory, Inc.	18774	40.00 ✓		
The Combined Book Exhibit, Inc.	18775	777.78 ✓		
Custom House Guide	18776	30.75 ✓		
Doubleday & Company, Inc.	18777	26.89 ✓		
*Drawer Account - Publishers Finance	18778	15.00 ✓		
Facts on File	18779	25.00 ✓		
Funk & Wagnalls Company	18780	7.50 ✓		
*Haines and Essick Company	18781	9.50 ✓		
H. R. Huntting Company, Inc.	18782	83.87 ✓		
*Illinois Bell Telephone Company	18783	29.20 ✓		
Indiana University Bookstore	18784	.60 ✓		
The Macmillan Company	18785	68.70 ✓		
A. C. McClurg & Co.	18786	2,150.46 ✓		
McNaughton Libraries, Inc.	18787	115.55 ✓		
Pageant Books, Inc.	18788	96.00 ✓		
The Scarecrow Press, Inc.	18789	15.75 ✓		
Stechert-Hafner, Inc.	18790	8.50 ✓		
The University of Chicago Press	18823	14.61 ✓		
The University of Illinois	18791	10.00 ✓		
James T. White & Company	18792	14.00 ✓		
The H. W. Wilson Company	18793	10.00 ✓		
1,329 Books Purchased			\$	3,867.05
✓ <u>PERIODICALS:</u>				
✓ *American Library Association	18770	\$ 54.00 ✓		
✓ Bulletin of the Center for Children's Books	18794	8.50 ✓		
✓ *R. R. Bowker Company	18773	27.00 ✓		
*Drawer Account - Decatur Herald & Review	18778	3.00 ✓		
✓ The French Book Guild - TOP Magazine	18796	9.00 ✓		101.50
<u>AUDIO-VISUAL:</u>				
Decatur Herald & Review	18797	\$ 40.24 ✓		
Educational Film Library Assoc., Inc.	18798	15.00 ✓		
Sound Sales Co.	18799	11.13 ✓		
Whitlock's, Inc.	18800	8.50 ✓		74.87
<u>BINDING:</u>				
Stappenbeck Bookbindery, Inc.	18801	\$ 521.41 ✓		521.41
<u>REPAIRS/MAINTENANCE:</u>				
*Haines and Essick Company	18781	\$ 5.00 ✓		5.00
<u>FURNITURE/EQUIPMENT:</u>				
*Gaylord Bros., Inc. - Chg. Mach. Rent	18802	\$ 50.00 ✓		
*International Business Machines Corp.	18803	258.00 ✓		
2 Panels & Wires				308.00

Appelt

BILLS PRESENTED FOR PAYMENT - JULY 1959

<u>TELEPHONE:</u>	<u>Vou.#</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
*Illinois Bell Telephone Co.	18783	\$ 208.25 ✓		\$ 208.25
<u>POSTAGE:</u>				
Audio -Visual	18800	\$.15 ✓		
Books		5.97 ✓		
*The Cleveland Cotton Products	18808	4.23 ✓		
*Drawer Account	18778	24.29 ✓		
Postmaster, City of Decatur	18804	50.00 ✓		
*International Business Machine Corp.	18803	5.38 ✓		90.02
<u>PRINTING:</u>				
Industrial Promotions	18805	\$ 53.10 ✓		53.10
<u>BUILDING SUPPLIES:</u>				
*Black & Company	18806	\$ 5.39 ✓		
*Consumers Service Stations	18807	.32 ✓		
*The Cleveland Cotton Products Co.	18808	23.70 ✓		
George Edw. Day Sons	18809	2.28 ✓		31.69
<u>OFFICE SUPPLIES:</u>				
Allied Office Service	18810	\$ 265.00 ✓		
*Drawer Account - Woolworth's	18778	.40 ✓		
*Gaylord Bros., Inc.	18802	90.00 ✓		
*Haines and Essick Company	18781	8.34 ✓		
Industrial Printing, Inc.	18811	88.60 ✓		
Linxweiler Office Supply Co., Inc.	18812	30.87 ✓		
Remington Rand	18813	24.23 ✓		
Sterling Name Tape Company	18814	1.20 ✓		508.64
<u>BOOKMOBILE OPERATION:</u>				
*Black & Company	18806	\$ 4.22 ✓		
*Consumers Service Stations	18807	34.73 ✓		
*Drawer Account - Charles F. Carpentier	18778	3.00 ✓		
Tru Temp	18815	6.50 ✓		48.45
<u>TRAVEL:</u>				
*Consumers Service Stations	18807	\$ 12.93 ✓		
Decatur Washmobile, Inc.	18824	1.00 ✓		
*Drawer Account	18778	45.56 ✓		
First Federal Savings	18816	21.00 ✓		
Standard Oil Company	18817	4.14 ✓		
Yellow Cab Company	18818	3.85 ✓		88.48
<u>INSURANCE:</u>				
The Sanks Insurance Agency, Inc.	18819	\$ 129.90 ✓		129.90
<u>MISCELLANEOUS:</u>				
Otto Dash Disposal	18820	\$ 2.75 ✓		
*Drawer Account	18778	112.50 ✓		
*Haines and Essick Company	18781	6.90 ✓		
Schudels' Inc.	18821	5.00 ✓		127.15
<u>SPECIAL PROJECTS:</u>				
L. E. DeVore Co.	18822	\$7,601.81 ✓		7,601.81
Restroom remodeling		\$ 1,885.50		
Fire escape & screens		5,716.31		
Total Operational Expenses				\$ 13,765.32

BILLS PRESENTED FOR PAYMENT - JULY 1959

	<u>Vou. #</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Total Operational Expenses (forwarded)				\$ 13,765.32
SALARIES:				
Staff		\$ 15,529.06		16,615.76
Janitor		<u>1,086.70</u>		<u>12,837.44</u>
				30,381.08
Total Bills Presented for Payment				<u>\$ 26,602.76</u>
				26,278.55
Balance in checking account after above bills are paid				<u>\$ 26,288.35</u>

PRESENTED FOR PAYMENT -----

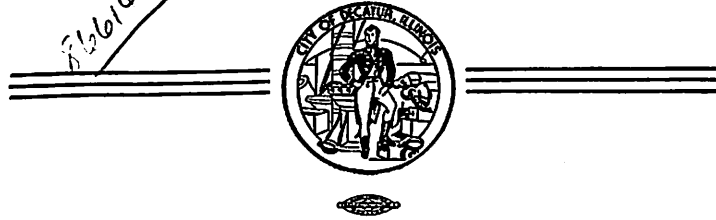
AUTHORIZED FOR PAYMENT -----

FINANCE COMMITTEE

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

CITY OF DECATUR

COUNTY BUILDING • DECATUR, ILLINOIS



COUNCIL - MANAGER
GOVERNMENT

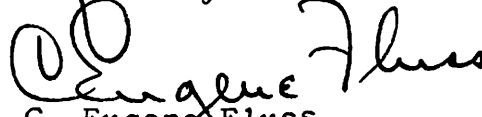
August 17, 1959

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

copy

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

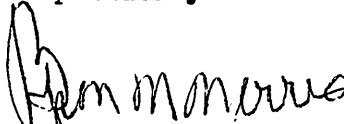
703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

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.

EMM:kl1

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. for Library purposes

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.

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

ORDINANCE NO. _____

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 I. That the following sums be and they are hereby ap-
propriated for the corporate purposes, expenses and lawful 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 revenue 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 re- duced 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	\$ 348,150.00

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 Division \$ 35,155.00

MANAGEMENT DIVISION:

Personal Services:

City Manager Salary	\$ 11,700.00
Administrative Aid - Personnel	4,000.00
Secretarial Wages	3,637.44

Contractual Service & Supplies:

Classification & Pay Plan Up-Dating	2,000.00
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Other Expenses:

Gasoline, Oil & Grease	300.00
Auto Repairs	150.00
Sundry	1,000.00

EXPENDITURES

Capital Outlays
For the purchase of equipment and supplies

1,000.00

Capital Outlays
New Equipment

1,000.00

Sub-Total - Management Division \$ 25,587.44

TOTAL - EXECUTIVE DEPARTMENT \$ 60,742.44

LEGAL DEPARTMENT

Personal Services:

Corporation Counsel,
City Attorney and
Secretary Salaries \$ 13,741.44

Contractual Services & Supplies: 1,577.00

Sundry Legal Expenses: 570.00

Municipal Code Revision & Annual Report 4,000.00

TOTAL \$ 19,888.44

FINANCE DEPARTMENT

CITY CLERK DIVISION:

Personal Services:

City Clerk - Office Salaries \$ 13,021.53

Contractual Services & Supplies:

City Clerk - Office Expenses 1,500.00
Printing and Publishing Ordinances 800.00

Other Expenses:

Election Expense - Special 5,000.00

Sub-Total \$ 20,321.53

COLLECTION DIVISION:

Personal Services:

City Treasurer - Office Salaries \$ 9,535.65
Salaries of Water Collection Clerks 21,938.31
Extra Clerk Hire 600.00
Parking Meter Collection & Maintenance Salaries 24,501.19

Contractual Services & Supplies:

City Treasurer - Office Expenses 1,200.00
Water Collection - Office Expenses 3,800.00
Maintenance of Office Equipment - Water Collection 800.00

Other Expenses:

Refund of Licenses & Fees - General Fund	\$ 3,000.00
Refund of Licenses & Fees - Water Fund	400.00
Collection Fees - Illinois Municipal League	1,000.00

Sub-Total \$ 66,775.15

ACCOUNTING DIVISION:

Personal Services:

Director of Finance - Salary	\$ 8,314.75
City Comptroller - Office Salaries	9,535.65
Extra Clerk Hire	300.00

Contractual Services & Supplies:

City Comptroller - Office Expense	1,000.00
Maintenance & Office Equipment	500.00
Auditing & Auditor Supervision of Accounting System	3,000.00
Auditing - Water Fund	1,000.00

Other Expenses:

Division of Finance - Sundry Expenses	800.00
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
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Contractual Services & Supplies:

Indemnity Bond Premiums	1,600.00
Indemnity Premium for Vehicles	5,000.00
Purchase of Electric Energy for Municipal Purposes	2,000.00
Rental of City Quarters	20,278.80
Pest Control	1,000.00
Purchase Agent's Office Supplies & Expenses	1,000.00
Fleet Insurance	1,500.00

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

PURCHASING DIVISION (Continued)

Capital Outlays:

General Fund - New Equipment	\$ 500.00
Water Department - New Equipment	500.00

Sub-Total	<u>\$ 1,000.00</u>
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TOTAL - FINANCE DEPARTMENT	<u>\$ 169,125.88</u>
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POLICE DEPARTMENT

ENFORCEMENT DIVISION

Personal Services:

Salaries of Police Officers	\$ 278,175.75
Wages of Employees	3,485.88
School Crossing Guard Salaries	2,025.00
License Investigator Salary	4,799.40

Contractual Service & Supplies:

Supplies & Expense - Police	300.00
Office Supplies & Expense - Police	1,300.00
Bicycle License Supplies	150.00
Supplies & Maintenance of Radio System	2,900.00
Radio Insurance	350.00
Police - Gasoline, Oil & Grease	6,500.00
Auto, Truck & Motorcycle Repairs	3,400.00
Ammunition & Supplies - Police	500.00
Auto, Gasoline, Oil & Grease - License Investigator	150.00
Auto Repairs - License Investigator	100.00
Office Supplies * License Investigator	75.00
Meals for Prisoners	300.00

Other Expenses:

Police Training Expenses	525.00
Police Sundry Training Expenses	300.00
Membership Fees - Police Officers Association	25.00
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX

Sub-Total	<u>\$ 306,361.03</u>
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TRAFFIC DIVISION:

Personal Services:

Salaries of Traffic Officers	\$ 59,361.00
Salaries of Traffic Employees	11,291.22

TRAFFIC DIVISION (Continued)

Contractual Service & Supplies:

Supplies & Expense - Traffic	\$ 100.00
Office Supplies & Expense - Traffic	2,300.00
Painting Supplies for Traffic Lanes	2,225.00
Supplies & Maintenance for Traffic Markers & Signs	3,000.00
Gasoline, Oil & Grease - Traffic	1,100.00
Auto, Truck & Motorcycle Repairs	1,000.00

Other Expenses:

Sundry Expenses - Traffic	125.00
Training Expenses - Traffic	150.00
Sundry Training Expenses - Traffic	25.00
National Safety Council	75.00
Traffic Commission - Office Supplies, Printing & Sundry	100.00

Sub-Total

\$ 80,852.22

RECORDS & IDENTIFICATION DIVISION:

Contractual Service & Supplies:

Materials & Supplies for Maintaining Criminal Identification Records	\$ 800.00
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Other Expenses:

Special Investigation of Criminals	200.00
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Sub-Total

\$ 1,000.00

ELECTRICAL SERVICES & STREET LIGHTING DIVISION:

Personal Services:

Wages of Employees	\$ 12,440.55
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Contractual Service & Supplies:

Gasoline, Oil & Grease	800.00
Auto, & Truck Repairs	1,300.00
Insurance	100.00
Municipal Street Lighting Contract No. 2275	40,000.00
Payment Contract for Maintaining Street Lighting No. 2276	4,500.00

Other Expenses:

School Traffic Light Maintenance	300.00
Operating & Maintenance of Street Lighting	3,000.00
Sundry Expense	1,000.00

Sub-Total

\$ 63,440.55

Capital Outlays

Purchase of New Equipment - Police	\$ 500.00
Purchase of New Equipment - Traffic	500.00
Purchase of New Automobiles - Police	3,000.00
Purchase of New Automobile - Traffic	2,000.00

Sub-Total

\$ 6,000.00

GRAND TOTAL - POLICE DEPARTMENT

\$ 456,653.80

PUBLIC HEALTH DEPARTMENT

PUBLIC HEALTH DEPARTMENT

Personal Services:

Employees Salaries & Wages

\$ 68,734.56

Contractual Service & Supplies:

Office Supplies & Postage

950.00

Gasoline, Oil & Grease

1,500.00

Auto & Truck Repairs

750.00

Laboratory Supplies

600.00

Health Supplies

400.00

Land Fill Rental

1,000.00

Maintenance of Dog Pound

300.00

Maintenance of Clinic

450.00

Other Expenses:

Health Officers Sundry Expenses

1,300.00

Expense of Weed Cutting & Mosquito Control

3,100.00

Training & Instruction for Nurses & Inspectors

500.00

Capital Outlays

Purchase of New Laboratory Equipment

1,000.00

Purchase of New Office Equipment

400.00

TOTAL

\$ 80,984.56

FIRE DEPARTMENT

Personal Services:

Salaries & Wages

\$ 425,133.69

FIRE DEPARTMENT (Continued)

Contractual Services:

Materials & Supplies & Expense for Maintaining Fire Alarm System	\$ 750.00
Office Supplies	125.00
Fire Prevention Printing & Supplies	125.00
Gasoline, Oil & Grease	1,800.00
Auto, Truck & Equipment Repairs	4,100.00
Firehouse Supplies	1,100.00
Coal	1,600.00
Light & Gas	1,500.00
Firehouse Building Repairs	3,000.00
Insurance	400.00

Other Expenses:

Sundry Expense - Maintenance & Operation of Automotive Equipment	1,000.00
Buses and Expense of Convention	650.00
Education Work for Fire Department	360.00
Education Work - Sundry Expense	150.00
Firehouse - Sundry Expense	900.00

Capital Outlays:

New Equipment	7,000.00
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TOTAL	\$ 449,693.69
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PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION:

Personal Services:

Salaries & Wages	\$ 58,641.09
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Contractual Services:

Office Expenses	900.00
Auto, Gas, Oil & Grease	700.00
Automotive Repairs	500.00
Maintenance of Transfer House	3,100.00
Cleaning & Relamping Downtown Street Lights	4,000.00

Other Expenses:

Sundry Expenses	1,100.00
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Sub-Total	\$ 68,941.09
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PUBLIC WORKS DEPARTMENT (Continued)

STREET & SEWER DIVISION

Personal Services

Salaries & Wages - Streets	\$ 161,250.58
Salaries & Wages - Sewers	32,506.39

Contractual Services

Expense of Maintenance of Extension and Parts of State Highway in accordance with contracts between City and Department of Public Works and Buildings	9,000.00
Contract work for streets	19,500.00
Street Repair Materials	26,110.00
Maintenance of Building & Ground	1,075.00
Asphalt for Streets	19,190.00
Insurance	50.00
Office Supplies	200.00
Gas, Oil & Grease - Street Division	8,500.00
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
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Capital Outlays

New Equipment - Engineering	2,000.00
New Office Equipment - Street Division	150.00
New Automotive Equipment - Street Division	39,000.00
Purchase of R.O.W. for Streets	5,500.00

Sub-Total	\$ 46,650.00
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TOTAL - PUBLIC WORKS	\$ 422,618.16
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PLANNING & DEVELOPMENT DEPARTMENT

PLANNING DIVISION:

Personal Services:

Salaries & Wages \$ 27,634.44

Contractual Services:

Telephone, Postage & Office Supplies 500.00
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 Outlays:

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
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FINANCE DEPARTMENT:

City Clerk Division	\$ 20,321.53
Collection Division	66,775.15
Accounting Division	36,950.10
Purchasing Division	44,078.80
Capital Outlay	1,300.00
TOTAL	\$ 169,425.58

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	6,800.00
TOTAL	\$ 472,453.80

PUBLIC HEALTH DEPARTMENT:

TOTAL	\$ 80,984.56
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FIRE DEPARTMENT:

TOTAL	\$ 449,690.69
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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
TOTAL	\$ 69,004.24

GRAND TOTAL - GENERAL FUND

\$ 2,179,120.72

- 12 -

WATER DEPARTMENT

ENGINEERING DIVISION:

Personal Services:

Salaries & Wages

\$ 4,133.13

Contractual Services:

Office Supplies & Phone

300.00

Repairs to Autos, Trucks & Equipment in

3,000.00

cases of Reimbursement to Water Department

2,100.00

Leasing Radio Equipment

2,000.00

Maintenance of Radio Equipment

300.00

Telephone Communication System

5,000.00

Contingencies Fund

Engineering Services for proposed Waterworks Lake
& Dam Improvements

5,000.00

Other Expenses:

Sundry Expense

200.00

Sub-Total

\$ 22,333.13

LAKE DIVISION:

Personal Services:

Salaries & Wages

\$ 78,811.20

Wages of Employees

6,630.75

Contractual Services:

Office Supplies & Phone (Conservationist)

300.00

Gasoline, Oil & Grease

300.00

Auto Repairs

500.00

Lake Maintenance

18,000.00

Building, Dock & Ground Maintenance

8,000.00

Auto, Boat Gasoline, Oil & Grease

2,000.00

Auto & Truck Repairs

700.00

Insurance

1,500.00

Boat & Equipment Repairs

1,500.00

Construction Contracts for Lake Maintenance

25,000.00

Topographical & Silt Survey

100.00

Other Expenses:

Sundry Expense - (Conservationist)

100.00

Sundry Expense - (Lake)

2,000.00

Sub-Total

\$ 145,742.95

WATER DEPARTMENT (Continued)

WATER PUMPING & TREATMENT DIVISION

Personal Services

Salaries & Wages - Pumping Plant \$ 71,551.30
Salaries & Wages - Treatment Plant 67,317.90

Contractual Services

Fuel for Heating 7,000.00
Diesel Oil 1,200.00
Lubrication & Supplies 800.00
Electric Power 37,000.00
Building & Ground Maintenance - Pumping Plant 1,000.00
Gasoline, Oil & Grease 500.00
Auto. & Truck Repairs 500.00
Insurance - Pumping Plant 500.00
Equipment Repairs 5,000.00
Gas Maintenance 1,000.00
Laboratory Supplies & Expense 800.00
Building & Ground Maintenance - Treatment Plant 500.00
Insurance - Treatment Plant 1,250.00
Equipment Repairs - Treatment Plant 4,000.00
Activated Carbon 1,000.00
Copper Sulphate 1,000.00
Alum 9,000.00
Ammonia Sulphate 900.00
Calgon 2,500.00
Chlorine 4,000.00
Fuel Oil 8,500.00
Lime 40,000.00
Soda Ash 5,000.00
Fluorides Sodium Silica 1,000.00

Other Expenses

Sundry Expense - Pumping Plant 500.00
General Supplies - Treatment Plant 600.00
Sundry Expense - Treatment Plant 500.00

Sub-Total

\$ 274,472.10

DISTRIBUTION & METER DIVISION

Personal Services

Salaries & Wages 96,161.66
Travel Expense 5,500.00

DISTRIBUTION & METER DIVISION (Continued)

Contractual Services:

Heat & Electric	\$ 1,800.00
Watermain Repair Materials	5,000.00
Water Meter Repairs	5,500.00
Gasoline, Oil & Grease	1,800.00
Auto & Truck Repairs	1,200.00
Insurance	500.00
Meter Testing & Repair Materials	1,000.00
Clean & Paint Tank #1	10,000.00

Other Expenses:

Sundry Expense	1,200.00
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Sub-Total \$ 129,761.66

Capital Outlays:

Purchase of Radio Equipment	\$ 1,200.00
Flouridation Equipment and Installation	25,000.00
New Water Meters	30,000.00
Watermain Construction	120,000.00
Land Acquisition for Reservoir & Building Site	240,000.00
Water Well Sites	100.00
Lake - River 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	\$ 4,100.00
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	2,000.00
Sec. 75-CV-CS - GARFIELD	51,000.00
Sec. 80-CS Eldorado, Church to Illinois Central Railroad	37,000.00
Sec. 93-CS 16th Street	50,000.00
Sec. 93-S-CS - 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	100,000.00
Sec. 101-CS East Bridge Road	227,000.00
Contract Maintenance - 1959	30,000.00
Traffic Light Maintenance	22,340.00
Sec. 102-CS North & South Couple	1,200,000.00
Bond Sale Costs	20,000.00
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TOTAL	\$ 2,550,890.00

RECAPITULATION

SPECIAL FUND APPROPRIATIONS	\$ 898,150.00
GENERAL FUND	\$ 1,728,711.51
WATER FUND	\$ 1,333,898.80
MOTOR VEHICLE PARKING SYSTEM	\$ 131,197.00
MOTOR FUEL REVENUES	\$ 2,550,890.00
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GRAND TOTAL	<u>\$ 6,553,847.31</u>

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 _____

Nays _____

PRESENTED this 20th day of July, 1959.

PASSED this 27th day of July, 1959.

APPROVED this 27th day of July, 1959.

RECORDED this 27th day of July, 1959.

ATTEST:

[Handwritten Signature]
MAYOR

[Handwritten Signature]
CITY CLERK

PUBLISHED this _____ day of July, 1959.

CITY CLERK

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

Legal Notice

ORDINANCE NO. 3388

Ordinance Making Appropriation
The City of Decatur, Illinois, for
The Fiscal Year of 1959-1960.
It is 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
several 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 tax-
ation 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 pur-
poses 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 pur-
poses 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 High-
way Code." 30,000.00
For Maintenance—City Public Hospi-
tal 10,000.00
Public Benefit Fund 30,000.00
For Civil Defense as authorized by Sec-
tion 13 of an Act of the General
Assembly entitled "The Illinois Civil
Defense Act of 1951." 27,650.00
For City contribution to Illinois Mun-
icipal Retirement Fund as required
by law 90,000.00

Total Special Fund Approp-
riation Executive Department \$809,150.00
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 Ser-
vice 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
Tip-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

**SUMMER OF
MUSICALS**

1,000.00
Other Expenses:
Division of Finance—Sundry Expenses
800.00
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 Premiums for Vehicles 5,000.00
Purchase of Electric Energy for Municipal
Purposes 2,000.00
Rental of City Quarters 20,278.80
Pest Control 1,000.00
Purchase Agent's Office Supplies & Ex-
penses 1,000.00
Fleet Insurance 1,500.00
Other Expenses:
Repairs to Auto & Equipment in cases
of Reimbursement to City 2,000.00
Expenses incurred from Sale of Aban-
doned Cars & Bicycles 1,700.00
Purchase of Delinquent & Special As-
sessments & 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 2,025.00
License Investigator Salary 4,799.40
Contractual Service & Supplies:
Supplies & Expense—Police 300.00
Office Supplies & Expense—Police 1,300.00
Bicycle License Supplies 150.00
Supplies & Maintenance of Radio Sys-
tem 2,900.00
Radio Insurance 350.00
Police—Gasoline, Oil & Grease 6,500.00
Auto, Truck & Motorcycle Repairs 3,400.00
Ammunition & Supplies—Police 500.00
Auto, Gasoline, Oil & Grease—License
Investigator 150.00
Auto Repairs—License Investigator 100.00
Office Supplies—License Investigator 75.00
Meals for Prisoners 300.00
Other Expenses:
Police Training Expenses 525.00
Police Sundry Training Expenses 300.00
Membership Dues—Police Officers As-
sociation 25.00
Sub-Total \$405,361.03
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 2,300.00
Painting Supplies for Traffic Lanes 2,225.00
Supplies & Maintenance for Traffic
Markers & Signs 3,000.00
Gasoline, Oil & Grease—Traffic 1,100.00
Auto, Truck & Motorcycle Repairs 1,000.00
Other Expenses:
Sundry Expenses—Traffic 125.00
Training Expenses—Traffic 150.00
Sundry Training Expenses—Traffic 25.00
National Safety Council 75.00
Traffic Commission—Office Supplies,
Printing & Sundry 100.00
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 \$200.00
Sub-Total \$1,000.00
Electrical Services & Street Lighting Di-

vision:
Asphalt for Streets 19,140.00
Insurance 50.00
Office Supplies 200.00
Gas, Oil & Grease—Street Division 8,500.00
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 Di-
vision 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 Di-
vision 150.00
New Automotive Equipment—Street
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 Zon-
ing 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 De-
partments \$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 Di-
vision 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 & build-
ing site 240,000.00
Water 109,000.00
Lake Street Bridge City 15,000.00
New equipment—Pumping 1,000.00
Plant 1,000.00
New Equipment—Engineering 1,200.00
New Equipment—Distribution & Me-
ter 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 Motor Fuel Revenues \$131,197.00
Principal & Interest on Bonds \$ 76,550.00
Illinois Municipal Retirement Fund 2,000.00
Sec. 75 CV-CS-Garfield 31,000.00
Sec. 80 CS Eldorado, Church to Illi-
nois Central Railroad 37,000.00
Sec. 93-CS 16th Street 50,000.00
Sec. 93-S-CS—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 100,000.00
Sec. 101 CS Lost Bridge Road 227,000.00
Contract Maintenance—1959 30,000.00
Traffic Light Maintenance 22,340.00
Sec. 102 CS North & South Couple 1,200,000.00
Bond Sale Costs 20,000.00
Total \$2,550,890.00
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
Grand Total \$6,553,847.31

Section 2 That any unexpended bal-
ance of any item or items of any gen-
eral appropriation made by this Ordinance
may be expended to make up any
deficiency in any sum or sums so ap-
propriated in the same general appropria-
tion for the same general purpose, in
this Ordinance.
Section 3. That said Ordinance be
published as provided by Section 10-
Article 10 of an Act of the General
Assembly of the State of Illinois, en-
titled "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
Preserved this 20th day of
July, 1959.
Passed this 27th day of July, 1959.
Approved this 27th day of July,
1959.
Recorded this 27th day of July,
1959.
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

July 29, 1959
Herald - P. 17

Approp. 59/60 - 290,000
+ 20,000

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 I. That the following sums be and they are
hereby appropriated for the corporate purposes, expenses and
lawful 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 revenue
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

* * * * *

PRESENTED this 20th day of July, 1959.
PASSED this 27th day of July, 1959.
APPROVED this 27th day of July, 1959.
RECORDED this 27th day of July, 1959.

Robert A. Grohne

Mayor

Attest:

C. Eugene Fluss

City Clerk

PUBLISHED this 29th day of July, 1959.

C. Eugene Fluss

City Clerk

2-0694

STATE OF ILLINOIS)
COUNTY OF MACON) SS.
CITY OF DECATUR)

I. C. Eugene Fluss, City Clerk of the City of Decatur, Illinois, do hereby certify that the foregoing is a true and correct excerpt 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 signed and approved by the Mayor of said City on July 27th, 1959.

I Do Further Certify that the original of which the foregoing is a true and correct excerpt is entrusted to me as Clerk of said City for my safekeeping and that I am the lawful keeper and custodian of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said corporation this 17th day of August, 1959.

Eugene Fluss
City Clerk of Decatur, Illinois

(SEAL)

ORDINANCE NO. 3388

An Ordinance Making Appropriation for
the City of Decatur, Illinois, for the
Fiscal Year of 1959-1960.

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* * * * *

PRESENTED this 20th day of July, 1959.
PASSED this 27th day of July, 1959.
APPROVED this 27th day of July, 1959.
RECORDED this 27th day of July, 1959.

Robert A. Grohne

Mayor

Attest:

C. Eugene Fluss

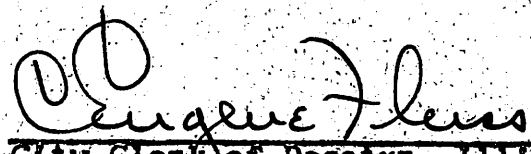
City Clerk

STATE OF ILLINOIS)
COUNTY OF MACON) SS.
CITY OF DECATUR)

I, C. Eugene Fluss, City Clerk of the City of Decatur, Illinois, do hereby certify that the foregoing is a true and correct excerpt 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 signed and approved by the Mayor of said City on July 27th, 1959.

I Do Further Certify that the original of which the foregoing is a true and correct excerpt is entrusted to me as Clerk of said City for my safekeeping and that I am the lawful keeper and custodian of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said corporation this 17th day of August, 1959.


City Clerk of Decatur, Illinois

(SEAL)

AN ORDINANCE MAKING THE ANNUAL TAX LEVY FOR THE CITY OF DECATUR, FOR THE FISCAL YEAR OF 1959-1960.

WHEREAS, THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS, DID,

ON THE 27TH. DAY OF JULY, 1959, PASS THE ANNUAL APPROPRIATION ORDINANCE

FOR THE CITY OF DECATUR, FOR THE FISCAL YEAR BEGINNING WITH THE 1ST.

DAY OF MAY, 1959 AND ENDING ON THE 30TH. DAY OF APRIL, 1960, IN THE

AGGREGATE SUM OF SIX MILLION FIVE HUNDRED FIFTY THREE THOUSAND EIGHT

HUNDRED FORTY SEVEN AND 31/100 DOLLARS (\$6,553,847.31), WHICH SAID

ORDINANCE WAS APPROVED ON THE 27TH. DAY OF JULY, 1959, AND PUBLISHED

ON THE 29TH. DAY OF JULY, 1959, THE OBJECTS AND PURPOSES FOR WHICH THE

SEVERAL APPROPRIATIONS WERE MADE BEING SHOWN BY A COPY OF SAID ANNUAL

APPROPRIATION ORDINANCE HERETO ATTACHED AND MADE A PART HEREOF.

NOW THEREFORE, BE IT HEREBY ORDAINED BY THE COUNCIL OF THE

CITY OF DECATUR, ILLINOIS:

SECTION 1. THAT THERE IS HEREBY LEVIED UPON ALL THE TAXABLE

PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF DECATUR, ILLINOIS,

AS THE SAME IS TAXED AND EQUALIZED FOR STATE AND COUNTY PURPOSES FOR THE

FISCAL YEAR BEGINNING WITH THE 1ST. DAY OF MAY, 1959 AND ENDING ON THE

30TH. DAY OF APRIL, 1960, THE SUM OF ONE MILLION, THREE HUNDRED THIRTY

ONE THOUSAND, EIGHT HUNDRED FIFTY AND NO/100 DOLLARS (\$1,331,850.00),

THE OBJECTS AND PURPOSES FOR WHICH SAID SUM IS HEREBY LEVIED AND THE

APPORTIONMENT THEREOF AMONG THE SEVERAL OBJECTS AND PURPOSES BEING AS

FOLLOWS, TO-WIT:

FOR UPKEEP AND MAINTENANCE OF CENTRAL PARK

\$ 2,000.00

FOR PLAYGROUND AND RECREATION PURPOSES

20,950.00

FOR THE MAINTENANCE OF PUBLIC LIBRARY AND

283,000.00

READING ROOMS, TO BE KNOWN AS THE LIBRARY FUND

FOR POLICE PENSIONS, AS REQUIRED BY LAW

45,000.00

FOR FIREMEN'S PENSIONS, AS REQUIRED BY LAW

40,000.00

FOR THE PURPOSES OF FIRE PROTECTION IN THE

127,500.00

CITY OF DECATUR, ILLINOIS

FOR MAINTENANCE AND 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", TO BE 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".	\$ 127,500.00
FOR CITY CONTRIBUTION TO ILLINOIS MUNICIPAL RETIREMENT FUND, AS REQUIRED BY LAW	90,000.00
PUBLIC BENEFIT TAX	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", AS AMENDED	<u>20,000.00</u>
TOTAL	\$ 871,850.00

(ALL OF THE FOREGOING ITEMS SHALL BE IN ADDITION TO THE AMOUNT AUTHORIZED TO BE LEVIED FOR GENERAL CORPORATE PURPOSES PROVIDED BY SECTION 1 OF ARTICLE XVI OF AN ACT OF THE GENERAL ASSEMBLY OF THE STATE OF ILLINOIS, ENTITLED "REVISED CITIES AND VILLAGES ACT" IN EFFECT JANUARY 1, 1942, AS AMENDED.)

CITY CLERK'S OFFICE SALARIES	\$ 10,000.00
RENTAL OF CITY QUARTERS	20,000.00
MUNICIPAL STREET LIGHTING - ENERGY	20,000.00
PUBLIC WORKS DEPARTMENT - STREET & SEWER DIVISION PERSONAL SERVICES - SALARIES & WAGES - SEWERS	20,000.00
SALARIES AND WAGES OF POLICE OFFICERS & EMPLOYEES	200,000.00
SALARIES AND WAGES OF FIREMEN IN EXCESS OF PROCEEDS OF FIRE PROTECTION TAX	<u>190,000.00</u>
TOTAL	\$ 460,000.00
GRAND TOTAL	\$1,331,850.00

SECTION 11. THAT THE CLERK OF SAID CITY OF DECATUR, ON THE PASSAGE AND APPROVAL OF THIS ORDINANCE, SHALL FILE A CERTIFIED COPY OF SUCH ORDINANCE WITH THE COUNTY CLERK OF MACON COUNTY, ILLINOIS, IN THE STATE OF ILLINOIS, AS REQUIRED BY THE STATUTES OF THE STATE OF ILLINOIS IN SUCH CASE MADE AND PROVIDED.

SECTION 111. WARRANTS AGAINST AND IN ANTICIPATION OF THE TAXES ABOVE LEVIED FOR THE PAYMENT OF THE ORDINARY AND NECESSARY EXPENSES OF THE CITY FOR THE CURRENT FISCAL YEAR, ARE HEREBY AUTHORIZED TO BE DRAWN BY THE MAYOR AND CITY COMPTROLLER TO THE EXTENT OF SEVENTY-FIVE PER CENTUM OF THE TOTAL AMOUNT OF ANY SUCH TAX LEVIED HEREIN IN ACCORDANCE WITH THE STATUTES IN SUCH CASE MADE AND PROVIDED, AND SUBJECT TO THE PROVISIONS THEREOF.

SECTION IV. ALL ORDINANCES, OR PARTS OF ORDINANCES, IN CONFLICT HEREWITH ARE HEREBY EXPRESSLY REPEALED..THIS ORDINANCE IS DECLARED TO BE URGENT AND NECESSARY FOR THE IMMEDIATE PRESERVATION OF THE PUBLIC PEACE, HEALTH AND SAFETY, AND SHALL BE IN FULL FORCE AND EFFECT IMMEDIATELY UPON ITS PASSAGE AND APPROVAL AS PROVIDED BY LAW.

SECTION V. PASSED BY A THREE-FOURTHS VOTE OF ALL MEMBERS OF SAID COUNCIL AUTHORIZED BY LAW TO BE ELECTED.

AYES SIX

NAYS NONE

PRESENTED THIS 17TH. DAY OF AUGUST, 1959.

PASSED THIS 24TH. DAY OF AUGUST, 1959.

APPROVED THIS 24TH. DAY OF AUGUST, 1959.

RECORDED THIS 24TH. DAY OF AUGUST, 1959.

ROBERT A. GROHNE
MAYOR

ATTEST:

C. EUGENE FLUSS
CITY CLERK

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:

Finance Committee

Mr. Burnett, chairman
Mr. Cheeks
Mr. Hart
Mrs. Greider

Library Advisory

David Felt, chairman
Mrs. Moothart
Mr. Madden

Personnel

Mrs. Ridgley, chairman
Mr. Koslofski
Mr. Cheeks

Policy

Mr. Koslofski, chairman
Mr. Felts
Mrs. Ridgley

Properties

Mrs. Moothart, chairman
Mr. Burnett
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*

Append

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BILLS PRESENTED FOR PAYMENT
AUGUST 1959

<u>BOOKS:</u>	<u>You.#</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

<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	18879	6.50		
✓ Illinois Audubon Society	18880	2.00		
✓ National Foremen's Institute	18881	7.50		\$ 85.75
<u>AUDIO-VISUAL:</u>				
Decatur Herald and Review	18882	\$ 18.78		
*Drawer Account-George F. Cram Company, Inc.	18840	11.70		30.48
<u>REPAIRS/MAINTENANCE:</u>				
A. D. Binder Plumbing & Heating	18883	\$ 40.05		
King-Lar Company-Evans	18884	25.44		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		823.00
<u>TELEPHONE:</u>				
*Drawer Account	18840	\$.60		
*Illinois Bell Telephone Company	18845	185.05		185.65
<u>POSTAGE:</u>				
Books		\$ 15.87		
*Drawer Account	18840	25.81		
Periodicals		.60		
Postmaster, City of Decatur, Ill.	18887	50.00		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	39.58		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	21.25		72.84
<u>BOOKMOBILE OPERATION:</u>				
*Black & Company	18889	11.15		
*Drawer Account	18840	2.54		
*Haines and Essick Company	18893	5.54		19.23

BILLS PRESENTED FOR PAYMENT-AUGUST 1959

<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	<u>.65</u>		\$ 35.60
 <u>PROFESSIONAL DEVELOPMENT:</u>				
*Drawer Account-Mrs.Dorthia Turnbo	18840	<u>8.88</u>		8.88
 <u>MISCELLANEOUS:</u>				
Otto Dash Disposal	18898	2.75		
*Drawer Account-Macon Co.Fair tickets	18840	<u>5.00</u>		<u>7.75</u>
Total Operational Expenses				\$5,650.71
 <u>SALARIES:</u>				
Staff		\$ 15,706.00		
Janitor		<u>1,012.46</u>		<u>16,718.46</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

ORDINANCE NO. 3434

An Ordinance Authorizing Emergency
Appropriation for Public Library Fund

* * * * *

WHEREAS, the City of Decatur, Illinois, through its duly appointed Board of Directors of the Decatur Public Library, operates and maintains a City Public Library open to the public and to the inhabitants of the City; and

WHEREAS, the State Fire Marshal and the Decatur Fire Prevention Officer have directed and required the Board of Directors to install fire screens around its open stairways, additional fire escapes and additional exits from the Decatur Public Library building for the protection of the public; and

WHEREAS, the approximate cost of such additional required improvements is the sum of Twenty Thousand Dollars (\$20,000.00); and

WHEREAS, the Library Fund has sufficient funds available for such work; and

WHEREAS, the appropriation ordinance adopted by the Council for the fiscal year beginning May 1, 1959 and ending April 30, 1960, contained no items and no appropriation for such required work; and

WHEREAS, such improvements are necessary and required to prevent and remove imminent danger to persons using such library building and to the building itself; and

WHEREAS, an emergency now exists.

NOW THEREFORE, BE IT HEREBY ORDAINED BY THE COUNCIL OF
THE CITY OF DECATUR, ILLINOIS:

Section I. That there is hereby appropriated the additional sum of Twenty Thousand Dollars (\$20,000.00) for use and as a part

of the Library Fund for making such improvements heretofore set forth and required to prevent and remove imminent danger to persons and property.

PRESENTED this 31st day of Augst, 1959.

PASSED and APPROVED by a two-thirds vote of all members of the Council authorized by law to be elected this 9th day of September, 1959.

Ayes Six

Nays None

RECORDED this 9th day of September, 1959.

Robert A. Grohne

MAYOR

ATTEST:

C. Eugene Fluss

CITY CLERK

PUBLISHED this 12th day of September, 1959.

C. Eugene Fluss

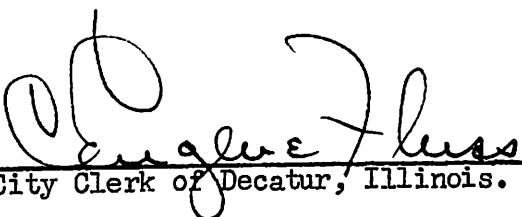
CITY CLERK

STATE OF ILLINOIS)
)
COUNTY OF MACON) SS.
)
CITY OF DECATUR)

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 9th day of September 1959, and that the same was signed and approved by the Mayor of said City on the 9th day of September 1959.

I DO FURTHER CERTIFY that the original of which the foregoing is a true and correct copy is entrusted to me as Clerk of said City for my safekeeping and that I am the lawful keeper and custodian of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said corporation this 14th day of September 1959.



City Clerk of Decatur, Illinois.

CITY OF DECATUR

COUNTY BUILDING • DECATUR, ILLINOIS



COUNCIL - MANAGER
GOVERNMENT

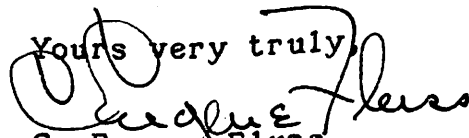
September 10, 1959

Mrs. Mary T. Howe
Librarian
457 North Main St.
Decatur, Illinois

Dear Mrs. Howe:

Enclosed is a certified copy of Ordinance No. 3434, passed by the City Council on September 9, 1959 authorizing emergency appropriation of \$20,000.00 additional for the Library Fund.

Yours very truly,


C. Eugene Fluss
City Clerk

cc: City Manager
File #38046

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

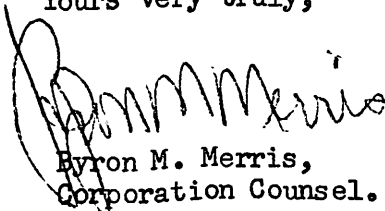
September 21, 1959

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

Dear Mrs. Howe:

As you know, at the election last April the City adopted the Civil Service Act. The Appellate Court held in the case of Board of Library Directors of the City of Springfield, vs. Snigg, 303 Ill. App. page 340, 25 N.E 2d page 420, that the employees of the City Public Library, with the exception of the Librarian, are under Civil Service. Any appointments made within two years of July 17, 1959 must take examinations before the Civil Service Commission to qualify for their positions.

Yours very truly,



Byron M. Merris,
Corporation Counsel.

BMM:kll

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
September 25, 1959

Mr. Dean Madden, President, called the regular meeting of the Board of Directors to order at 4:10 PM, September 25, 1959, in the Board Room of the Decatur Public Library. Those present were Mr. Madden, Mrs. Moothart, Mr. Hart, Mr. Cheeks, Mrs. Ridgley, Mrs. Greider, Mr. Koslofski, Mrs. Howe, Mr. Bushee, Mr. Moore from the Jaycees, and Mr. Ed Bauer, reporter from the newspaper. Mr. Byron Merris, corporation counsel, came in at five o'clock.

The minutes of the July 31st and August 25th board meetings were approved.

The Finance Committee presented the bills for payment:

Staff Salaries	\$14,791.58
Janitor Salaries	<u>903.56</u>
	\$15,695.14
Operational Expenses	<u>7,063.29</u>
Total Bills Presented for Payment	<u><u>\$22,758.43</u></u>

Mr. Cheeks moved the bills for September be approved for payment. Mrs. Greider seconded the motion. All present voted aye. The motion carried.

Mrs. Ridgley presented the report of the Personnel Committee. The letter from Mr. Merris was reported.

Mrs. Moothart presented the report of the Properties Committee and moved the bid be given to Remington Rand for the new shelving in the Magic Carpet Room. After discussion, the Board members suggested finding out how long it will take to secure the installation after the order is placed. This was deferred until the November meeting.

All members of the Board were urged to attend the Illinois Library Association conference in Chicago, November 19-22.

Appelt

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BILLS PRESENTED FOR PAYMENT
September, 1959

	<u>Vou. #</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
BOOKS:			\$240.00	
American Management Association		\$		
American Technical Society	18904	3.96		
R. R. Bowker Company	18905	60.00		
The British Book Centre, Inc.	18906	12.60		
Citizen Information Service	18907	5.00		
Consumer Bulletin	18908	12.00		
Crown Publishers, Inc.	18909	13.90		
The College Blue Book	18910	36.00		
Combined Registry Company	18911	2.36		
Doubleday & Company, Inc.	18912	56.69		
*Drawer Account	18913	106.13		
The French Book Guild	18914	7.73		
The H. R. Huntting Company, Inc.	18915	78.26		
Huston-Patterson Corporation	18916	25.00		
*Illinois Bell Telephone Company	18917	15.45		
International City Managers' Association	18918	.50		
Johnsen Publishing Company	18919	6.25		
A. C. McClurg & Co.	18920	2,035.44		
McGraw-Hill Book Co., Inc.	18921	371.49		
The Macmillan Company	18922	10.52		
Middle Eastern Affairs	18923	11.20		
Pageant Book, Inc.	18924	96.00		
Pannonia Publishing Co.	18925	5.70		
Pergamon Press, Inc.	18926	4.95		
Pitman Publishing Corporation	18927	25.40		
Prentice-Hall, Inc.	18928	23.26		
Reinhold Publishing Corporation	18929	7.50		
The Scarecrow Press, Inc.	18930	5.40		
Southern Book Company	18931	15.00		
Stechert-Hafner, Inc.	18932	1.50		
Tax Institute, Inc.	18933	.50		
Charles C. Thomas, Publisher	18934	38.25		
Trail-R-Club of America	18935	5.07		
Charles E. Tuttle Company	18936	6.75		
The University of Chicago Press	18937	81.67		
University of Illinois Business Office	18938	27.00		
The Williams & Wilkins Company	18939	4.50		
Richard D. Irwin, Inc.	18940	9.00		
986 Books Purchased		\$3,227.93	\$240.00	\$2,987.93
PERIODICALS:				
*Drawer Account	18913	\$ 28.00		
National Foremen's Institute	18941	7.50		35.50
AUDIO-VISUAL:				
Decatur Herald and Review	18942	\$ 18.60		
Pfile's Camera Shop	18943	15.80		34.40
BINDING:				
Stappenbeck Bookbindery, Inc.	18944	\$ 159.22		159.22

Bills Presented for Payment

	Vou.#	Debit	Credit	Balance
<u>REPAIRS/MAINTENANCE:</u>				
A.D. Binder Plumbing & Heating	18945	\$ 7.40		
Decatur Refrigeration Co.	18946	39.00		
Gates and Johnson Co.	18947	9.75		
King-Lar Company	18948	11.63		
*Linxweiler Office Supply Co., Inc.	18949	2.50		
Schwartz Glass Co.	18950	13.50		
Taylor Office Machine Service	18951	5.50		
Tru-Temp	18952	<u>48.00</u>		\$ 137.28
<u>FURNITURE/EQUIPMENT:</u>				
Chicago Seating Company	18953	\$ 419.64		
*Gaylord Bros., Inc. - Chg. Mach. Rental	18954	50.00		
*International Business Machines Corp.	18955	<u>85.33</u>		554.97
<u>TELEPHONE:</u>				
*Illinois Bell Telephone Company	18917	\$ <u>186.00</u>		186.00
<u>POSTAGE AND DRAYAGE</u>				
Association Films, Inc.	18956	\$.20		
Books		22.18		
Furniture/Equipment-Chicago Seating Co.	18953	9.02		
*International Business Machines Corp.	18955	136.17		
Office Supplies		.72		
Modern Talking Picutres Service, Inc.	18957	9.52		
*Drawer Account	18913	96.76		
Peoria Cartage Company	18958	33.69		
Periodicals-National Foremen's Institute	18941	.60		
Postmaster, City of Decatur, Illinois	18959	<u>50.00</u>		358.86
<u>PRINTING:</u>				
Industrial Printing, Inc.	18960	\$ <u>140.00</u>		140.00
<u>BINDING SUPPLIES:</u>				
*Gaylord Bros., Inc.	18954	\$ <u>32.75</u>		32.75
<u>BUILDING SUPPLIES:</u>				
*Decatur Paper House, Inc.	18961	\$ 35.45		
Heise Electric Service	18962	155.17		
Westervelt Paper Company	18963	<u>101.40</u>		292.02
<u>OFFICE SUPPLIES:</u>				
*Drawer Account	18913	\$ 1.60		
Columbia Ribbon & Carbon Mfg. Co., Inc.	18964	19.50		
*The Decatur Paper House, Inc.	18961	6.84		
*Gaylord Bros., Inc.	18954	111.10		
*International Business Machines Corp.	18955	4.35		
*Linxweiler Office Supply Co., Inc.	18949	59.17		
J. O. Richardson Co.	18965	15.60		
Springfield Thermo-Fax Sales Company	18966	<u>1.25</u>		219.41
<u>BOOKMOBILE OPERATION:</u>				
The Barnfield Pharmacy	18967	\$ 3.95		
Black & Company	18968	3.15		
Bold Machine Works	18969	3.00		
*Consumers Service Stations	18970	23.65		
Frank Hubbard Electric Co.	18971	<u>1,331.51</u>		1,365.26

Append

Bills Presented for Payment - September 1959

TRAVEL:	Vou. #	Debit	Credit	Balance
*Drawer Account	18913	\$ 60.00		
*Consumers Service Stations	18970	8.32		
Gregory Ford Co.	18972	3.48		
Mrs. Hattie Houck (for June, July & Aug.)	18973	36.00		
Standard Oil Company	18974	18.77		
First Federal Savings	18975	<u>21.00</u>		\$ 147.57

MISCELLANEOUS:	Vou. #	Debit	Credit	Balance
C. E. Barnes	18976	\$ 300.00		
Otto Dash Disposal	18977	2.75		
*Drawer Account	18913	9.37		
Librarian's Expense Account	18978	<u>100.00</u>		<u>412.12</u>
Total Operational Expenses				<u>\$7,063.29</u>

SALARIES:

Staff	\$14,791.58		
Janitor	<u>903.56</u>		
			<u>15,695.14</u>
			<u>\$22,758.43</u>

Balance in checking account after above bills are paid 9/30/59			<u>\$23,452.69</u>
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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 FINANCE COMMITTEE MEETING, Oct. 21, 1959

Mr. Jack Burnett called the meeting to order at 4:05 PM in the Board Room of the Decatur Public Library. Those members present were: Mr. Burnett, Mr. Lent, Mr. Cheeks, Mrs. Greider, and Mrs. Howe.

The combined bill list and budget sheets for October 1959 were distributed to the members present. These had been tabulated on the IBM machines. One sheet of the vendor list was given to each member to check against the corresponding bills. This provided an accurate cross check from the bills to the vouchers to the vendor list.

After the committee had examined all of the bills it recommended the bills be presented to the Board for payment on Friday afternoon, at the regular monthly meeting.

The Committee sent their approval and thanks to Mrs. Weidner and the members of the Data Processing Department for the excellent work done in preparing the new list. Mrs. Greider and Mr. Burnett visited the Data Processing department after the meeting for a demonstration of the machines. The meeting adjourned at 5 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
October 30, 1959

Members Present: Mr. Madden, Mr. Burnett, Mr. Felts, Mrs. Greider, Mr. Hart, Mr. Koslofski, Mrs. Moothart, and Mrs. Ridgley. Mrs. Howe and Mrs. Appelt were present.

The meeting was called to order by Mr. Madden, president at 4 PM/ Minutes of the September 25th meeting were approved as currently revised. Mr. Burnett, chairman of the Finance Committee reported on the bills presented for payment. He stated the committee had examined the bills, budget and new listing carefully, and therefore moved the bills for October be approved for payment. Mr. Hart seconded the motion. All present voted aye. The motion carried.

Staff Salaries	\$15,604.22
Janitor's Salaries	769.12
Operating Expenses	<u>16,512.69</u>
Total	\$32,886.03

Mrs. Moothart, chairman of the Properties Committee reported on the shelving for the Magic Carpet Room. The Remington Rand bid was considered the best of the four received. This company reported the order should be placed by November 1st in order to insure installation April 1st. Mrs. Moothart moved the bid be accepted and the order placed with Remington Rand for the new shelving in the Magic Carpet Room. Mr. Burnett seconded the motion. All present voted aye. Motion carried. Bids had been presented and discussed at the Sept. meeting.

Mrs. Ridgley, chairman of the Personnel Committee, asked the Librarian to report on the personnel matters. A meeting was being arranged with the Civil Service Commission for the following Tuesday at four o'clock. Mr. Bodnar and Mr. Dellert would meet with the Cabinet and the Personnel Committee on Wednesday.

Mr. Madden reported the Salary Survey had been completed by the Librarian. 112 libraries had been asked to submit data and 82 replied. He said the Personnel Committee would study the statistics and commented the data was valuable because it was up-to-date.

The parking problems were discussed. Mr. Burnett reported a city committee is studying the problem. A suggestion was made to purchase the Legion Building next door, tear it down and make a parking lot with meters to defray the cost.

The Librarian reported that books had been taken to the National Bible Week exhibit held in Fairview Plaza. This room would make excellent quarters for a branch library.

Mr. Madden urged all members to think about the purpose of the Library and suggested a whole meeting be devoted to the subject before the end of the fiscal year. Mrs. Ridgley asked all members to read the article on Friends of the Library in the recent Library Journal.

The meeting adjourned at 5:30 PM.

Respectfully submitted,
Mary T. Howe
Mary T. Howe
Secretary

Appelt

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR OCTOBER 1959

	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
100	<u>Salary</u>	\$175,006.00	\$	\$ 75,338.40	\$ 99,667.60
	Treas City <i>19044</i>		961.91		
	Dec City C <i>19045</i>		190.00		
	United Fund <i>19046</i>		19.63		
	B.C. and Shield <i>19047</i>		136.73		
	Citizens Bank <i>19049</i>		2,327.20		
	Reg. Sal		11,968.75		
100	<u>Total Salaries</u>	175,006.00	15,604.22*	90,942.62	84,063.38
150	<u>Janitor's Salaries</u>	10,029.00		4,750.43	5,278.57
	Treas City <i>19044</i>		48.83		
	Dec City C <i>19045</i>		10.00		
	B.C. & Shield <i>19047</i>		3.71		
	Citizens Bank <i>19049</i>		102.20		
	Bldg. Maint.		604.38		
150	<u>Total Janitor's Sal.</u>	10,029.00	769.12*	5,519.55	4,509.45
200	<u>Library Maintenance</u>			676.60	73.40
201	<u>Binding Supplies</u>	750.00		676.60	73.40
	Total	750.00		7.59	742.41
202	<u>Cataloging Materials</u>	750.00			
	Gaylord Br. <i>18997</i>		6.70		
202	Total	750.00	6.70*	14.29	735.71
203	<u>Freight, express, drayage</u>	600.00		262.69	337.31
	I K C		3.96		
	Hammon Bro. <i>18999</i>		62.50		
	Illini Ref. <i>19017</i>		3.41		
	Internation Busn. } <i>19028</i>		27.43		
	International Busn.		10.88		
203	Total	600.00	108.18*	370.87	229.13
204	<u>IBM Supplies & Rentals</u>	4,350.00		659.28	3,690.72
	Intl Busn		40.00		
	Intl Busn		10.90		
	Intl Busn		13.50		
	Intl Busn		45.00		
	Intl Busn } <i>19028</i>		491.34		
	Intl Busn		54.50		
	Intl Busn		70.62		
	Intl Busn		2.72		
204	Total	4,350.00	728.58*	1,387.86	2,962.14
205	<u>Office Supplies & Stat.</u>	2,000.00		1,648.39	351.61
	Woolworths		.49		
	Woolworths		.49		
	Woolworths		.29		
	Black & Co. <i>18987</i>		.35		
	Allied Office <i>18986</i>		15.00		
	Commford D <i>18991</i>		45.00		
	Dec. Paper		107.85		
	Dec. Paper } <i>18993</i>		5.20		
	Dec. Paper		5.08		
	Gaylord Br. <i>18997</i>		409.50		
	Library Pr. <i>19031</i>		15.05		
	Linxwlr Of		3.42		
	Linxwlr Of } <i>19032</i>		.50		
	Linxwlr Of		1.12		

#19040 - Voided

Combined Budget & Bill List - October 1959

	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
205	<u>Office Supplies & Stat.</u>				
	Linxwlr Of } 19032		1.44		
	Linxwlr Of }		14.90		
	Paxton Ser } 19035		4.71		
	Paxton Ser }		4.71		
	Sterling Na } 19039		1.20		
	Sterling Na }		3.60		
	Spngfd Thr 19048		79.12		
205	Total	\$ 2,000.00	719.02*	\$ 2,367.41	\$ 367.41cr.
206	<u>Postage</u>	700.00		556.73	143.27
	Postmaster } 19071		100.00	100.00	100.00
	Postmaster }		4.00		
	Placencia } 19071		.10		
	Nat MAA }		.10		
	Commford D 18991		.56		
	Gaylord Br 18997		3.24		
	Publ Affai 19004		.14		
	Merriam G 19005		.24		
	Holywod Fi 19011		1.09		
	Edwards J 19014		3.94		
	Intl Publ 19015		.60		
	Honolulu Ad 19020		1.25		
	Amer Acdmy 19024		.34		
	Bankers Pu 19022		.14		
	Library Pr.		.77		
	Pitmn. Publ. 19034		.34		
	Haines & E 19043		3.95		
	Spngfd Thr 19048		1.07		
	Bacon Pam. 19051		.24		
	British Bo. } 19053		.19		
	British Bo. }		.45		
	Chicago Uni 19054		.24		
	McGraw Hill		.08		
	McGraw Hill } 19060		.29		
	McGraw Hill }		.24		
	McGraw Hill		.19		
	Oxford Uni 19063		.31		
	Prentice H 19064		.64		
	Crown Publ. 19069		.19		
206	Total	700.00	124.93*	681.66	18.34
207	<u>Printing (Not Stationary)</u>	750.00		629.95	120.05
	Indus. Print. 19027		42.70		
207	Total	750.00	42.70*	672.65	77.35
208	<u>Repairs to Equipment</u>	850.00		1,353.49	503.49
	Linn Scrug		.45		
	Sangmo Aut. }		8.74cr.		
	Sangmo Aut. } 19012		14.67		
	Sangmo Aut. }		24.82		
	Pfiles Cam 19036		.50		
	Sound Sale 19038		8.76		
208	Total	850.00	40.46*	1,393.95	543.95cr.
209	<u>Telephone & Telegraph tolls</u>	50.00		107.65	57.65
	Ill Bell T 19058		23.00		
209	Total	50.00	23.00 *	130.65	80.65cr.

Combined Budget & Bill List - October 1959

EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
210 Telephone Service	\$ 2,052.00		\$ 842.40	\$ 1,209.60
Ill Bell T } 19058		12.65		
Ill Bell T }		158.45		
210 Total	2,052.00	171.10*	1,013.50	1,038.50
211 Telephone Alarm Service	36.00		15.00	21.00
Ill Bell T 19058		3.00		
211 Total	36.00	3.00*	18.00	18.00
212 Rentals of Machines	425.00		150.00	275.00
212 Total	425.00		150.00	275.00
213 Service Contracts	150.00			150.00
Intl Busn		35.00	35.00	35.00
Spngfd Thr. 19048		40.00		
Taylor Off 19070		187.00		
213 Total	150.00	262.00*	262.00	112.00cr.
220 Professional Development	700.00		659.73	40.27
220 Total	700.00		659.73	40.27
221 Community Services	50.00		221.85	171.85
221 Total	50.00		221.85	171.85cr.
222 Exhibit Expense	25.00		3.65	21.35
Eisners		1.90		
Peters Foo } 19071		2.60		
222 Total	25.00	4.50*	8.15	16.85
299 Miscellaneous			14.00	14.00
Lib Exp Ac 19029		137.50		
299 Total		137.50*	151.50	151.50cr.
301 Building Supplies	750.00		312.56	437.44
Black & Co. } 18987		1.21		
Black & Co. }		2.12		
Day G E So. 18990		2.66		
301 Total	750.00	5.99*	318.55	431.45
302 Cleaning Supplies	385.00		106.40	278.60
Black & Co. }		2.04		
Black & Co. }		6.48		
Black & Co. }		10.43		
Black & Co. }		6.21		
302 Total	385.00	25.16*	131.56	253.44
303 Contractual Repairs	18,843.00		10,683.25	8,159.75
Devore L E } 18985		1,873.00	1,873.00	1,873.00
Devore L E }		4,645.19		
Slider B R 18995		90.00		
Sweetnam J 18984		448.48		
303 Total	18,843.00	7,056.67*	17,739.92	1,103.08
304 Garbage & Hauling	85.00		36.25	48.75
Fred Rohma		6.00		
Otto Dash 18989		2.75		
304 Total	85.00	8.75*	45.00	40.00
305 Heat & Fuel	350.00		48.95	301.05
305 Total	350.00		48.95	301.05

Combined Budget and Bill List - October 1959

CODE	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
306	<u>Insurance</u>	\$ 3,000.00		\$ 139.90	\$ 2,860.10
	Nichlsn Cl 19033		840.60		
	Sank Ins A } 19037		35.00		
	Sank Ins A }		13.25		
306	Total	3,000.00	888.85*	1,028.75	1,971.25
307	<u>Light & Power</u>	3,360.00			3,360.00
307	Total	3,360.00			3,360.00
308	<u>Building Repairs</u>	1,000.00		81.97	918.03
	Hubbard F		12.40		
	Hubbard F		6.20		
	Hubbard F } 19000		9.30		
	Hubbard F }		9.30		
	Hubbard F }		9.30		
308	Total	1,000.00	46.50*	128.47	871.53
309	<u>Travel</u>	800.00		373.68	426.32
	Consumer S 18988		35.45		
	Yellow Cab 19042		2.50		
309	Total	800.00	37.95*	411.63	388.37
310	<u>Health & Safety Supplies</u>	25.00		4.67	20.33
310	Total	25.00		4.67	20.33
399	<u>Miscellaneous</u>	50.00		17.62	32.38
399	Total	50.00		17.62	32.38
401	<u>Binding</u>	3,000.00		1,070.14	1,929.86
401	Total	3,000.00		1,070.14	1,929.86
402	<u>Books</u>	46,200.00		19,921.59	26,278.41
	Placencia 19071		15.00		
	Amer Antiqu 19001		20.00		
	Comm For E 19002		1.50		
	Imperial B } 19003		180.26		
	Imperial B }		509.48		
	Publ Affai 19004		2.80		
	Merriam G. 19005		5.40		
	Metalizing 19006		3.00		
	Natl Plnt 19007		3.00		
	Specl Libr 19008		2.50		
	Stanfd Res. 19009		3.00		
	Esemblogra 19010		6.50		
	Action 19013		1.00		
	Amphoto 19072		2.70		
	Edwards J 19014		255.00		
	Intnl Publ 19015		14.40		
	Publshr Fi 19016		15.00		
	Honolulu Ad 19020		12.50		
	Chaber Com. 19021		18.00		
	Amer Acdmy 19024		6.00		
	Bankers Pu. 19022		7.22		
	Croner Pub. 19023		9.00		
	Leo Shull } 19026		.10		
	Leo Shull }		2.60		
	Pitmn Publ. 19034		19.20		
	Amer Libra 19050		5.50		
	Bowker R.R. 19052		50.00		

Combined Budget and Bill List - October, 1959

CODE	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
402	<u>Books</u>				
	Bowker R R } 19052		\$ 3.00		
	British Bo } 19053		4.72		
	British Bo } 19053		6.00		
	Chicago Uni } 19054		9.37		
	Doubleday } 19055		1.86		
	Educ Progr } 19056		6.50		
	Huntting H } 19057		148.93		
	Huntting H } 19057		5.00		
	Huntting H } 19057		252.86		
	Huntting H } 19057		3.33		
	Ill Bell T } 19058		24.60		
	McClurg A } 19059		57.40		
	McClurg A } 19059		106.86		
	McClurg A } 19059		252.74		
	McClurg A } 19059		423.30		
	McClurg A } 19059		3.70	Cr	
	McClurg A } 19059		6.88		
	McClurg A } 19059		4.16		
	McClurg A } 19059		11.17		
	McClurg A } 19059		238.55		
	McClurg A } 19059		270.20		
	McClurg A } 19059		242.95		
	McClurg A } 19059		268.62		
	McClurg A } 19059		3.15		
	McClurg A } 19059		8.00		
	McClurg A } 19059		57.98		
	McClurg A } 19059		4.80		
	McClurg A } 19059		163.27		
	McClurg A } 19059		4.41		
	McClurg A } 19059		41.44	Cr	
	McGraw-Hill } 19060		17.20		
	McGraw-Hill } 19060		13.50		
	McGraw-Hill } 19060		4.42		
	Macmillan } 19061		4.67		
	New Methd } 19062		38.79		
	New Methd } 19062		40.88		
	New Methd } 19062		197.69		
	New Methd } 19062		152.33		
	New Methd } 19062		36.86		
	New Methd } 19062		39.48		
	Oxford Uni } 19063		12.92		
	Prentice H } 19064		70.00		
	Scarecrow } 19065		6.75		
	Scarecrow } 19065		36.00		
	Standard & } 19066		84.00		
	Wilson H W } 19067		7.00		
	Wilson H W } 19067		329.00		
	Davis Coac } 19068		68.00		
	Davis Coac } 19068		8.00		
402	Total Books	\$46,200.00	\$4,883.62*	\$24,805.21	\$21,394.79
405	<u>Films - 16mm</u>	1,340.00		.25	1,339.75
	Intnal Fil } 18998		\$ 500.00		
	Holywod Fi } 19011		250.00		
	McGray-Hill } 19060		130.00		
405	Total	1,340.00	\$ 880.00*		
406	<u>Films - Slides</u>	50.00			
	Amer Libra } 19050		\$ 5.40	15.00	35.00
406	Total	50.00	\$ 5.40*	20.40	29.60

Combined Budget and Bill List - October 1959

CODE	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
407	<u>Films - Ceiling Projector</u>	\$ 50.00	\$	\$	\$ 50.00
		50.00			50.00
408	<u>Films - Micro</u>	700.00		97.18	602.82
	Dec Herald 18992		19.00		
408	Total	700.00	19.00*	116.18	583.82
409	<u>Films, Rental</u>	200.00		6.80	193.20
	Ill Univ 19041		11.75		
409	Total	200.00	11.75*	18.55	181.45
410	<u>Pamphlets</u>	400.00		34.70	365.30
	Bacon Pam 19051		1.40		
410	Total	400.00	1.40*	36.10	363.90
411	<u>Pictures, Framed</u>	300.00			300.00
411		300.00			300.00
412	<u>Pictures</u>	100.00		40.00	60.00
412		100.00		40.00	60.00
414	<u>Records, LP</u>	400.00		29.11	370.89
	Sound Sale 19038		3.98		
	Crown Publ. 19069		4.00		
414	Total	400.00	7.98*	37.09	362.91
415	<u>Records, Standard</u>	25.00			25.00
415		25.00			25.00
416	<u>Records, Stereo</u>	75.00			75.00
416		75.00			75.00
417	<u>Records, 16</u>	50.00			50.00
417		50.00			50.00
418	<u>Records, 45</u>	50.00			50.00
418		50.00			50.00
419	<u>Periodicals</u>	2,000.00		594.00	1,406.00
	Nat Maa 19071		23.00		
	Dec Herld		.30		
	Dec Herld		.30		
	Dec Herld		.45		
	Dec Herld		.45		
	Dec Herld		.45		
	Dec Herld		.45		
	Dec Herld		.45		
	Dec Herld		.45		
	Dec Herld		.30		
	Dec Herld		.30		
	Dec Herld		.30		
	Amer Rose 18994		5.50		
	Peoria Jor 18996		7.50		
	Nat Educ A 19018		195.50		
	Nat Coun T 19019		4.00		
	Libry Plee 19030		12.00		
	Wilson H W } 19067		4.00		
	Wilson H W		6.00		
419	Total	2,000.00	261.70*	855.70	1,144.30
420	<u>Maps</u>	50.00		23.20	26.80
	Ill St Geo 19025		.30		
420	Total	50.00	.30*	23.50	26.50

Appendix
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Combined Budget and Bill List - October 1959

CODE	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR OCT.	TOTAL TO OCT. 31, 1959	BALANCE
499	<u>Miscellaneous</u>	\$ 50.00		\$ 21.00	\$ 29.00
499		50.00		21.00	29.00
502	<u>Additions to Equipment</u>	8,650.00		1,998.81	6,651.19
502	Total	8,650.00		1,998.81	6,651.19
599	<u>Miscellaneous</u>	100.00			100.00
599		100.00			100.00
603	Rentals for Parking	210.00		105.00	105.00
603	Totals	210.00		105.00	105.00
650	<u>Vehicles</u>	17,979.00		18,125.01	146.01
650	Total	17,979.00		18,125.01	146.01cr.
699	<u>Miscellaneous</u>	100.00			100.00
699		100.00			100.00
	Grand Total				135,329.10
100	GRAND TOTAL EXPEND. OPERATING & SALARIES	\$ 310,000.00	\$ 32,886.03	\$174,670.90	\$ 135,329.10

Balance in checking account after above bills are paid 10/31/59 \$84,628.85

Presented for Payment _____

Authorized for Payment _____

<u>Receipts</u>	<u>Estimated Income 1959/60</u>	<u>Actual Income 1959/60</u>
Balance, October 1, 1959	\$ 132.39	\$ 132.39
Taxes	315,000.00	255,444.00
Fines, fees	6,500.00	3,645.80
Other	0	77.56
	<u>\$321,632.39</u>	<u>\$ 259,299.75</u>

Appelt

Librarian's Financial Report
October 1959

Receipts:

Balance on Hand Oct. 1, 1959	821,452.69
Tax Levy	93,374.00
Fines, fees	611.71
Other	7.58
	<u>917,514.88</u>

Disbursements:

Staff Salaries (100)	\$ 15,500.21
Janitor's Sal. (150)	709.32
Library Material (200)	2,371.61
Bldg. Mainten. (300)	8,064.87
Library Material (400)	6,171.15
Properties (500) (20)	
Properties (Bldg.) (600)	
	<u>\$32,886.96</u>

Balance in checking
 received 10/31 1959 \$54,628.85

Receipts
 Bank Balance \$54,628.85
 Total Disbursements 32,886.96
\$21,741.89

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
SPECIAL - November 16, 1959

Members present: Mr. Madden, Mr. Burnett, Mr. Felts, Mrs. Ridgley, Mrs. Moothart, Mrs. Greider, Mr. Koslofski, and Mr. Cheeks. Mrs. Howe and Mrs. McNabb were also present.

Mr. Madden called the special meeting to order at 4:35 PM to discuss the bids received for shelving in the Magic Carpet Room, Report on Civil Service, Illinois Library Association meeting, and to approve the refinishing bill for payment.

The Illinois Library Association was discussed and final arrangements made for attending the meeting in Chicago. Mr. Burnett, Mrs. Ridgley, and Mr. Madden will attend for the Trustees. Mrs. Leonard, Miss Yamamoto, Miss Stafford, and Mrs. Howe will represent the Staff.

Central purchasing and cooperation with city-wide savings were discussed. The librarian reported a savings of 11.76¢ per gal if ~~gasoline~~ is purchased through the city station. Mr. Cheeks moved this action. Mr. Burnett and Mr. Felts seconded the motion. All present voted aye. Motion carried.

The shelving bids were discussed. Mrs. Moothart, chairman of the properties committee moved to advertise for new bids and disregard the old bids. Mr. Burnett seconded the motion. All present voted aye. Motion carried. The following statement was released at the time the above action was reported: "As a result of misunderstanding of requirements, the Board of Directors has reconsidered its recent action and upon the recommendation of the Properties Committee has decided to advertise for new bids for library shelving in the Magic Carpet Room!"

It was further agreed that Mr. John Sweetnam, architect should be consulted and the new specifications written with full approval of the Properties Committee and the Board of Directors.

The meeting adjourned at 5:45PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

RESOLUTION

WHEREAS, the City Council had adopted a budget calendar and budget manual for the fiscal year 1960-61, and

WHEREAS, it is necessary for the City Council to review and study budgets of various agencies for which the Council must levy property taxes and appropriate funds,

NOW THEREFORE, BE IT RESOLVED, by the City Council, City of Decatur that the budget of each agency requesting a tax levy and appropriation for the fiscal year 1960 - 61 be submitted to the City Council in ten (10) copies no later than March 1, 1960.

And it is further resolved that the City Clerk forward a copy of this resolution to each of these agencies.

Dated: November 16, 1959.

David O. Jones

Attest: *David R. Kirk*

CITY OF DECATUR

COUNTY BUILDING • DECATUR, ILLINOIS



COUNCIL - MANAGER
GOVERNMENT

November 17, 1959

Board of Directors
Decatur Public Library
Main and Eldorado
Decatur, Illinois

Gentlemen:

The City Council has authorized me to indicate to you that we would be most willing to offer the services of our various Departments to serve your needs. Specifically, it appears that we would both benefit by the purchasing of bulk items on a bid basis (our Advisory Purchasing Committee will enable us to receive buying advice from the best available local experts in this field). Likewise, we feel that our insurance advisors could be most helpful and bulk contracts in this field might well prove beneficial. These touch on only a few of the resources which we offer as a possible means for using our tax dollars to greater advantage.

We are certain that the City Manager can and will work out areas of cooperation should you so desire. It is strongly urged that you give this offer your serious consideration as there appear to be major advantages to both parties concerned, and most important, the taxpayer.

Very truly yours


Robert A. Grohne
Mayor

RAG:mkb



ORDINANCE NO. _____

An Ordinance Fixing the Retirement Age of all City Employees.

BE IT HEREBY ORDAINED BY THE COUNCIL OF THE CITY OF
DECATUR, ILLINOIS:

Section I. That the retirement age of all employees of the City of Decatur, Illinois under Civil Service, except members of the Fire and Police Departments, is hereby fixed at 65 years.

Section II. That the retirement age of all members of the Fire and Police Departments is hereby fixed at 63 years.

Section III. With the consent of the Civil Service Commission, mandatory retirement for additional twelve-month periods may be granted by the City Manager where the convenience and necessity of public service requires the additional service of an individual employee.

Section IV. An Ordinance fixing retirement age, heretofore adopted by the Council on the 3rd day of August, 1959, being Ordinance No. 3390, is hereby repealed.

PRESENTED, PASSED, APPROVED & RECORDED this 23rd day of
November, 1959.

MAYOR

ATTEST:

CITY CLERK

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

November 20, 1959

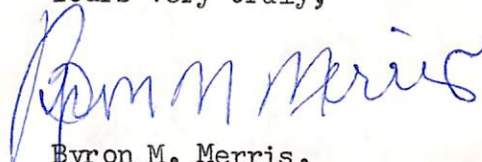
Mrs. Mary Howe, Librarian
Decatur Public Library
457 North Main Street
Decatur, Illinois

Dear Mrs. Howe:

Mr. Ernest Bodnar, Secretary of the Civil Service Commission, has requested that I send to you a copy of the Ordinance covering the retirement age for all city employees which is to be presented to the Council November 23, 1959.

A copy of this Ordinance is hereto attached for your files.

Yours very truly,



Byron M. Merris,
Corporation Counsel.

BMM:kll

Enclosure

Appelt

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR NOVEMBER 1959

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR YEAR	TOTAL TO NOV. 30, 1959	BALANCE
100	SALARY	17500600		9094262	8406338
			1144822		
	BL CR AND 19075		13673		
	CITIZENS B 19076		220321		
	DEC CITY C 19077		9500		
	TREAS CITY 19078		91837		
	UNITED FUN 19079		3463		
100		17500600	1483616	10577878	6922722*
150	BLDG MAINT	1002900		551955	450945
			58144		
	BL CR AND 19075		371		
	CITIZENS B 19076		9720		
	DEC CITY C 19077		1000		
	TREAS CITY 19078		4812		
150		1002900	74047	626002	376898*
199	E DARVES		156		
	E KOSTNER		188		
	R JOHNSON		156		
199			500	500	500*
			<u>15,581.63</u>		
201	BINDING SU	75000		67660	7340
201		75000		67660	7340*
202	CAT MATERI	75000		1429	73571
	DEMCO 19080		2025		
	L OF C CAR 19081		20854		
202		75000	22879	24308	50692*
203	FREIGHT EX	60000		37087	22913
	IKC 19083		872		
	INTNL BUSN 19082		743		
	SCHERER FR 19084		728		
203		60000	2343	39430	20570*
204	IBM SUPP &	435000		138786	296214
	BARNES C E 19085		15000		
	INTNL BUSN } 19082		37500		
	INTNL BUSN } 19082		570		
	RICHARDSON 19086		2727		
204		435000	55797	194583	240417*
205	OFC SUP &	200000		236741	36741
	ALLED OFF 19087		482		
	AMSTERDAM 19088		2100		
	DEC PAINT 19089		280		
	DEC PAPER		395 CR		
	DEC PAPER		1147		
	DEC PAPER } 19090		841		
	DEC PAPER		1780		
	DEC PAPER		230		
	DEC PAPER		139		
	GAYLORD BR } 19091		8280		
	GAYLORD BR		1875		
	LINXWLR OF } 19092		297 CR		
	LINXWLR OF		324		
	SCHUERMAN 19093		36		
205		200000	16822	253563	53563*
206	POSTAGE	70000		68166	1834
	A A T FR 19094		10		
	ABRAHAMS M 19095		82		
	AMER BOOK 19096		88		
	AMER TECH 19097		24		
	AMSTERDAM 19088		171		
	APPLE TREE 19098		29		
	ARCO PUB C 19099		14		
	B S A 19100		9		
	BACON PAM 19101		139		
	BENEFIC PR 19102		124		
	CHICGO UNI 19103		59		
	COIN & CUR 19104		34		
206		70000	783	68949	1051*

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR NOV.	TOTAL TO NOV. 30, 1959	BALANCE
206	FOLLETT PU 19105		87		
	FOSTER ART 19106		89		
	I L A		10		
	MACRAES BL 19107		71		
	MCGRAWHILL		64		
	MCGRAWHILL } 19108		19		
	MCGRAWHILL		19 CR		
	MCGRAWHILL		29		
	NAT FOREMN 19109		60		
	NAT TEACHR 19110		3		
	PAGEANT BO 19111		249		
	PENGUIN BO } 19112		29		
	PENGUIN BO		20		
	POSTMASTER 19073		10000		
	POSTMASTER		51		
	POSTMASTER		700		
	POSTMASTER		49		
	ROW PETERS 19113		26		
	STECHERT H } 19114		29		
	STECHERT H		16		
	STEWART HE 19115		9		
	SUPERBOOKS 19116		25		
	SUPT DOCU		10		
	TAPLINGER } 19117		24		
	TAPLINGER		24		
	THE DIAL P 19118		24		
206		700.00	.124.81	806.47	106.47
207	PRINTING	75000		67265	7735
	BOWKER R R 19119		6240		
	INDUS PRNT } 19120		7615		
	INDUS PRNT		3710		
207		75000	17565	84830	9830*
208	REP TO EQU	85000		139395	54395
	ALLED OFF		3365		
	BLACK & CO 19121		76		
	GREGORY FO } 19122		900		
	GREGORY FO		4509		
	HUBBARD F } 19123		620		
	HUBBARD F		620		
	SABLOTNY O 19074		83600		
	TRU TEMP 19124		500		
208		85000	94190	233585	148585*
209	TEL & TEL	5000		13065	8065
	ILL BELL T 19125		730		
209		5000	730	13795	8795*
210	TEL SERVIC	205200		101350	103850
	ILL BELL T		10		
	ILL BELL T } 19125		15925		
	ILL BELL T		1361		
	ILL BELL T		1265		
210		205200	18561	119911	85289*
211	TEL ALARM	3600		1800	1800
	ILL BELL T 19125		300		
211		3600	300	2100	1500*
212	RENT OF MA	42500		15000	27500
	GAYLORD BR		7500		
212		42500	7500	22500	20000*
213	SERV CONTR	15000		26200	11200
213		15000		26200	11200*
220	PROF DEVEL	70000		65973	4027
	I L A		4555		
220		70000	4555	70528	528*
221	COMM SERVI	5000		22185	17185
	YAMAMOTO M		228		
221		5000	228	22413	17413*

Combined Budget & Bill List - November 1959

Appelt
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Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR NOV.	TOTAL TO NOV. 31, 1959	BALANCE
2	EXHIBIT EX	2500		815	1685
	EISNERS		10		
	EISNERS		161		
	GREIDERS		300		
	SPANBAUER		311		
	VAN ZETTI		220		
222		2500	1002	1817	683*
299	MISCELLANE			15150	15150
	HOTEL ORLA		750		
	LIB EXP AC		10000		
299			10750	25900	25900*
			<u>2,657.03</u>		
301	BLDG SUPPL	75000		31855	43145
	BLACK & CO		1854		
	BLACK & CO		2646		
	BLACK & CO		36		
	DAY G E SO		266		
	HEISE ELEC		12831		
	HUBBARD F		15396		
	SCHUERMAN		210		
301		75000	33239	65094	9906*
302	CLEANING S	38500		13156	25344
302		38500		13156	25344*
303	CONTRACT R	1884300		1773992	110308
	CHALMERS F		1425		
303		1884300	1425	1775417	108883*
304	GARBAGE &	8500		4500	4000
	FRED ROHMA		600		
	OTTO DASH		275		
304		8500	875	5375	3125*
305	HEAT & FUE	35000		4895	30105
305		35000		4895	30105*
306	INSURANCE	300000		102875	197125
306		300000		102875	197125*
307	LIGHT & PO	336000			336000
307		336000			336000*
308	BUILDING R	100000		12847	87153
	DEVORE L E		20750		
	HUBBARD C		11634		
	HUBBARD F		930		
308		100000	33314	46161	53839*
309	TRAVEL	80000		41163	38837
	CONSUMER S		713		
	CONSUMER S		351		
	CONSUMER S		605		
	CONSUMER S		813		
	CONSUMER S		852		
	CONSUMER S		900		
	CONSUMER S		833		
	CONSUMER S		368		
	HOUCK HATT		480		
	HOWE MRS M		6000		
	M LEONARD		845		
309		80000	12760	53923	26077*
310	HEALTH & S	2500		467	2033
310		2500		467	2033*
399	MISCELLANE	5000		1762	3238
399		5000		1762	3238*
			<u>816.13</u>		

Appelt

Combined Budget & Bill List for November 1959

44

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR NOV.	TOTAL TO NOV. 30, 1959	BALANCE
1	BINDING	3 0 0 0 0 0		1 0 7 0 1 4	1 9 2 9 8 6
	STAPPENBEC		1 7 0 7 4		
	STAPPENBEC		4 9 4 2 1		
	STAPPENBEC		2 2 0 1 1		
4 0 1		3 0 0 0 0 0	8 8 5 0 6	1 9 5 5 2 0	1 0 4 4 8 0 *
4 0 2	BOOKS	4 6 2 0 0 0 0		2 4 8 0 5 2 1	2 1 3 9 4 7 9
	A A T FR		1 2 5		
	AMER BOOK		2 1 2 1		
	AMER COUNC		1 7 5		
	AMER HERIT		2 9 5		
	AMER LIBRA		1 2 5		
	AMER TECH		5 4 0		
	APPLE TREE		1 1 2 5		
	ARCO PUB C		2 2 5		
	B S A		6 0		
	BASEBALL P		4 0 0		
	BENEFIC PR		3 7 0 8		
	BOWKER R R		4 5 0 0		
	BOWKER R R		1 2 0 0		
	BOWKER R R		1 9 5 0		
	BOWKER R R		3 5 0 0		
	CHICGO UNI		2 8 0 7		
	COIN & CUR		1 0 0 0		
	COMPTON F		1 1 8 0		
	DOCUMENTS		1 5 0 0		
	DOUBLEDAY		1 1 4 2		
	EDUC PROG		7 0 0		
	EDUC PROG		6 0 0		
	EDUC PROG		5 7 5		
	FOLLETT PU		3 9 9 2		
	FOSTER ART		3 0 4 0		
	HUNTTING H		1 0 0 0		
	ILL BELL T		2 1 4 5		
	IMPERIAL B		4 9 0		
	IMPERIAL B		2 4 5 6 9		
	JOESTEN J		3 0 0		
	MACRAES BL		1 6 5 0		
	MCCLURG A		9 9 6 5		
	MCCLURG A		2 7 5 0 1		
	MCCLURG A		1 9 2 0 CR		
	MCCLURG A		6 1 6 2		
	MCCLURG A		2 6 5 2 8		
	MCCLURG A		4 4 5 6		
	MCCLURG A		2 1 8 5 4		
	MCCLURG A		2 0 4 9 7		
	MCCLURG A		2 5 7 3 0		
	MCCLURG A		1 2 8 0		
	MCCLURG A		1 2 0 6 4 2		
	MCCLURG A		4 7 0 4		
	MCCLURG A		2 6 8 2 0		
	MCCLURG A		2 1 5 6 3		
	MCGRAWHILL		4 0 0 0		
	MCGRAWHILL		5 2 0		
	MCGRAWHILL		5 2 0 CR		
	MCGRAWHILL		1 8 8 0		
	MCNAUGHTON		5 0 1 6		
	NAT TEACHR		2 0		
	NEW METHD		1 4 5 8		
	NEW METHD		2 6 9 5		
	NEW METHD		2 5 2 5		
	NEW METHD		2 8 1 7 7		
	NEW METHD		1 2 0		
	NEW METHD		1 7 9 5		
	PAGEANT BO		9 6 0 0		
	PENGUIN BO		8 0		
	PENGUIN BO		6 4 0		
	PENGUIN BO		8 5		
	PRENTICE H		1 4 5 0 0		
	PRENTICE H		4 2 6 0 0		
	PRENTICE H		5 1 0 0		
	ROW PETERS		6 4 8		
	SALEM PRES		3 9 5		

Combined Budget & Bill List for November 1959

Appel -5-

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR NOV.	TOTAL TO NOV. 31, 1959	BALANCE
	SCARECROW		900		
	SCARECROW		585		
	SPECL LIBR		350		
	STANDARD &		8400		
	STECHERT H		600		
	STECHERT H		125		
	STEWART HE		395		
	SUPERBOOKS		1552		
	SUPT DOCU		140		
	SUPT OF DO		5000		
	TAPLINGER		630		
	TAPLINGER		630		
	THE DIAL P		1280		
	TV DIGEST		750		
	WILSON H W		300		
	YALE U PRE		1575		
402		4620000	527067	3007588	1612412*
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		11618	58382
	DEC HERLD		1945		
	N Y TIMES		19000		
408		70000	20945	32563	37437*
409	FILMS RENT	20000		1855	18145
409	ASSOCIATIO	20000	520	2375	17625*
410	PAMPHLETS	40000		3610	36390
410	BACON PAM	40000	7610	11220	28780*
411	PICTURES F	30000			30000
411		30000			30000*
412	PICTURES	10000		4000	6000
412		10000		4000	6000*
414	RECORDS LP	40000		3709	36291
414	SOUND SALE	40000	1830	5539	34461*
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		85570	114430
	ABRAHAMS M		1250		
	AFR VIOLET		400		
	ALL PETS M		350		
	AM ASS ADV		850		
	AMER GIRLT		1500		
	AMER HERIT		1800		
	AMER JOUR		700		
	AMER LIBRA		13350		
	AMER NATUR		700		
	AMER PIGEON		300		
	AMER SCHL		450		
	AMER WELD		800		
	AMERICAN B		350		
	AMERICAN M		350		
	AMERICA		700		
	AMERICAN C		400		
	AMERICAN M		300		
	APERTURE		600		
	APERTURE		100		
	ARCHAE INS		500		
	ART INST C		100		
	BOOK BUYER		1500		

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR NOV.	TOTAL TO NOV. 30, 1959	BALANCE
	DEC HERLD		30		
	DEC HERLD		45		
	DEC HERLD		30		
	DEC HERLD		45		
	DEC HERLD		30		
	DEC HERLD		30		
	DEC HERLD		45		
	DEC HERLD		30		
	DEC HERLD		45		
	DODGE F W		1100		
	GALLOWAY P		500		
	MACMILLAN		750		
	MIDSTREAM		500		
	NAT FOREMN		750		
	NATIONS BU		1800		
	NATL BOWL		400		
	PAN AM UNI		400		
	SOYBEAN DI		750		
	THE INDUST		300		
419		200000	34930	120500	79500*
420	MAPS	5000		2350	2650
420		5000		2350	2650*
499	MISCELLANE	5000		2100	2900
9		5000		2100	2900*
			<u>6,814.08</u>		
501	SCHUDELS I		1006		
501			1006	1006	1006*
502	ADD TO EQU	865000		199881	665119
	HUBBARD C		12775		
	LINXWLR OF		5085		
	SEARS ROEB		4495		
	SEARS ROEB		4495		
502		865000	26850	226731	638269*
			<u>278.56</u>		
599	MISCELLANE	10000			10000
599		10000			10000*
603	RENTALS FO	21000		10500	10500
603		21000		10500	10500*
650	VEHICLES	1797900		1812501	14601
650		1797900		1812501	14601*
699	MISCELLANE	10000			10000
699		10000			10000*

Balance in checking account after above bills are paid 310,000.00 26,147.43 20081833 10918187*
 November 30, 1959 \$59,051.60

Presented for Payment _____

Authorized for Payment _____

Receipts

	Estimated Income 1959/60	Actual Income 1959/60
Balance, Nov.1,1959	\$ 132.39	\$ 132.39
Taxes	315,000.00	255,444.00
Fines, Fees	6,500.00	4,210.75
	0	82.79
Total	<u>\$321,632.39</u>	<u>\$259,869.93</u>

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
December 3, 1959

Mr. Dean Madden, president called the meeting to order at 4:20 PM, December 3, 1959, in the Anne Boyd Room of the Decatur Public Library. Those present were: Mr. Madden, Mr. Burnett, Mr. Cheeks, Mr. Felts, Mr. Hart, Mrs. Moothart, and Mrs. Ridgley. Also present were: Mr. Bodnar, secretary to the Decatur Civil Service Commission, Father Ratchford, member of the Commission, Mr. Byron Merris, Corporation Counsel, Mrs. Howe, Librarian, Mike Carr, newspaper reporter, and several members of the Staff of the Decatur Public Library.

Mrs. Ridgley moved the Minutes for October 30th and November 16th be approved as received by mail. Mr. Burnett and Mr. Hart seconded the motion. All present voted aye. Motion carried.

Mrs. Moothart, chairman of the Properties Committee moved the bids for new shelving in the Magic Carpet Room be advertised and brought in for the January meeting of the Board. Mr. Hart and Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

Mr. Burnett, chairman of the Finance Committee moved the bills for November be approved for payment as presented:

Staff Salaries	\$14,836.16
Janitor's Salaries	<u>745.47</u>
Total Salaries	\$15,581.63
Operational Exp.	<u>10,565.80</u>
Total Bills Presented for	\$26,147.43
payment.....	

Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

Mrs. Howe requested the Board to invite the ILA to meet in Decatur for one of the Spring Regional meetings. Mrs. Moothart so moved. Mrs. Ridgley seconded the motion. All present voted aye. Motion carried.

Mr. Madden began the meeting with the Civil Service Commission at 4:40 PM following the Business meeting of the Directors.

Mr. Felts asked the Commission if the CSC Rules and Regulations were standard. The reply was they were not made specially for Decatur but were taken mostly from other installations. Mr. Madden asked the Corporation Counsel what 'residence' meant. It was further explained that many of the present staff were hired when this was not a requirement of the employment although it was a requirement of City employees.

After much discussion and expressions of opinion on the various points of the Civil Service Rules, Mr. Merris expressed the belief that it was perfectly possible to set up a separate set of rules for the playground and library personnel.

The meeting adjourned at 6:20 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

Appelt

DECATUR PUBLIC LIBRARY
BUDGET

November 1959

CODE	EXPENSE ALLOCATION	AMT. FOR YR.	FOR NOV.	TOTAL TO NOV. 30, 1959	BALANCE
100	STAFF SAL	1 750 0600	14,836.16	1 057 7878	692 2722
150	BLDG MAIN	1 002 900	740.47	6 260 02	3 768 98
199	MISC BLDG		5.00	500	500
		1 850 3500	15,581.63	1 120 4380	7 299 120*
201	BINDING S	75 000		6 766 0	7 340
202	CATALOG M	75 000	228.79	2 430 8	5 069 2
203	FREIGHT E	60 000	23.43	3 943 0	2 057 0
204	IBM SUPPL	4 350 000	557.97	1 945 83	2 404 17
205	OFC SUPPL	2 000 000	168.22	2 535 63	5 356 3
206	POSTAGE	70 000	124.81	8 064 7	1 064 7
207	PRINTING	75 000	175.65	8 483 0	9 830
208	REP EQUIP	85 000	941.90	2 335 85	1 485 85
209	TEL & TEL	5 000	7.30	1 379 5	8 795
210	TEL SERVI	2 052 00	185.61	1 199 11	8 528 9
211	TEL ALARM	3 600	3.00	2 100	1 500
212	RENTALS M	4 250 0	75.00	2 250 0	2 000 0
213	SERV CONT	15 000		2 620 0	1 120 0
220	PROF DEVE	70 000	45.55	7 052 8	5 28
221	COMMUNITY	5 000	2.28	2 241 3	1 741 3
222	EXHIBIT E	2 500	10.02	1 817	6 83
299	MISCELLAN		107.50	2 590 0	2 590 0
		1 423 800		1 283 770	1 400 30*
301	BLDG SUPP	75 000	332.39	6 509 4	9 906
302	CLEANING	3 850 0		1 315 6	2 534 4
303	CONTRACT	1 884 300	14.25	1 775 417	1 088 83
304	GARBAGE &	8 500	8.75	5 375	3 125
305	HEAT & FU	3 500 0		4 895	3 010 5
306	INSURANCE	3 000 000		1 028 75	1 971 25
307	LIGHT & P	3 360 000			3 360 00
308	BLDG REPA	1 000 000	333.14	4 616 1	5 383 9
309	TRAVEL	80 000	127.60	5 392 3	2 607 7
310	HEALTH &	2 500		4 67	2 033
399	MISCELLAN	5 000		1 762	3 238
		2 864 800		2 069 125	7 956 75*
401	BINDING N	3 000 000	885.06	1 955 20	1 044 80
402	BOOKS	4 620 000	5,270.67	3 007 588	1 612 412
405	FILMS 16M	1 340 000		8 802 5	4 597 5
406	FILMS SLI	5 000		2 040	2 960
407	FILMS CP	5 000			5 000
408	FILMS MIC	70 000	209.45	3 256 3	3 743 7
409	FILMS REN	20 000	5.20	2 375	1 762 5
410	PAMPHLETS	40 000	76.10	1 122 0	2 878 0
411	PICTURES	30 000			3 000 0
412	PICTURES	10 000		4 000	6 000
414	RECORDS L	40 000	18.30	5 539	3 446 1
415	RECORDS S	2 500			2 500
416	RECORDS S	7 500			7 500
417	RECORDS 1	5 000			5 000
418	RECORDS 4	5 000			5 000
419	PERIODICA	2 000 000	349.30	1 205 00	7 950 0
420	MAPS	5 000		2 350	2 650
499	MISCELLAN	5 000		2 100	2 900
		5 504 000		3 473 820	2 030 180*
501	CLEANING		10.06	1 006	1 006
502	ADD TO EQ	8 650 000	268.50	2 267 31	6 382 69
599	MISCELLAN	1 000 0			1 000 0
		8 750 000		2 277 37	6 472 63*
603	RENT PARK	2 100 0		1 050 0	1 050 0
650	VEHICLES	1 797 900		1 812 501	1 460 1
699	MISCELLAN	1 000 0			1 000 0
		1 828 900		1 823 001	5 899 *
		3 100 000	26,147.43	2 008 1833	1 091 8167*

We, the undersigned members of the staff of the Decatur Public Library, wish to make known our protest in the matter of the interpretation of Rule 12-1 and Rule 13-1 of the "Proposed Civil Service Rules, City of Decatur, Illinois."

Rule 12-1. We do approve of Rule 12-1 becoming effective as of this date. We do not approve the interpretation making this rule retroactive. It will work a definite hardship on the public, the staff members affected, and the remainder of the staff. This enforcement will deprive us of the specialized knowledge, experience on the job, and ability of ten people who are specifically trained in library service. It will noticeably decrease the efficiency of library service to the community. We feel it is unjust to staff members who were employed with the understanding that city residence was not a job requirement and have completed their probationary period.

Rule 13-1. We recommend that the second sentence of Rule 13-1 be changed to read "Upon written recommendation of the Department Head (who more fully understands the job specifications involved), the Civil Service Commission may extend an employee's services beyond the retirement age for additional 12 month periods when said employee's services are necessary for the good of the public service."

December 1, 1959

E. H. Ward
Francis H. Robinson
Para B. Gere
Opal Honford
Marjorie Stapp
Hilma M. Edwards
Helen Fitzlaff
Bothea Purkha
Miriam D. Thees
Catherine Zemanato
Ora E. Kuedger
Joyce E. Knight

Careen Schmits
Mildred E. Leonard
Mary A. Reed
John Boggess
Frank J. Jones
Juanita E. Appelt
Patricia A. Kaff
Eleanor Sloan
Nellie McWalt
Shirley Cook
Mary K. Weidner
Carl G. Maresy
Mary L. Brickey
Eunice E. Ensign
Margaret Lammom
E. M. Cole

Donny Hendry
Judy St. Clair
Nora Peterson
Harold E. McMillan
Marjorie E. Nabrnick
Carola L. White
Dynn Burtoc
Lynhia Martz
Glady E. O'Sell
Frances Reed
Nattie Horck
Russell M. Atkinson
Virginia Harms
Charlotte W. Williams
Sally Stake
Jessie Boggess
Maryna Ayers

Personnel Committee

December 1, 1959

& the Properties ^{Room B of} the Deester Club ^{at 11:45}
The Personnel Committee met in ^{Room B of} the Deester Club
for lunch and discussion. The specifications for
the new shelving were examined and approved
for recommendation to the Board. That ~~the~~ bids
be advertised and brought in for the January meeting.

The Civil Service Rules were discussed and it
was recommended the Librarian secure the services
of Mr. Joe Rosenberg, lawyer to answer
questions. ~~Further~~ ^{It was} decided further the group
would meet again Dec 3 for lunch prior to the

ROSENBERG & ROSENBERG

LAWYERS

464 CITIZENS BUILDING
DECATUR, ILLINOIS

EMANUEL ROSENBERG
JOSEPH L. ROSENBERG
WAYNE L. BICKES

TELEPHONE
3-3615

December 2, 1959

Mary T. Howe, Secretary
Public Library Board
Decatur, Illinois

Dear Madam:

1. The word circulate as 1-4 b means to solicit signatures on petitions of candidacy and to pass out campaign literature as brochures of candidates are sometimes placed on doorsteps or left in offices in behalf of prospective officials.
2. Correct name is Municipal Manager, Chapter 24, Section 20-7 under Managerial form of Government. (Where did you get term "Council Manager.")
3. Directors have complete control, Illinois Revised Statutes 1959, Read Chapter 81, Sections 5 and 7.
4. Chapter 81 Section 5 of the Illinois Revised Statutes states "said Board shall have the power to appoint a suitable librarian and necessary assistants, and fix their compensation, and shall have power to remove such appointees * * * subject however to Board of Library Directors vs. Snigg, 303 Ill. App. 340 regulations of City Civil Service Commission, not under Section 50 of Chapter 24 1/2 or exemptions therefore they are under Civil Service.

Grandfather Clause is found in 1959 Act, Chapter 24 1/2 Section 44, all employees for at least two (2) years shall become members of classified service of such municipality without examination.

Rule 2
5. Yes

Rule 2
6. No

Rule 3
7. 3-2. Yes, but does not have to be granted.
3-3. Yes, request specific forms for library positions.
3-4. Yes, but result of your investigation must be submitted to commission.

December 2, 1959

Rule 4

- 4-1. Unfortunate, but Commission will hire new applicants.
- 4-2. Bring this to attention of Commission.
- 4-4. Part of public policy, also found in State Act, Section 44 of Chapter 24 1/2.
- 4-5. Yes, also same Section 44.
- 4-6. Yes, but qualified by two (2) year tenure clause of Section 44.
- 4-9. Grades must be set by Commission, request suggestions from time to time on grading and form of examination.
- 4-11. Only effects those not accepted.

Rule 5

Suggest to Commission.

Rule 6

Will not be changed, do not antagonize the Board as you will lose a constructive suggestion (my personal viewpoint).

6-2. You are subject to this regulation and Commission should cooperate.

Rule 5 - 1

Not for me to answer.

Rule 6

If rule is not amended by your request to meet condition then your policies will have to be changed. (This appears a constructive suggestion).

Rule 7 - 3

Yes you will, but not sufficiently important as quality of examination would still govern six (6) points being maximum to be given for maximum seniority.

Rule 7 - 6

Deals only with promotions.

5-1. With vacancies.

Rule 9

Must follow regulation but can be used anywhere in same classification.

9-3. Suggest Department head be consulted by City Manager (as would probably happen in any event).

December 2, 1959

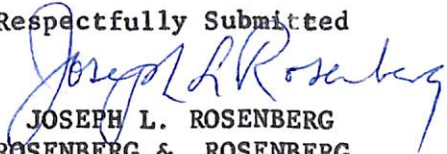
Rule 10.

Commission will not delegate such power.

Rule 12 & 13.

No.

Respectfully Submitted


JOSEPH L. ROSENBERG
ROSENBERG & ROSENBERG

QUESTIONS TO BE ANSWERED

- 1-4 b
pg.1
1. Is this a restriction on the library? Will we be able to present books on both sides of questions - biographies of all candidates etc.
 2. Is the term City Manager the same as Council Manager?
 - * 3. Can the Librarian and the Board of Directors continue to manage the library and control the spending of library funds?
 4. Do the new rules obsolete the conditions of employment under which the employees of the library were hired and retained?
- 1-4
pg. 2
- Rule 2
5. If the Board of Directors retain the control of library funds, can the city enforce a classified service for library employees? The library has had a payroll schedule since 1954 and a classified service.

- 2-2
6. Rule 2 - "The City Manager shall cooperate...
Can the Library Board insist on advertising and selecting their own employees?

7. Rule 3
3-2 - We do not think this is a requirement for good service in the library. Can we ask for an exception?

3-3 The forms which have been developed are not in line with what we need. Must we use their forms?

3-4 This is not clear. The library makes their own investigation. May we continue?

Rule 4

4-1 The examinations should be made by the library for all library positions - janitor, clerical, etc. Whenever no examination is necessary, this should be so stated and respected by the CSC.

4-2 Professional librarians cannot and should not be rated this way.

4-4 Military preference should not be given. Has nothing to do with ability to do a good job.

4-5 Are examinations fees automatically established. It seems to me there is a choice in this matter? Aren't there three alternates.

4-6 Does this apply to the library - We already require a medical examination and letter before employment.

4-9 The grades should not be set by the CSC. May we request library control?

4-11 Review of Papers should be available without written permission.

Rule 5

The library needs to have a choice of one out of three candidates and the right to reject all candidates if they do not come up to library standards. Automatic appointments should not be made.

Rule 6

This rule is obsolete and violates the individuals's right to live wherever he wishes. All employees spend their money in Decatur and pay county taxes. Most of our employees living outside of the corporate limits are so close that the city may annex their property in the near future.

May we beg this rule be amended?

6-2 Probationary employees who are released are usually very incompetent which is obvious to the Dept. Head and he should not have to report to the commission before doing so but only after the person is discharged.

Rule 5 - 1

There is no provision made for the appointment of an employee who is better qualified to become potentially a higher classed employee.

Rule 6t

What provision can we make for high school pages employed part? ^{Time} These are not covered by "temporary employees".

Rule 7

Promotions rule does not apply to the library. We never give credit for seniority - rather it is service performed and educational qualifications fulfilled.

Rule 7 - 6

Is this in conflict with Rule 5-1? Does this allow us to choose one out of three?

Rule 9

Library employees are hired to work wherever needed. We can/^{not}afford to employ for specific places and jobs. May we continue this policy?

Rule 9-3 - Leave of absence should be under the jurisdiction of the Board and Librarian.

Rule 10

Re-instatement may mean placing on a higher grade and salary scale. This should be left to the discretion of the library Board and Librarian.

Rule 12 & 13

May we eliminate?

What influence would an employee petition have upon the amending these rules especially Rule 12 and 13?

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
December 3, 1959

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Total Bills Presented for	\$26,147.43
payment.....	

Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

Mrs. Howe requested the Board to invite the ILA to meet in Decatur for one of the Spring Regional meetings. Mrs. Moothart so moved. Mrs. Ridgley seconded the motion. All present voted aye. Motion carried.

Mr. Madden began the meeting with the Civil Service Commission at 4:40 PM following the Business meeting of the Directors.

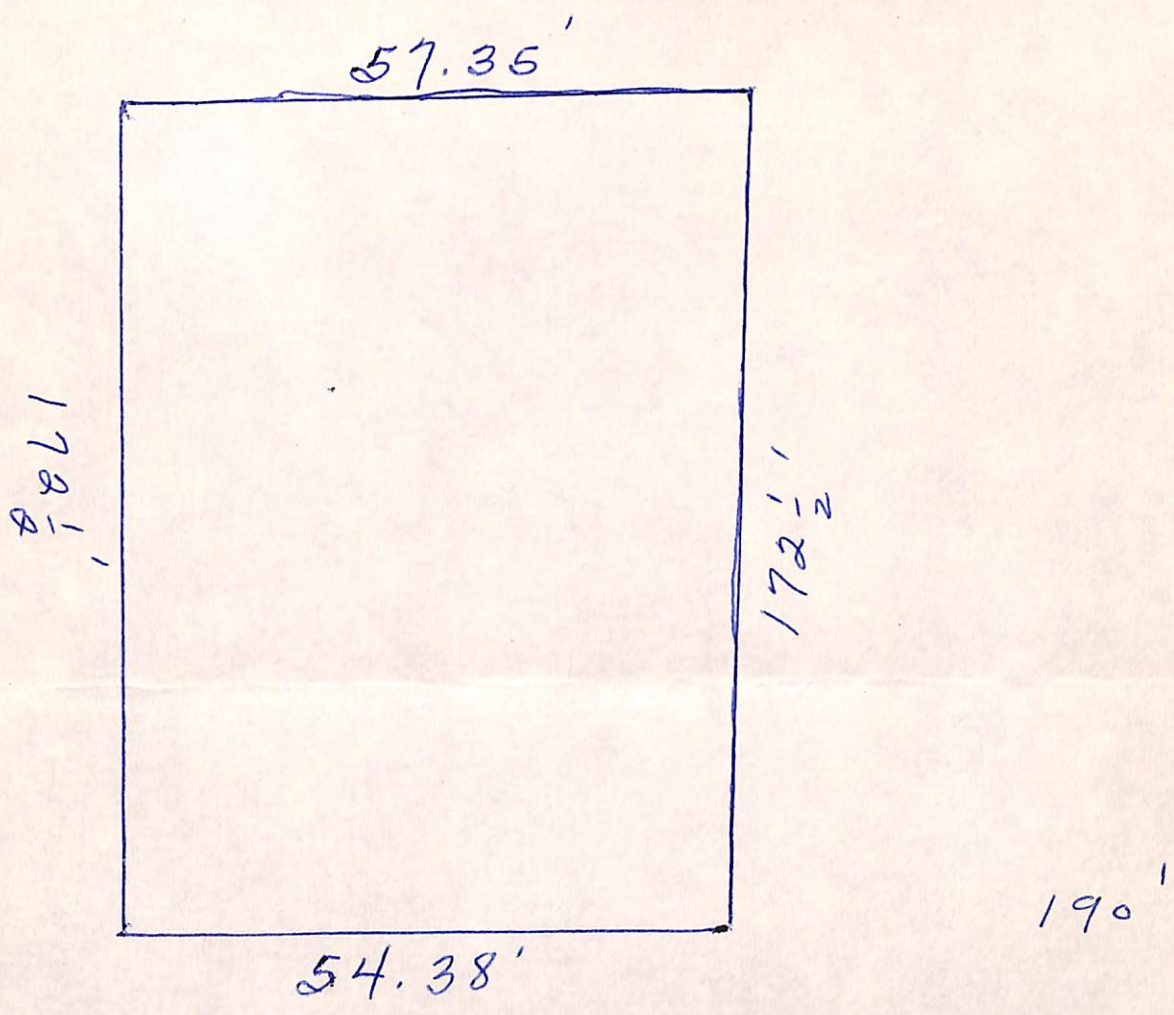
Mr. Felts asked the Commission if the CSC Rules and Regulations were standard. The reply was they were not made specially for Decatur but were taken mostly from other installations. Mr. Madden asked the Corporation Counsel what 'residence' meant. It was further explained that many of the present staff were hired when this was not a requirement of the employment although it was a requirement of City employees.

After much discussion and expressions of opinion on the various points of the Civil Service Rules, Mr. Merris expressed the belief that it was perfectly possible to set up a separate set of rules for the playground and library personnel.

The meeting adjourned at 6:20 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary



Eldorado Street

132,000 Val. Reduced to
 122,700 James - 510,05
 1958 - 510,05 Paid

American Legion/Meeting - to discuss Esc. / File
 12/1/59

Board Mtg. 3:45 pm

Tri. - June 5th

	<u>yes</u>	<u>no</u>
Madden	X	
Schroeder (out-of-town)		X
Ridgley	X	
Rollins	X	
Northcutt (can't stay past fire)	X	
Barby	X	
Felts	X	
Burnett	X	
Burgess		X

Board Mtg. w/
Trustees' Workshop &
Dinner at Dec. Club

		<u>yes</u>	<u>no</u>
Madden		X	
Koslofski		X at 5:00	
Moothorst	^{3:30} outline	X dinner -	
Helts	11 AM →		no dinner.
Hart		X dinner -	
Cheeks	all by 11 AM 3+	X	6 = will not
Ridgley	noon	X	↳ no dinner
Gneider	will call	X	— yes
Burnett		X	Called out town
Bushell		X	yes (6)
Howe		X	yes

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR DECEMBER 1959

EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR YEAR	TOTAL TO DEC. 30, 59	BALANCE
100 STAFF SALA	17500600		10577878	6922722
<i>Paychs. 1049-1100, Vol. #19194-7</i>		1125156		
BL CR AND	<i># 19202</i>	13302		
CITIZENS B	<i>19198</i>	215812		
DEC CITY C	<i>19200</i>	10000		
TREAS CITY	<i>19199</i>	90681		
UNITED FUN	<i>19201</i>	2063		
100	17500600	1457014	12034892	5465708*
150 BLDG MAINT	1002900		626002	376898
BL CR AND	<i># 19202</i>	47842		
CITIZENS B	<i>19198</i>	371		
DEC CITY C	<i>19200</i>	7160		
TREAS CITY	<i>19199</i>	1000		
150	1002900	60180	686182	316718*
199 MISC BLDG			500	500
WELCH BERT		125		
199		125	625	625*0
201 BINDING SU	75000			
BRO DART	<i>19303</i>	<u>15,173.19</u>	67660	7340
201	75000	32200	99860	24860*0
202 CATALOG MA	75000		24308	50692
202	75000		24308	50692*
203 FREIGHT EX	60000		39430	20570
IKC	<i>19304</i>	792		
203	60000	792	40222	19778*
204 IBM SUPPLI	435000		194583	240417
BARNES C E	<i>19305</i>	15000		
INTNL BUSN		11550		
INTNL BUSN		37500		
INTNL BUSN	<i>19306</i>	1290		
INTNL BUSN		10500		
204	435000	75840	270423	164577*
205 OFC SUPPLI	200000		253563	53563
BLACK & CO	<i>19307</i>	15		
GAYLORD BR		7325		
GAYLORD BR	<i>19308</i>	6200		
HAINES & E	<i>19309</i>	200		
LINXWLR OF	<i>19310</i>	266		
SPNGFD THR	<i>19311</i>	500		
205	200000	14506	268069	68069*0
206 POSTAGE	<i>19312</i> 70000		80647	10647
BACON PAM		69		
BACON PAM		24		
CHICGO UNI	<i>19302</i>	49		
COLUMBIA U		16		
HACKER ART		179		
HACKER ART		49		
PLENUM PRE		75		
POSTMASTER		2000		
POSTMASTER		5000		
POSTMASTER		4600		
POSTMASTER		87		
SPNGFD THR		51		
STECHERT H		13		
SUPERBOOKS		39		
206	70000	12251	92898	22898*0
207 PRINTING	75000		84830	9830
AMER LIBRA		660		
WILSON H W	<i>19313</i>	1500		
207	75000	2160	86990	11990*0
208 REP EQUIP	85000		233585	148585
BURDICK PL	<i>19315</i>	3410		

Appelt

Combined Budget & Bill List - December 1959

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR YEAR	TOTAL TO DEC. 30, 59	BALANCE
	CHALMERS F [*] 19316		510		
	EL BAUER 19314		2417		
	GREGORY FO } 19317		945		
	GREGORY FO }		150		
	HUBBARD F }		1860		
	HUBBARD F } 19318		620		
	HUBBARD F }		620		
	HUBBARD F }		6418		
	HUBBARD F }		6418		
	P FILES CAM 19319		989		
208		85000	24357	257942	172942*
209	TEL & TEL	5000		13795	8795
	ILL BELL T 19320		770		
209		5000	770	14565	9565*
210	TEL SERVIC	205200		119911	85289
	ILL BELL T } 19320		1265		
	ILL BELL T }		15925		
210		205200	17190	137101	68099*
211	TEL ALARM	3600		2100	1500
	ILL BELL T 19320		300		
1		3600	300	2400	1200*
212	RENTALS MA	42500		22500	20000
212		42500		22500	20000*
213	SERV CONTR	15000		26200	11200
213		15000		26200	11200*
220	PROF DEVEL	70000		70528	528
220		70000		70528	528*
221	COMMUNITY	5000		22413	17413
	LEONARD MI } 19356		346		
	YAMAMOTO M }		224		
221		5000	570	22983	17983*
222	EXHIBIT EX	2500		1817	683
	EISNERS		223		
	GOLDBLATTS } 19356		511		
	OPTIMST BO }		2200		
	SPITTLER H }		365		
222		2500	3299	5116	2616*
223	CITIZENS B		10		
	CITIZENS B } 19356		10		
	CITIZENS B }		10		
	CITIZENS B }		10		
	CITIZENS B }		10		
223			50	50	50*
299	MISCELLANE			25900	25900
299				25900	25900*
			1,842.85		
301	BLDG SUPPL	75000		65094	9906
	BLACK & CO		20		
	BLACK & CO		67		
	CROWS MKT		79		
	DAY G E SO		266 CR		
	SANGMO AUT		75		
301		75000	25 CR	65069	9931*
302	CLEANING S	38500		13156	25344
	BLACK & CO		221		
302		38500	221	13377	25123*
303	CONTRACT R	1884300		1775417	108883
	FISHER SIG 19321		6500		
303		1884300	6500	1781917	102383*

Appelt

Combined Budget & Bill List -December, 1959

Line	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR YEAR	TOTAL TO DEC. 30, 59	BALANCE
304	GARBAGE & FRED ROHMA 19356	8500		5375	3125
			600		
304		8500	600	5975	2525*
305	HEAT & FUE STANDARD O	35000		4895	30105
	STANDARD O		2678		
	STANDARD O } 19322		3015		
	STANDARD O		2623		
305		35000	8316	13211	21789*
306	INSURANCE BENNETT SH 19323	300000		102875	197125
			26346		
306		300000	26346	129221	170779*
307	LIGHT & PO	336000			336000
307		336000			336000*
308	BLDG REPAI	100000		46161	53839
308		100000		46161	53839*
309	TRAVEL	80000		53923	26077
	CARPENTIER		200		
	CARPENTIER } 19356		200		
	CARPENTIER		200		
	CARPENTIER		200		
	CONSUMER S		2036		
	CONSUMER S } 19324		1847		
	CONSUMER S		1667		
	HOUCK HATT		107		
	HOUCK HATT		100		
	HOUCK HATT } 19325		88		
	HOUCK HATT		63		
	HOUCK HATT		32		
	HOUCK HATT		360		
	IKC } 19304		50		
309		80000	7150	61073	18927*
310	HEALTH & S	2500		467	2033
310		2500		467	2033*
399	MISCELLANE	5000		1762	3238
399		5000		1762	3238*
			491.08		
401	BINDING NE STAPPENBEC	300000		195520	104480
	STAPPENBEC } 19326		6584		
	STAPPENBEC		80834		
401		300000	87418	282938	17062*
402	BOOKS	4620000		3007588	1612412
	AMER COUNC 19327		375		
	AMER LIBRA } 19209		200		
	AMER LIBRA		900		
	BASEBALL P		400 CR		
	BURDETTE S 19329		2000		
	CHICGO UNI 19302		2399		
	COLUMBIA U		450		
	COMMERCE C 19328		7000		
	EUROPA PUB 19330		1350		
	GREAT BKS 19331		11000		
	HACKER ART } 19332		9068		
	HACKER ART		1500		
	HOUSE BEAU 19333		450		
	HUNTTING H } 19334		146		
	HUNTTING H		1281		
	HUNTTING H		1534		
	ILL BELL T 19320		1900		
	ILLUMINATI 19335		1500		
	IMPERIAL B		36785		
	IMPERIAL B } 19336		18046		

Combined Budget & Bill List - December 1959

Apkelt

5

de	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR YEAR	TOTAL TO DEC.30,59	BALANCE
	IMPERIAL B } [#] 19336		8 8 5 0		
	IMPERIAL B }		1 5 9 6 2		
	INTERST PR 19337		4 5 0		
	MACMILLAN 19338		3 5 8 2		
	MCCLURG A		1 5 7 0		
	MCCLURG A		6 7 6 6 5		
	MCCLURG A		4 5 2 4		
	MCCLURG A		1 4 8 8		
	MCCLURG A		5 5 2 9 0		
	MCCLURG A		3 8 2 2 1		
	MCCLURG A }19339		1 2 8 4 4		
	MCCLURG A		3 4 4 3		
	MCCLURG A		1 1 3 8 9		
	MCCLURG A		1 6 5 1		
	MCCLURG A		6 2 0		
	MCCLURG A		2 5 0 0 CR		
	MCNAUGHTON 19340		4 4 0 2		
	MINKUS PUB		7 5 0		
	NAT GEO SO 19341		2 9 6 5		
	NEW METHOD		2 6 1 4 9		
	NEW METHOD		3 3 9 4		
	NEW METHOD }19342		3 9 3 4		
	NEW METHOD		4 7 9 8		
	NEW METHOD		7 7 6		
	OXFORD UNI 19343		3 0 7 6		
	PLENUM PRE 19344		1 0 6 2		
	SCARECROW 19345		6 7 5		
	STECHERT H 19346		2 0 0		
	SUPERBOOKS 19347		1 4 5 8		
	TRAILER TR 19348		4 0 0		
4 0 2		4 6 2 0 0 0 0	3 7 6 5 9 2	3 3 8 4 1 8 0	1 2 3 5 8 2 0 *
4 0 5	FILMS 16MM	1 3 4 0 0 0		8 8 0 2 5	4 5 9 7 5
4 0 5		1 3 4 0 0 0		8 8 0 2 5	4 5 9 7 5 *
4 0 6	FILMS SLID	5 0 0 0		2 0 4 0	2 9 6 0
4 0 6		5 0 0 0		2 0 4 0	2 9 6 0 *
4 0 7	FILMS CP	5 0 0 0			5 0 0 0
4 0 7		5 0 0 0			5 0 0 0 *
4 0 8	FILMS MICR	7 0 0 0 0		3 2 5 6 3	3 7 4 3 7
	DEC HERLD 19349		2 0 1 2		
4 0 8		7 0 0 0 0	2 0 1 2	3 4 5 7 5	3 5 4 2 5 *
4 0 9	FILMS RENT	2 0 0 0 0		2 3 7 5	1 7 6 2 5
	AUDIO VISU 19350		3 6 0		
4 0 9		2 0 0 0 0	3 6 0	2 7 3 5	1 7 2 6 5 *
4 1 0	PAMPHLETS	4 0 0 0 0		1 1 2 2 0	2 8 7 8 0
	BACON PAM }19351		4 3 9 5		
	BACON PAM }		1 1 3 0		
4 1 0		4 0 0 0 0	5 5 2 5	1 6 7 4 5	2 3 2 5 5 *
4 1 1	PICTURES F	3 0 0 0 0			3 0 0 0 0
4 1 1		3 0 0 0 0			3 0 0 0 0 *
4 1 2	PICTURES	1 0 0 0 0		4 0 0 0	6 0 0 0
4 1 2		1 0 0 0 0		4 0 0 0	6 0 0 0 *
4 1 4	RECORDS LP	4 0 0 0 0		5 5 3 9	3 4 4 6 1
	EMERSON PI 19353		6 0 9 1		
	MACON MUSI 19354		7 1 7		
	SOUND SALE		5 8 9 1		
	SOUND SALE }19352		3 7 4 5		
	SOUND SALE		6 3 7		
	SOUND SALE		2 3 8		
4 1 4		4 0 0 0 0	1 7 3 1 9	2 2 8 5 8	1 7 1 4 2 *
4 1 5	RECORDS S	2 5 0 0			2 5 0 0
4 1 5		2 5 0 0			2 5 0 0 *

Appel

Combined Budget & Bills- December, 1959

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR YEAR	TOTAL TO DEC. 30, 59	BALANCE
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		120500	79500
	ACAD POL S #19203		600		
	AM FABRICS 19206		1200		
	AM HUMANIS 19208		240		
	AM NUMISMA 19210		600		
	AMER ACDMY 19204		800		
	AMER CAGE 19205		500		
	AMER HOME 19207		600		
	AMER LIBRA 19209		1800		
	AMER PUB H 19211		1200		
	ARIZ HGHWY 19212		1750		
	AUTOMATIVE 19213		1000		
	B S A 19216		600		
	BETTER HOM 19214		1200		
	BILLBOARD 19215		1500		
	BOWKER R R 19219		8100		
	BRIDES MAG 19217		300		
	BUR PUB TC 19218		400		
	CATH POET 19221		300		
	CATS MAGAZ 19222		350		
	CGO DAILY 19225		1500		
	CHAMP NEWS 19223		800		
	CHANGING T 19224		600		
	CHICAGO SU 19226		2500		
	CHICAGO TR 19227		1931		
	CHICGO UNI		750		
	CHICGO UNI		500		
	CHICGO UNI } 19302		450		
	CHICGO UNI		450		
	CHICGO UNI		600		
	CHLD DEV P 19228		800		
	CHRISTIAN 19229		1300		
	CHRISTIAN 19230		2000		
	COL PLACEM 19232		500		
	COLUMBIA U 19233		600		
	CONSUMERS 19234		1000		
	CTY NWS PU 19231		700		
	CURTIS CIR } 19235		1400		
	CURTIS CIR		1200		
	DAILY PANT 19236		1150		
	DAVIS PUBL 19290		600		
	DEC HERLD		45		
	DEC HERLD		45		
	DEC HERLD		30		
	DEC HERLD		45		
	DEC HERLD } 19356		30		
	DEC HERLD		30		
	DEC HERLD		45		
	DEC HERLD		30		
	DEC HERLD		30		
	DUN BRADST 19237		567		
	EDITOR PUB 19238		1350		
	EDUCATION 19239		900		
	FACTS ON F 19240		10100		
	FLD & STRE 19241		700		
	FLMS IN RE 19242		450		
	FLOWER GRO 19243		500		
	FOREIGN PO 19244		2400		
	FREESE A D 19245		450		
	GOLF WORLD 19246		500		
	HARPERS MA 19247		1200		

HERITAGE A	19249	250
HI FI	19250	600
HOBBIES LI	19251	350
HORN BOOK	19252	1000
HRVD BUS R	19248	2000
IDEALS PUB	19253	500
INDUS ARTS	19254	400
INT ASSOC	19255	600
JOHNSON PU	19256	350
KIPLING WA	19257	2400
KIRKUS V S	19258	3566
LANE PUB C	19260	400
MDL EASTER	19262	500
MET OPERA	19261	500
MISS VA HI	19263	500
N Y BOTANI	19272	200
N Y HERLD	19273	500
N Y TIMES		510
N Y TIMES	19275	3250
N Y TIMES		7000
NARGUS	19266	400
NAT AUDUBO	19267	400
NAT OFF MA	19269	3000
NATION	19264	800
NATL ASSOC	19265	600
NATL MUNI	19268	500
NATL TRAVE	19270	500
NEW REPUB	19271	800
NEW YORK P		100
NEW YORK P	19274	300
NEW YORKER	19276	1200
OIL & GAS	19277	500
PACK O FUN	19278	800
PLANTS GAR	19220	200
PLAYS INC	19279	500
POETRY	19280	500
POPULAR ME	19281	2450
PRACTL HOM	19282	300
PRAIRIE FA	19283	200
PUB BOARD	19259	400
PULITZER P	19288	950
Q S T	19285	500
QUICK FROZ	19284	600
RUSSELLS G	19286	1750
SALES MANA	19289	1000
SAN FRAN C	19287	3900
SCHIRMER G	19291	450
SCOTT PUB	19292	400
SKIN DIVER	19294	400
SKY PUBLIS	19295	500
SOC ADV ED	19296	750
SPECL LIBR		700
SPECL LIBR	19297	750
SR CITIZEN	19293	500
WALL ST JO	19298	2400
WEED SOC O	19299	600
WRITER	19301	400
YALE REVIE	19800	437

419		200000	120631	241131	41131*CR
420	MAPS	5000		2350	2650
420		5000		2350	2650*
499	MISCELLANE	5000		2100	2900
499		5000		2100	2900*
501	CLEANING &			1006	1006
501				1006	1006*CR
502	ADD TO EQU	865000		226731	638269

Appeal

Combined Budget & Bill List

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR YEAR	TOTAL TO DEC. 30, 59	BALANCE
	SEARS ROEB } [#] 19355		1049		
	SEARS ROEB }		1049		
502		865000	<u>2098</u>	228829	636171*
599	MISCELLANE	10000			10000
599		10000			10000*
603	RENT PARKI	21000		10500	10500
603		21000		10500	10500*
650	VEHICLES	1797900		1812501	14601
650		1797900		1812501	14601*
699	MISCELLANE	10000			10000
699		10000			10000*
		31000000	<u>2362667</u>	22444500	8555500*

Balance in checking account after above bills are paid

December 30, 1959 \$35,994.07

Presented for Payment _____

Authorized for Payment _____

Receipts

Estimated Income
1959/60

Actual Income
1959/60

Balance, Dec.1,1959 \$ 132.39
 Taxes 315,000.00
 Fines, Fees 6,500.00
 Other 0
 Total \$321,632.39

132.39
 \$255,444.00
 4,773.80
 88.88
 \$260,439.07

ORDINANCE NO. _____

An Ordinance Setting Up PERSONNEL
RULES for the Employees of the City

BE IT HEREBY ORDAINED BY THE COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:

Section I. That PERSONNEL RULES, a copy of which is hereto
attached and made a part hereof, is hereby adopted and designated as
"PERSONNEL RULES" for City employees.

Section II. All Ordinances, or parts of Ordinances, in con-
flict herewith, are hereby repealed.

PRESENTED, PASSED, APPROVED and RECORDED this 8th day of
February, 1960.

Robert A. Grohne

Mayor.

ATTEST:

David R. Kirk

City Clerk

PERSONNEL RULES

Definitions.

As used in these rules, the following definitions will apply:

- Allocation: Proper assignment of a position to an existing class in terms of duties and responsibilities of the position. Proper allocation is not to be construed as a promotion or demotion.
- Appointment: The offer to and acceptance by a person to fill a position in the Classified Civil Service in accordance with the Rules of the Civil Service Commission.
- Class or Classes of Positions: A position or group of positions in the Classified Civil Service sufficiently alike in duties, responsibilities, and authority as to reasonably presume requirement of the same qualifications and application of approximately the same schedule of pay.
- Classified Employee: An employee appointed to a full time position in accordance with the Rules of the Civil Service Commission.
- Continuous Service: A period of employment not interrupted by dismissal or resignation.
- Certified Employee: An employee who has successfully completed a six month probationary period for a position.
- Demotion: The reassignment for cause from the employee's current position to one in another class having a lower maximum salary or hourly rate. The proper allocation of a position shall not be construed as a demotion.
- Disciplinary Suspension: An involuntary and temporary separation of an employee from the service without compensation imposed for cause.

Full Time Employee-- -

An employee having regular hours of duty as part of a regularly scheduled work day, or work week. This excludes temporary and seasonal employees as defined in the Rules of the Civil Service Commission.

Duty Schedule-

The regular hours of any day or work week when an employee is scheduled to be available for the performance of his duties. Department Heads, with the approval of the City Manager, will establish duty schedules for their respective departments.

Grievance-

A difference of opinion between an employee and his supervisor regarding conditions of employment.

Layoff - Involuntary separation from the service without fault or cause on the part of the employee.

Month - One calendar month.

Military Leave-

A leave of absence granted to an employee entering the armed forces of the United States during a national emergency or in response to draft.

Military Training Leave-

Leave of absence granted for a period of training required of an employee due to membership in a reserve unit of the United States Armed Forces.

Performance Record

The written evaluation of an employee's performance of duties and conduct as determined by a supervisor, together with any employee comments.

Position-

A specific job calling for the performance of certain duties and for the exercise of certain responsibilities by an individual.

Probationary Period -

A period of six months continuous service beginning with the date of later appointment to a position during which an employee must qualify for certified status in that position.

Promotion-

A change in an employee's position to one with a higher maximum salary or hourly rate which requires the serving of a six month probationary period during which the employee must qualify for certified status in the higher class.

Resignation-

The voluntary separation from the service reported in writing and signed by the employee. Resignation may be implied upon an employee's failure to report without notice for his duties within specified time limits.

Seniority-

The uninterrupted length of continuous service with the City.

Work Day-

The hours of the day when an employee is scheduled to perform the duties and assume the responsibilities of his position.

CITY OF DECATUR
Proposed Administrative Personnel Rules

Rule 1

General Provisions

1.1. Purpose. The purpose of these rules is to bring into the City Service a high degree of cooperation, understanding, efficiency, unity, and employee morale which comes through systematic application of good and equitable procedures in personnel matters. The fundamental objectives of good personnel administration, the Civil Service Commission Rules and of these rules are:

To establish a system of personnel administration for the City Service based on merit principles, demonstrated ability, and equitable grounds governing the appointment, promotion, transfer, layoff, discipline, and removal of its supervisors and employees.

To provide an equal opportunity to all qualified persons to enter the City Service on a basis of demonstrated merit, and fitness ascertained by practical competitive examinations.

To establish and maintain a uniform and equitable plan of position classification and salary based upon duties and responsibilities of positions in the City Service.

To promote high morale among the employees by providing good working conditions and opportunities for promotion.

To develop a program of recruitment, appointment, training, advancement and tenure that will make a career in the City Service attractive to persons who possess ability, integrity, and dedication to public service.

To encourage...

render his best services in willing compliance with these rules and the Civil Service Commission Rules.

To promote and increase economy and efficiency in the City Service.

1.2

General Conduct.

As a member of the public service, a public employee conducts himself, both on and off the job, in a manner so as to bring credit upon the service. Proper employee conduct includes:

- (a) Carefully following work schedules.
- (b) Using city supplies, property, and equipment only for municipal purposes.
- (c) Following departmental procedures and rules as well as obeying city ordinances and state laws.
- (d) Diligently pursuing assigned duties.
- (e) Reasonably regulating personal affairs and finances so as not to discredit himself or the public service.
- (f) Declining gifts, tips or gratuities of any kind for public service to any group, organization, individual, or business firm.
- (g) Using his public position for public service and not personal gain.
- (h) Conducting himself, on the job, in a manner that brings credit to the public service and fellow employees.
- (i) Cooperating with fellow employees so that work is completed in an efficient manner and up to required levels.
- (j) Limiting outside work and activities so as not to interfere with the best possible performance of his positions duties and responsibilities.

1.3

Adoption and Amendment.

These rules, when adopted by the Mayor and City Council, shall be known as "Personnel Rules". Amendments shall be made and approved by the City Council after public notice has been given. Personnel actions taken prior to the effective date of new, abolished, or amended rules shall be governed by the rules in effect on the effective date of the action.

Rule 3

Probationary Period

- 3.1 Duration. Original and promotional appointees shall serve a probationary period of six months. A probationary employee who has been laid off and is returned to work in the same class from which he was laid off shall serve only that portion of the probationary period which had not been completed at the time of layoff. If leave of absence is approved by the City Manager, the probationary employee shall have the probation period extended by an amount of time equal to the length of absence.
- 3.2 Probationary Reports
Department heads will file performance reports on all probationary appointees at the end of 60 and 150 days from an employees appointment to a position for a probationary period.
- 3.3 Administration.
Before the completion of the six month probationary period the department head may
- (1) notify the Civil Service Commission that the employee's services are satisfactory and recommend certification of the employee, or, discharge an employee who has not been previously certified to a city position upon giving written notice to and receiving the consent of the Civil Service Commission.
 - (2) give notice that a promotional appointee's services are not satisfactory and recommend placement of the employee into the position for which he was previously certified.

Rule 4.

Performance Reports

- 4.1 Purpose. Written performance reports on forms prescribed by the Civil Service Commission shall be used as an aid in determining training needs, compensation changes, promotions, demotions, transfers, suspensions or discharge.

1.4

Application

These rules shall apply to all positions in the Classified Civil Service of the City of Decatur with the exception of Library and Recreation Board employees.

Rule 2

2.1

Reporting for Assignment.

An employee is expected to report to his supervisor at the time and place indicated in his notice of appointment.

2.2

Required Payroll Deductions and Statements.

Arrangements shall be made with the City Treasurer's office regarding the following requirements on the employees starting date.

- (1) A statement indicating the number of dependents to be used in computing the employees United States Federal Income Tax, and Social Security deductions.
- (2) A statement authorizing payroll deductions to the Illinois Municipal Employees Retirement Fund and designation of beneficiaries.
- (3) A statement of information in connection with coverage under the City's employee performance bond.

2.3

Optional Payroll Deductions.

Arrangements may be made with the City Treasurer's office regarding deductions for employee insurance, credit union shares, payment of union dues, and contributions to the Community Chest.

Rule 4 continued

- 4.2 Intervals. Each department shall make a written performance report of an employee's work twice each year. A copy of the completed performance report shall be placed in each employee's personnel record after discussion of the report with the employee. The signature of the employee indicates that the report has been reviewed and discussed and does not necessarily imply that the employee agrees with the report. An opportunity will be given to the employee to note such comments as he desires at the time of the discussion of the Report.

Rule 5.

Sick Leave and Employee Leave

- 5.1 Sick Leave Credit. A full time classified employee, except an employee of the Fire Department who has a 56 hour duty week, shall receive one work day with pay per month of continuous service credited to his sick leave accumulation record. A full time classified Fire Department employee who has a 56 hour duty week will receive one and four-tenths (1.4) work days with pay per month of continuous service credited to his sick leave accumulation record. Temporary and seasonal employees do not accumulate sick leave credit. The maximum accumulation of sick leave credit will be 135 working days.
- 5.2 Use of Sick Leave Credit. Sick leave credit may be used for illness, injury, or off the job incurred disability. One (1) day of sick leave credit with pay shall be deducted from a classified employee's sick leave accumulation record for each duty day not worked due to illness, injury or off the job incurred disability, except that a classified Fire Department employee who has a duty week of fifty-six (56) hours shall have one and four-tenths (1.4) days of sick leave credit with pay deducted from his sick leave accumulation record for each duty day not worked due to illness, injury, or off the job incurred disability. If a holiday occurs during a period when an employee is on authorized sick leave absence, the employee shall receive pay for the holiday and the holiday will not be deducted from the employee's sick leave accumulation record.
- 5.3 Employee Responsibilities. An employee who becomes ill, injured, or disabled off the job shall have his supervisor notified not later than after the first hour of his next scheduled duty day. If an employee's supervisor is not so notified within two (2) days from the day on which an employee was first scheduled to report for a duty day, the employee will be considered to have resigned his position unless the employee presents evidence of extenuating circumstances.
- 5.4 Physician's Statements. A physician's statement may be required of any employee before sick leave pay is given. However, in all cases where four consecutive duty days are missed by an employee due to illness, injury, or disability, a physician's statement will be required before sick leave pay is given. Such statements will give reasons for the employee's inability to perform his duties and will become a part of the employee's personnel record. Physician statements will be used in determining from time to time whether or not an employee is able to continue the performance of duties and responsibilities.
- 5.5 On the Job Illness, Injury or Disability. An employee who becomes ill, injured or disabled shall report to his supervisor as soon as possible. In case of an on the job injury, illness or disability, the City will pay the difference up to six (6) months between an employee's regular salary or wages and any payments received by the employee from a public employee pension fund and/or provision under Workman's Compensation or Occupational Disease Acts.

Rule 5 (continued)

- 5.6 Maternity Leave. Maternity leave of absence, without pay, may be requested and allowed to a pregnant, full-time certified employee. A pregnant employee not required to take maternity leave when such leave is considered in the best interests of the department or the full time certified employee. In any event, maternity leave shall not be granted for a period in excess of six (6) months.
- 5.7 Jury Duty. A full time certified employee who has been called for jury duty and upon notice to his supervisor will be paid his regular salary or wages less the amount of pay received for jury duty service.
- 5.8 Military Training Leave. A full time certified employee who is a member of a reserve unit of the Armed Forces of the United States will be granted leave without pay, for annual training sessions or schools provided that thirty (30) day's notice be given.
- 5.9 Training Leave. Employees may be granted leave with pay to attend professional meetings, training institutes, and conferences at the discretion of the City Manager.
- 5.10 Emergency Leave. If a serious or unexpected emergency occurs to an employee's spouse or children, or a member of the immediate family in his household, the employee will be allowed to leave his duties while the emergency exists. Arrangements to enable the employee to return to his duties on the next duty day must be made if the emergency continues beyond the duty day when said emergency occurred.
- 5.11 Family Death: A maximum of four days leave with pay dependent on funeral arrangements and travel requirements, may be granted to a full time certified employee in the event of a death in the immediate family. The immediate family will include only:
- (1) Spouse, children, and spouse of children
 - (2) Parents of both employee and spouse
 - (3) Brothers and sisters of the employee and his spouse
 - (4) Grandchildren and grandparents of the employee
- 5.12 Failure to Return After Leave. An employee who fails to return to his position without notice at the time specified on his application for leave shall be considered to have resigned unless the employee gives evidence of extenuating circumstances.
- 5.13 Fire Department Out-of-City Calls. Fire Department employees who are injured in traveling to or from a fire or emergency assignment outside the City limits or in fighting a fire outside the City limits, will receive disability benefits as provided in this section.

Rule 6
Holidays

6.1 Authorized Holidays. All Classified employees shall have time off with full payment on the following holidays:

New Year's Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	National Election Day

6.2 Holiday on Sunday. When an authorized holiday falls on a Saturday or Sunday, the previous Friday or the following Monday shall be observed as a holiday.

6.3 Holiday in Vacation Period. If a holiday falls within a Classified employee's vacation period, an extra day shall be added to the vacation period.

6.4 Equivalent Time Off.
A Classified employee required to work on any of the authorized holidays shall be given equivalent time off. Such time off shall be taken at the convenience of the employee and his operating department.

6.5 Eligibility for Holiday Pay. To be eligible for holiday pay, the classified employee shall work his last scheduled duty day before the holiday and his first scheduled duty day after the holiday unless absence on either, or both of the duty days is approved by the Department Head. Temporary and seasonal employees do not receive holiday payments for holidays not worked.

Rule 7
Vacation

7.1 Vacation allowance. Beginning on May 1, 1960, all full time certified employees with previous continuous service of six (6) months or more as a certified employee, will be eligible for vacation allowance as follows:

(1) Six (6) months of continuous service but less than one (1) year of continuous service during the period May 1, 1959 to April 30, 1960 — one (1) calendar week.

(2) One (1) year of continuous service but less than 10

Rule 7 continued

(10) years of continuous service during the period May 1, 1950 to April 30, 1960 ___two (2) calendar weeks.

(3) Ten (10) years of continuous service or more prior to April 30, 1960--three (3) calendar weeks.

7.2 Vacation Allowance after May 1, 1961. After May 1, 1961, all full time certified employees with previous continuous service of six (6) months or more as a certified employee, will be eligible for vacation allowance as follows:

(1) Six (6) months of continuous service but less than (1) year of continuous service in the previous (12) month period ___one calendar week.

(2) One (1) year of continuous service in the preceding twelve month period but less than nine (9) years of previous continuous service ___two calendar weeks.

(3) One (1) year of continuous service in the preceding twelve (12) month period and more than nine (9) years of previous continuous service ___three (3) calendar weeks.

7.3 Vacation Schedules. Vacations will be scheduled in the twelve month period after the employee has achieved eligibility for vacation. In establishing vacation schedules, department heads will consider the employee's preference and the effective functioning of his department. Employees will not be allowed to carry over from the twelve (12) month period in which the vacation is allowed any vacation time which has not been used unless the employee is requested to forgo all or part of his vacation for the convenience of the City.

7.4 Salary in Lieu of Vacation. No salary payment will be made in lieu of vacation not taken.

Rule 7 continued.

7.5 Termination of Employment or Death
Vacation shall be allowed in accordance with Rule 7.2 for all employees who resign in good standing or pass away while in the City Service.

7.6 Employee on Leave of Absence.
Vacation shall not accrue to any employee during a year while he is on leave of absence for a period in excess of six (6) months.

Rule 3
Grievance

- 8.1 In the event that a situation arises over which an employee has a grievance regarding his condition of employment, the employee shall contact his immediate supervisor regarding a conference where said grievance can be remedied.
- 8.2 In the event that the grievance is not remedied by the immediate supervisor, the employee, or his representative, will state the grievance in writing, which will include the action of the supervisor toward the grievance, and the reasons why the grievance still exists. Said statement shall be presented to the Division Head. In the absence of a Division Head, the statement will be presented to the Department Head. If no satisfaction regarding the grievance is given by the Division Head, the employee, or his representative, shall present a statement in writing to the Department Head for action. Such a statement shall include the nature of the grievance, and the actions proposed by the supervisor and/or Division Head. The Department Head shall notify the employee in writing of his decision within five days.
- 8.3 If after referral to the Department Head, a grievance still exists, a written statement shall be presented containing the grievance and previous decisions of the immediate supervisor, Division Head and Department Head to the City Manager. The City Manager will set a time and place for a hearing in the matter and notify the Department Head, and the employee, or his authorized representative, at least 72 hours before the hearing. Action taken by the City Manager in all grievance is final, unless otherwise provided by State Statute or Civil Service Rules.
- 8.4 Charges seeking discharge or demotion of employees, suspension totaling more than seven days in any six month period, appeals of allocations of duties and position classification are not subject to grievance procedures but are matters to be taken before the Civil Service Commission.

Appendix A Three Statements on Book Selection

Library Bill of Rights

(Adopted by Council of A.L.A. at Atlantic City on June 18, 1948)

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should any book be excluded because of the race or nationality, or the political or religious views of the writer.

2. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times, international, national, and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

3. Censorship of books, urged or practiced by volunteer arbiters of morals or political opinion or by organizations which would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the printed word.

4. Libraries should enlist the cooperation of allied groups in the fields of science, of education, and of book publishing in resisting all abridgment of the free access to ideas and full freedom of expression that are the tradition and heritage of Americans.

5. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal

terms to all groups in the community regardless of the beliefs and affiliations of their members.

(By official action of the Council on February 3, 1951, the Library Bill of Rights shall be interpreted to apply to all materials and media of communication used or collected by libraries.)

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DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR JANUARY 1960

EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MONTH	TOTAL TO JAN. 30, 60	BALANCE
100 STAFF SAL	17500600	1189978 ^u	12034892	5465708
BL CR AND	19357	13302 ^u		
CITIZENS B	19358	227640 ^u		
DEC CITY C	19359	10000 ^u		
TREAS CITY	19360	93757 ^u		
UNITED FUN	19361	663 ^u		
100	17500600	1535340	13570232	3930368*
150 BUILD MAIN	1002900	38615 ^u	686182	316718
CITIZENS B	19358	5750 ^u		
TREAS CITY	19360	2818 ^u		
150	1002900	47183	733365	269535*
199 MISC BLDG			625	625
199			625	625*c
		<u>15,825.23</u>		
201 BINDING S	75000		99860	24860
201	75000		99860	24860*
202 CATALOG M	75000		24308	50692
L OF C CAR	19362	5000 ^u		
REMINGTON	19363	792 ^u		
202	75000	5792	30100	44900*
203 FREIGHT E	60000		40222	19778
CHGO SEATI	19364	825 ^u		
CHGO SEATI		633 ^u		
203	60000	1458	41680	18320*
204 IBM SUPPL	435000		270423	164577
INTNL BUSN	19365	37500 ^u		
204	435000	37500	307923	127077*
205 OFC SUPPL	200000		268069	68069
BLOCK & KU	19366 (drawer)	31 ^u		
DEC PAPER	19367	1096 ^u		
DEC PAPER		5076 ^u		
GAYLORD BR	19368	1775 ^u		
GAYLORD BR		550 ^u		
KRESGE S S	19366	83 ^u		
LINXWLR OF	19369	337 ^u		
LINXWLR OF		203 ^u		
READER PRI		1330 ^{CR u}		
RECORDAK C	19370	1837 ^u		
RECORDAK C		6247 ^u		
VERIFAX		160 ^{CR u}		
WOOLWORTHS	19366	489 ^u		
205	200000	16234	284303	84303*
206 POSTAGE	70000		92898	22898

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DECATUR PUBLIC LIBRARY BUDGET
January - 1960

Code	EXPENSE ALLOCATION	AMT. FOR YR.	FOR JAN.	TOTAL TO JAN. 30, 60	BALANCE
100	STAFF SAL	17500600		13570232	5930368
	BUILD MAIN	1002900		733365	269535
	MISC BLDG			625	625 C
100		18503500	<u>15,825.23</u>	14304222	4199278*
201	BINDING SU	75000		99860	24860 C
	CATALOG MA	75000		30100	44900
	FREIGHT EX	60000		41680	18320
	IBM SUPPLI	435000		307923	127077
	OFC SUPPLI	200000		284303	84303 C
	POSTAGE	70000		93554	23554 C
	PRINTING	75000		88340	13340 C
	REP EQUIP	85000		290268	205268 C
	TEL & TEL	5000		14893	9893 C
	TEL SERV	205200		154291	50909
	TEL ALARM	3600		2700	900
	RENTALS MA	42500		27500	15000
	SERV CONTR	15000		26200	11200 C
	PROF DEV	70000		83839	13839 C
	COMMUNITY	5000		22983	17983 C
	EXHIBIT EX	2500		5116	2616 C
	HANDL & SE			536	536 C
	MISC			25900	25900 C
201		1423800	<u>1,319.31</u>	1599986	176186*
301	BLDG SUPP	75000		68094	6906
	CLEANING S	38500		13377	25123
	CONTRACT R	1884300		1781917	102383
	GARBAGE	8500		6850	1650
	HEAT & FUE	35000		16571	18429
	INSURANCE	300000		129221	170779
	LIGHT & PO	336000			336000
	BLDG REP	100000		46161	53839
	TRAVEL	80000		65173	14827
	HEALTH S	2500		11889	9389 C
	MISC	5000		1762	3238
301		2864800	<u>227.82</u>	2141015	723785*
401	BINDING	300000		304212	4212 C
	BOOKS	4620000		3518764	1101236
	FILMS 16MM	134000		88025	45975
	FILMS SLID	5000		2040	2960
	FILMS CP	5000			5000
	FILMS MICR	70000		37275	32725
	FILMS RENT	20000		364 CR	20364
	PAMPHLETS	40000		33201	6799
	PICTURES F	30000			30000
	PICTURES	10000		4000	6000
	RECORDS LP	40000		28004	11996
	RECORDS S	2500			2500
	RECORDS SR	7500			7500
	RECORDS 16	5000			5000
	RECORDS 45	5000			5000
	PERIODICAL	200000		276742	76742 C
	MAPS	5000		2350	2650
	MISC	5000		2100	2900
401		5504000	<u>2,126.72</u>	4296349	1207651*
501	CLEANING			1006	1006 C
	ADD EQUIP	865000		281544	583456
	MISC	10000			10000
501		875000	<u>527.15</u>	282550	592450*
603	RENT PARK	21000		10500	10500
	VEHICLES	1797900		1812501	146010
	MISC	10000			10000
603		1828900		1823001	5899*
100		31000000	<u>20,026.23</u>	24447123	6552877*

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Combined Budget & Bill List - January 1960

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MONTH	TOTAL TO JAN. 30, 60	BALANCE
	AM BK PRIC 19371		54 ^u		
	APPLE TREE 19372		5 ^u		
	BACON PAM		19 ^u		
	BACON PAM } 19373		117 ^u		
	BACON PAM		75 ^u		
	BACON PAM		91 ^u		
	DARTNELL C 19374		14 ^u		
	MACMILLAN } 19375		9 ^u		
	MACMILLAN		79 ^u		
	MINKUS PUB 19376		53 ^u		
	NAT EDUC A } 19377		9 ^u		
	NAT EDUC A		9 ^u		
	NAT EDUC A		14 ^u		
	OXFORD UNI 19378		20 ^u		
	POSTMASTER 19366		20 ^u		
	SUPERBOOKS 19379		44 ^u		
	TAPLINGER 19380		24 ^u		
206		70000	<u>656</u>	93554	23554*
207	PRINTING	75000		86990	11990
	DEC HERLD 19366		1350		
207		75000	<u>1350</u>	88340	13340*
208	REP EQUIP	85000		257942	172942
	BURDICK PL 19381		5817 ^u		
	DEC WASH MO 19382		300 ^u		
	EL BAUER 19383		1540 ^u		
	GOODRICH B 19384		2595 ^u		
	GREGORY FO 19385		3034 ^u		
	HEISE ELEC 19386		500 ^u		
	HUBBARD F } 19387		8490 ^u		
	HUBBARD F		8795 ^u		
	KINGLAR CO 19388		1255 ^u		
208		85000	<u>32326</u>	290268	205268*
209	TEL & TEL	5000		14565	9565
	ILL BELL T 19389		328 ^u		
209		5000	<u>328</u>	14893	9893*
210	TEL SERVI	205200		137101	68099
	ILL BELL T } 19389		15925 ^u		
	ILL BELL T		1265 ^u		
210		205200	<u>17190</u>	154291	50909*
211	TEL ALARM	3600		2400	1200
	ILL BELL T 19389		300 ^u		
211		3600	<u>300</u>	2700	900*
212	RENTALS M	42500		22500	20000
	GAYLORD BR 19368		5000 ^u		
212		42500	<u>5000</u>	27500	15000*
213	SERV CONT	15000		26200	11200
213		15000		26200	11200*

Combined Budget & Bill List - January, 1960

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EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MONTH	TOTAL TO JAN. 30, 60	BALANCE
220 PROF DEVE HOWE MRS M <i>19366</i>	70000	<u>13311^u</u>	70528	528
220	70000	13311	83839	13839*
221 COMMUNITY	5000		22983	17983
221	5000		22983	17983*
222 EXHIBIT E	2500		5116	2616
222	2500		5116	2616*
223 HANDL & SE BACON PAM <i>19373</i>		<u>486^u</u>	50	50
223		486 ^u	536	536*
299 MISCELLAN			25900	25900
299			25900	25900*
		<u>1,319.31</u>		
301 BLDG SUPP	75000		65069	9931
BLACK & CO		150 ^u		
BLACK & CO <i>19390</i>		151 ^u		
BLACK & CO		238 ^u		
LILLY E E <i>19391</i>		2136 ^u		
SWP CO <i>19392</i>		350 ^u		
301	75000	<u>3025</u>	68094	6906*
302 CLEANING	38500		13377	25123
302	38500		13377	25123*
303 CONTRACT	1884300		1781917	102383
303	1884300		1781917	102383*
304 CARBAGE	8500		5975	2525
FRED ROHMA <i>19366</i>		600 ^u		
OTTO DASH <i>19393</i>		275 ^u		
304	8500	<u>875</u>	6850	1650*
305 HEAT & FU	35000		13211	21789
ILL ST DIV <i>19394</i>		200 ^u		
STANDARD O <i>19395</i>		3160 ^u		
305	35000	<u>3360</u>	16571	18429*
306 INSURANCE	300000		129221	170779
306	300000		129221	170779*
307 LIGHT & P	336000			336000
307	336000			336000*
308 BLDG REPA	100000		46161	53839
308	100000		46161	53839*
309 TRAVEL	80000		61073	18927

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Combined Budget & Bill List - January, 1960

Code	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MONTH	TOTAL TO JAN. 30, 60	BALANCE
	AYERS MYRN	19366	30		
	CONSUMER S		897		
	CONSUMER S	19396	759		
	CONSUMER S		364		
	CONSUMER S		435		
	HOUCK HATT		147		
	HOUCK HATT	19397	102		
	HOUCK HATT		37		
	HOUCK HATT		468		
	HOUCK HATT		190		
	HOUCK HATT		249		
	PETERSEN D	19398	422		
309		80000	4100	65173	14827*
310	HEALTH	2500		467	2033
	JANSAN SUP	19399	11350		
	WALGREENS	19366	72		
310		2500	11422	11889	9389*
399	MISCELLAN	5000		1762	3238
399		5000		1762	3238*
			227.82		
401	BINDING N	300000		282938	17062
	BINDING		20000		
	STAPPENBEC	19400	1440		
	STAPPENBEC		21834		
401		300000	21274	304212	4212*
402	BOOKS	4620000		3384180	1235820
	AM BK PRIC	19371	1500		
	APPLE TREE	19372	100		
	BENDER MAT	19401	1100		
	DARTNELL C	19374	937		
	DOUBLEDAY	19402	440		
	DOUBLEDAY		638		
	HAINES E	19403	207		
	ILL BELL T	19389	1935		
	ILL CONS T	19404	75		
	INST LOCAL	19405	600		
	JANSEN J H	19406	1350		
	MACMILLAN	19375	234		
	MCCLURG A	19407	19807		
	MCCLURG A		31318		
	MCCLURG A		2395		
	MCCLURG A		30621		
	MOODYS INV	19408	29800		
	NAT EDUC A		200		
	NAT EDUC A	19377	125		
	NAT EDUC A		500		
	NEW METHOD		4790		
	NEW METHOD	19409	1252		
	NEW METHOD		4948		
	OXFORD UNI	19378	476		

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Combined Budget & Bill List - January, 1960

	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MONTH	TOTAL TO JAN. 30, 60	BALANCE	
	PRENTICE H	<i>19410</i> <i>19411</i> <i>19412</i> <i>19379</i> <i>19380</i> <i>19413</i>	5 4 0 0 <i>n</i>			
	PRENTICE H		2 1 3 0 0 <i>n</i>			
	RESEARCH B		4 5 0 0 <i>n</i>			
	RISEMAN TE		1 5 0 0 <i>n</i>			
	STAFF BOOK		2 3 0 4 8 CR <i>n</i>			
	STAFF BOOK		1 6 0 5 6 CR <i>n</i>			
	SUPERBOOKS		2 6 1 0 <i>n</i>			
	TAPLINGER		6 3 0 <i>n</i>			
4 0 2	WILSON H W		1 4 0 0 <i>n</i>			
		4 6 2 0 0 0 0	<u>1 3 4 5 6 4</u>	3 5 1 8 7 6 4	1 1 0 1 2 3 6 *	
4 0 5	FILMS 16 M	1 3 4 0 0 0		8 8 0 2 5	4 5 9 7 5	
4 0 5		1 3 4 0 0 0		8 8 0 2 5	4 5 9 7 5 *	
4 0 6	FILMS SL I	5 0 0 0		2 0 4 0	2 9 6 0	
4 0 6		5 0 0 0		2 0 4 0	2 9 6 0 *	
4 0 7	FILMS CP	5 0 0 0			5 0 0 0	
4 0 7		5 0 0 0			5 0 0 0 *	
4 0 8	FILMS MIC	7 0 0 0 0		3 4 5 7 5	3 5 4 2 5	
	COUNCIL SO		8 8 3 <i>n</i>			
	DEC HERLD		1 8 1 7 <i>n</i>			
4 0 8		7 0 0 0 0	<u>2 7 0 0</u>	3 7 2 7 5	3 2 7 2 5 *	
4 0 9	FILMS REN	2 0 0 0 0		2 7 3 5	1 7 2 6 5	
	FILM RENTA		3 0 9 9 CR <i>n</i>			
4 0 9		2 0 0 0 0	<u>3 0 9 9 CR</u>	3 6 4 CR 0 0 0	2 0 3 6 4 *	
4 1 0	PAMPHLETS	4 0 0 0 0		1 6 7 4 5	2 3 2 5 5	
	BACON PAM		1 9 5 5 <i>n</i>			
	BACON PAM		3 9 7 0 <i>n</i>			
	BACON PAM	<i>19373</i>	4 9 1 5 <i>n</i>			
	BACON PAM		5 6 1 6 <i>n</i>			
4 1 0			4 0 0 0 0	<u>1 6 4 5 6</u>	3 3 2 0 1	6 7 9 9 *
4 1 1	PICTURES		3 0 0 0 0			3 0 0 0 0
4 1 1		3 0 0 0 0			3 0 0 0 0 *	
4 1 2	PICTURES	1 0 0 0 0		4 0 0 0	6 0 0 0	
4 1 2		1 0 0 0 0		4 0 0 0	6 0 0 0 *	
4 1 4	RECORDS L	4 0 0 0 0		2 2 8 5 8	1 7 1 4 2	
	HOUGHTON M		1 4 0 0 <i>n</i>			
	SOUND SALE		3 7 4 6 <i>n</i>			
4 1 4		4 0 0 0 0	<u>5 1 4 6</u>	2 8 0 0 4	1 1 9 9 6 *	
4 1 5	RECORDS S	2 5 0 0			2 5 0 0	
4 1 5		2 5 0 0			2 5 0 0 *	

Appendix

EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MONTH	TOTAL TO JAN. 30, 60	BALANCE
416 RECORDS S	7500			7500
416	7500			7500*
417 RECORDS 1	5000			5000
417	5000			5000*
418 RECORDS 4	5000			5000
418	5000			5000*
419 PERIODICAL	200000		241131	41131
A L A		900 CR ⁿ		
AM AVIATIO	19418	800 ⁿ		
AMER MUS N	19419	450 ⁿ		
ART IN AME	19420	975 ⁿ		
BARRONS	19421	1500 ⁿ		
BOWKER R R	19422	1100 ⁿ		
BRITISH PE	19423	916 ⁿ		
CHILDRENS }	19424	1650 ⁿ		
CHILDRENS }		600 ⁿ		
CHLD STDY	19425	250 ⁿ		
COLUMBIA U	19426	600 ⁿ		
CONGRESS D	19427	1000 ⁿ		
CONSUMER R		500 ⁿ		
CONSUMER R }	19428	1500 ⁿ		
CURTIS CIR }	19429	2400 ⁿ		
CURTIS CIR }		2000 ⁿ		
DEC HERLD		30 ⁿ		
DEC HERLD		45 ⁿ		
DEC HERLD		45 ⁿ		
DEC HERLD		30 ⁿ		
DEC HERLD		45 ⁿ		
DEC HERLD		30 ⁿ		
DEC HERLD		45 ⁿ		
EDITOR PUB	19430	1000 ⁿ		
FLYING	19431	2500 ⁿ		
HEARST MAG }	19432	750 ⁿ		
HEARST MAG }		600 ⁿ		
ILL STATE	19433	1300 ⁿ		
INTL JOURN	19434	700 ⁿ		
JOURNAL CO	19435	3000 ⁿ		
LAPIDARY J	19436	300 ⁿ		
MCCALL COR }		300 ⁿ		
MCCALL COR }	19437	300 ⁿ		
MCCALL COR }		600 ⁿ		
MODERN AGE	19438	400 ⁿ		
MODL AIR N	19439	300 ⁿ		
NATL COUNC	19440	750 ⁿ		
NEWSWEEK	19441	1200 ⁿ		
NURSING OU	19442	650 ⁿ		
PRINTERS I	19443	500 ⁿ		
PUB AFFAIR	19444	300 ⁿ		
REPORTER	19445	450 ⁿ		

Append

Combined Budget & Bill List - January, 1960

EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR MONTH	TOTAL TO JAN. 30, 60	BALANCE
SCHOLASTIC 19446		200		
SCHOLASTIC 19447		275		
SCIENCE 19449		550		
SOUTH GALLI 19448		75		
SUCCESSFUL 19450		200		
U S NEWS & 19451		2800		
419	200000	35611	276742	76742*
420 MAPS	5000		2350	2650
420	5000		2350	2650*
499 MISCELLAN	5000		2100	2900
499	5000		2100	2900*
		<u>2,126.72</u>		
501 CLEANING			1006	1006
501			1006	1006*
502 ADD TO EQ	865000		228829	636171
CHGO SEATI		12515		
CHGO SEATI		22000		
RECORDAK C		18200		
502	865000	52715	281544	583456*
509 MISCELLAN	10000			10000
509	10000			10000*
		<u>527.15</u>		
603 RENT PARK	21000		10500	10500
603	21000		10500	10500*
650 VEHICLES	1797900		1812501	14601
650	1797900		1812501	14601*
699 MISCELLAN	10000			10000
699	10000			10000*
100	31000000	2002623	24447123	6552877*

Balance in checking account after above bills are paid - January 30, 1960 \$16,819.06

Presented for Payment _____

Authorized for Payment _____ T

Receipts

	Estimated Income 1959/60	Actual Income 1959/60
Balance, Jan. 1, 1960	\$ 132.39	\$ 132.39
Taxes	315,000.00	255,444.00
Fines, Fees	6,500.00	5,619.49
Other	0	94.41
Total	\$ 321,632.39	\$ 261,290.29

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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

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

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

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

The meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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

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

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

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

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

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

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

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

The meeting adjourned at 1:30 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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

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

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

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

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

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

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

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

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

Meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.

Appelt

DECATUR PUBLIC LIBRARY
COMBINED BUDGET & BILL LIST FOR FEBRUARY 1960

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

Appelt

Combined budget & Bill List - February 1960

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

Combined Budget & Bill List - February 1960

Append
-3-

	EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB. 29, 60	BALANCE
	EL BAUER		500		
	EL DAUER		334		
	EL BAUER		1480		
	EL BAUER		500		
	EL BAUER		1633		
	EL BAUER		11400		
	EL BAUER		1000		
	EL BAUER		1203		
208		85000	28088	318356	233356*
209	TEL & TEL	5000		14893	9893
	ILL BELL T		1715		
209		5000	1715	16608	11608*
210	TEL SERV	205200		154291	50909
	ILL BELL T		15925		
	ILL BELL T		1265		
	PAYPHONE		1724 CR		
210		205200	15466	169757	35443*
211	TEL ALARM	3600		2700	900
	ILL BELL T		300		
211		3600	300	3000	600*
212	RENTALS MA	42500		27500	15000
	GAYLORD BR		15000		
212		42500	15000	42500	*0
213	SERV CONTR	15000		26200	11200
	ALLED OFF		5500		
213		15000	5500	31700	16700*
220	PROF DEV	70000		83839	13839
220		70000		83839	13839*
221	COMMUNITY	5000		22983	17983
	GAYLORD BR		15000 CR		
221		5000	15000 CR	7983	2983*
222	EXHIBIT EX	2500		5116	2616
	EISNERS		209		
222		2500	209	5325	2825*
223	HANDL & SE			536	536
	BACON PAM		193		
	BACON PAM		210		
	BACON PAM		180		
223			583	1119	1119*
299	MISC			25900	25900
	LIB EXP AC		10000		
299			10000	35900	35900*
301	Totals	\$ 14,236.00	\$ 1,493.30	\$ 17,493.16	\$ 32,551.16*
	BLDG SUPP	75000		68094	6906

Appelt

Combined Budget & Bill List - February 1960

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

Combined Budget & Bill List - February 1960

EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB. 29, 60	BALANCE
HOUCK HATT		107		
HOUCK HATT		136		
309	80000	785	65958	14042
310 HEALTH & S	2500		11889	9389
310	2500		11889	9389
311 CONTRACT C				
DEC WINDOW		14500		
DEC WINDOW		33500		
311		48000	48000	48000
312 ARCHITECT				
SWEETNAM J		39600		
312		39600	39600	39600
314 CLEANING S				
314				
399 MISC	5000		1762	3238
399	5000		1762	3238
Totals	<u>\$ 28,648.00</u>	<u>1,627.04</u>	<u>\$23,037.19</u>	<u>\$ 5,610.81</u>
401 BINDING	300000		304212	4212
STAPPENBEC		27181		
STAPPENBEC		191		
401	300000	27372	331584	31584
402 BOOKS	4620000		3518764	1101236
AMER LIBRA		180		
AMER LIBRA		150		
AMER LIBRA		68		
AMER TECH		1480		
BELL PUBLI		500		
BENDER MAT		1100		
BENEFIC PR		14934		
BOOK SUPPL		85		
BOWKER R R		2250		
BOWKER R R		1000		
CAN INST P		200		
CATTELL J		2300		
CHICGO UNI		1780		
CONGRESSIO		9600		
DOUBLEDAY		202		
DOUBLEDAY		16800		
DOUBLEDAY		4200		
DOUBLEDAY		378		
DOUBLEDAY		301		
DOUBLEDAY		1620		
DOUBLEDAY		633		
DOUBLEDAY		1011		
EDUCAL TES		800		
FRENCH BK		71		

Combined Budget & Bill List - February 1960

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

Appelt

Combined Budget & Bill List - February 1960

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

Combined Budget & Bill List - February 1960

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

Combined Budget & Bill List - February 1960

EXPENSE ALLOCATION	AMOUNT FOR YEAR	FOR FEB.	TOTAL TO FEB. 29, 60	BALANCE
499 MISC	5 000		2 100	2 900
499	5 000		2 100	2 900
Totals	\$55,040.00	6,991.39	\$49,954.88	\$5,085.12*
501 CLEANING SCHUDELS I		2 89	1 006	1 006
501		2 89	1 295	1 295
502 ADD EQUIP CHGO SEATI	8 650 00		2 815 44	5 834 56
502	8 650 00	1 196 0 CR	2 695 84	5 954 16
		<u>116.71 cr.</u>		
599 MISC	1 000 0			1 000 0
599	1 000 0			1 000 0
Totals	\$18,289.00	\$116.71 cr.	\$18,230.01	\$ 58.99 *
603 RENT PARK	2 100 0		1 050 0	1 050 0
603	2 100 0		1 050 0	1 050 0
650 VEHICLES	1 797 900		1 812 501	1 460 1
650	1 797 900		1 812 501	1 460 1
699 MISC	1 000 0			1 000 0
699	1 000 0			1 000 0
Totals	310,000.00	25,295.91	269,767.14	40,232.86

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

Presented for Payment _____

Authorized for Payment _____

<u>Receipts</u>	<u>Estimated Income</u> 1959/60	<u>Actual Income</u> 1959/60
Bal. Feb. 1, 1960	132.39	132.39
Taxes	\$315,000.00	\$281,444.00
Fines & Fees	6,500.00	6,579.77
Other	0.00	<u>484.14</u> 103.45
Total	\$321,632.39	\$288,640.30
		\$ 288,259.61

2/24/60- 35

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

*parking lot
Merris, B.*

March 2, 1960

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

Dear Mr. Madden:

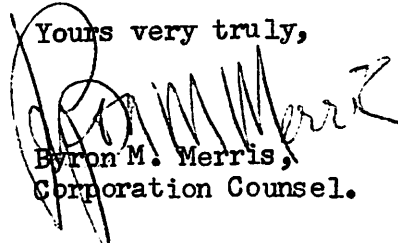
I am enclosing a copy of a proposed contract between the City and the Board of Directors of Decatur Public Library. I am also enclosing a plat of the layout of the proposed parking lot.

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

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

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

Yours very truly,


Byron M. Merris,
Corporation Counsel.

BMM:kll

Enclosures

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Special Meeting to Discuss the Parking Lot With
The City Council, March 9, 1960

Members present: Mr. Madden, Mrs. Moothart, Mr. Cheeks, Mrs. Greider, Mr. Felts, Mr. Morey, Mr. Koslofski, Mayor Grohne, Mr. Colburn, Mr. Kopetz, Mr. Lloyd, Mr. Merris, and Mr. Dever. Mrs. Howe, Mrs. Goff, Mrs. McNabb, Mrs. Appelt, and Mr. Puhek were also present.

Mr. Madden talked with members of the Library Board of Directors before lunch in the Boyd Room of the Main Library. The proposed parking lot was considered and the plot examined and questioned. A petition from the Library employees was read protesting the public parking lot on the library lawn and the entrance which had been suggested by the City Council.

Pressures on the library were suggested by Mr. Felts that we need parking. "We do not need beautiful trees and views. It would be different if the library were located in the country where we could appreciate those things."

Other points considered before the City Council arrived:

- Aerial rights and supports in case the library needed to build,
- Placement of the Auto-page,
- Retaining wall on Eldorado as well as along the South side of the library,
- Lease for 15 years,
- Three favorable telephone calls to Mr. Madden,
- Facts and Ideas on the Parking lot,
- Entrance from Eldorado Street,
- Eliminating employee parking.

Mrs. Moothart asked if the Council considered they were helping the Library. Mrs. Howe pointed out the 150 space parking lot one block from the Library.

Members of the City Council arrived later and joined the Directors of the Library Board in luncheon. After a very agreeable meal, the meeting was called to order by Mr. Madden.

Mr. Dever said that the technical questions could be worked out. "The City wished to acquire 54 feet where the American Legion building stands and pay \$42,000. The proposal is to obtain the commitment for the Library to lease it as a public parking lot for the period of 15 years and the design of the parking lot is such that you would come in from Main Street and go out on Main Street. You do have the alternative of coming in from Eldorado Street because there is access to the back of the Library and the Library property is 'no man's land' and an alley, which goes up to the Library building, however, I would assume that one reason it was laid out this way is that the Library would want to close off the entrance on Eldorado during the times they are using it for Bookmobiles and so on. They could use some sort of rope or chain affair that you could put up when you wanted to block it off, because there is a perfect way to get in and get out from Main Street without any problem as far as the back of the Library is concerned. The grades, the improvement, the cost and so on, change of grades so that there would be reasonable grades in the lot, the front of the sidewalks so they would conform is a good deal more than would be necessary in the estimate to take care of the approaches and sidewalks and changes in grades."

Mr. Merris said there is a provision in the law that property that is not needed for Library purposes may be sold or otherwise disposed of. "I think a lease would probably be another "otherwise" disposition, but there must be a finding that it is not needed for Library purposes. If you leased it, it might be recovered at the termination of the lease if you can declare that it is needed for Library purposes."

Mr. Dever said "what is in the back of the thinking here is to provide parking for the Library as a public institution as the City's responsibility and, of course, also in requiring the American Legion property this is protecting the Library for future development because if somebody would buy that property and put a substantial investment there, it may be very expensive in the future...in essence we are putting our money in the bank really to protect itself...for library purchases in 10 years...actually" Mr. Dever said, "we will pick up some more spaces, there are 3 or 4 more there, so we won't lose more than maybe 1 space if you shut that off, but personally I think you would be unwise to do so, you lose another way of getting around the building. There's lots of possibilities."

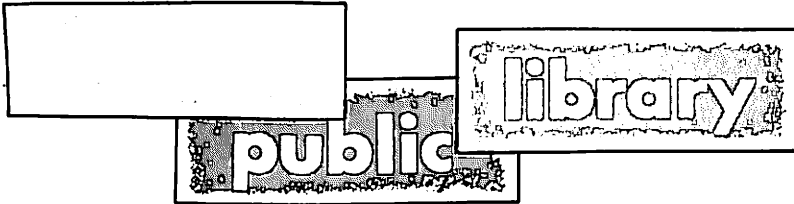
After much discussion pro and con Mr. Madden said we would have to work a more specific contract and lease. He asked if there were more questions...if the Trustees wanted to think about this more or at the present time express an opinion. Mr. Felts said he would suggest that they have a meeting. Mr. Colburn said the Council members would withdraw and the Board could have their meeting "now". Mrs. Howe said all of the Trustees were not present. Mr. Madden said the Board should not wait till the next Board meeting and suggested an answer would be given to the Council next week. He thanked the Council members for coming and discussing the matter with the Board of Directors. Mrs. Graider expressed appreciation to the Council for meeting with the Board.

The members present paid \$1 for the lunch.

The combined Board and Council meeting adjourned at 1:40 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

March 7, 1960

To the Board of Directors:

The Staff Association of the Decatur Public Library is dismayed by the news item in the Herald-Review of Sunday 6, March 1960. The proposal to deprive the library personnel of the use of the area adjacent to the building will work a real hardship on:

1. The Extension Department. Parking the Bookmobiles after use and getting them out onto the street to make their stops is a time consuming and hazardous operation at best. To contemplate the operation where public traffic has to be coped with is horrifying.

Furthermore the Bookmobiles have to be loaded and unloaded, which means that personnel would constantly be exposed to the hazards of walking in the path of cars coming into the parking lot from Eldorado. Books for transport by the station wagon, for hospital, home service, and Evans Branch are all loaded in the driveway at the rear of the building. The driveway being one car width, this operation blocks it.

2. Staff parking area. We would very much regret the elimination of this convenience.
3. We visualize the noxious fumes from the starting of motors immediately under the windows of the technical processes department, being sucked in by the air-conditioners.
4. South lawn. We would deplore the cutting down of this grassy area.

We earnestly request you to consider these points.

Frances L. Robinson
Mary A. Reed
Hattie Houck
Rebecca C. Smerch
Frances L. Mitchell
R. Atchison
Helle Mc Nabt.
Charlotte H. Williams
Edna Frances Jones
Ora E. Ruedger
Northia Turnbo
Lynn Burt
E. H. Ward
Jennyhad Bogges
Gladys E. O'Bell
Carola L. White
Majorie Atwood
John J. Bogges
Marjuna Ayers
Sally Jo Stuke
Eleanor E. Sloan
Harold E. McMillan
Mary L. Brickley
Eunice E. Ensign
Margaret E. Sarnon
Estelle Shobe
Marjorie E. Klabrnick
Mildred Leonard
Shirley A. Bork

Patricia A. Goff
Juanita E. Appelt
Opal Hannold
Cynthia Matz
Mary K. Widner
Helien Fitzlaff
Nora Petersen
Joyce E. Knight
M. Catherine Yamamoto

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Special Meeting of the Board of Directors
March 15, 1960

Members present: Mr. Madden, president, Mr. Burnett, Mr. Hart, Mr. Cheeks, Mrs. Greider, Mrs. Moothart, Mr. Koslofski, Mr. Felts, Mrs. Howe, Mr. Hendricks, Mrs. McNabb, Mrs. Appelt, and Mr. Puhek from the newspaper.

The members of the Board of Directors and Staff enjoyed a buffet luncheon served at 12 Noon in the Anne Boyd Room of the Main Library.

The meeting was called to order immediately afterwards. Mr. Cheeks excused himself early but recorded a "yes" vote for the retaining wall to go straight back to connect with the front wall and leave it open.

Mr. Madden said the purpose of the meeting was to discuss the leasing of the Library property to the City for a period of 15 years for parking...the plat was indicated and Mr. Rosenberg's letter read to the members.

Mr. Felts said "it seems to me that by leasing this property we would be changing the status of property so that it would continue to be useful to the Library in another form rather than the storage of books by parking of cars."

Mr. Burnett said "if the City is in agreement, I can't see anything wrong with the proposal as it now stands with the express knowledge that the title of the land will be retained by the Library and at the expiration will revert back to the Library. I think what we will gain we will then get back from the City a completely equipped parking lot and now I can't see any building expansion even in 15 years."

Mrs. Howe pointed out certain discrepancies in the plan and hazards to the staff working in the basement of the building.

Mrs. Greider pointed out the other "city departments have free parking for their employees: fire, police, schools, water and the Library should have some too."

Mr. Madden said, "I am very much interested in something that Mrs. McNabb had to say the other day about the bookmobiles loading and unloading."

Mrs. McNabb said, "As you realize, that narrow space when the bookmobiles are moving around and until the bookmobile is almost straightened out, the driver has no view of this area. Likewise a driver coming from this direction would have just the length of the building. It is just enough of a slope now that when it gets slippery, the men have to use sand or salt... It would have to be changed where the bookmobiles are parked."

Some further discussion was pursued concerning the engineering aspects of the parking lot.

Mr. Felts suggested a motion: The Board of Directors of the Decatur Public Library agrees and authorizes its Properties Committee, including the President of the Board, to negotiate with the City of Decatur a lease which would protect the rights and interests and the future growth and development of the Library, such as air rights and foundation rights over the library property, the development of an expanded black topping service area to the North and no through access from Eldorado." The motion was seconded by Mr. Burnett. Roll call was read and all present voted "yes". Mrs. Ridgley and Mr Cheeks sent their vote "yes". Motion was carried.

Mrs. Howe presented the proposal to purchase a cash register for the Main Desk. General approval was given to purchase the cash register from Taylor Office Machines for the low price of \$239.60.

The question of auditing the library accounts was considered. Mr. Burnett suggested we have two months to consider the matter but it should be authorized as of April 30th.

The card catalogs were suggested for purchase at \$650 per set of 60 drawers. The matter was referred to the Properties Committee.

The meeting was adjourned at 1:40 PM.

Respectfully submitted

Mary T. Howe
Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES of the BOARD of DIRECTOR'S MEETING
March 25, 1960

Mr. Dean Madden, President, called the regular monthly meeting to order at 4:00 PM, March 25, 1960, in the Decatur Public Library. Those present were: Mr. Madden, Mr. Felts, Mrs. Ridgley, Mr. Burnett, Mr. Cheeks, Mrs. Greider, Mr. Koslofski, Mr. Hart and Mrs. Moothart. Mr. Hendricks, Mrs. Howe, Mr. Sweetnam and Mr. Carr were also present.

The minutes of the February 26th, March 9th and 15th meetings were approved as received by mail.

Mr. Burnett presented the March bills and moved for payment:

Staff salaries	\$15,049.62	
Janitor's salaries	<u>461.00</u>	
Total		\$15,510.62
Operating expenses		<u>7,530.58</u>
Total		<u>\$23,041.20</u>

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

The Properties Committee recommended the purchase of 6 card catalogs from Gaylord Bros. whose bid was low. The reinforcing of the second floor was discussed with Mr. Sweetnam, Architect. Mrs. Moothart moved to have Mr. Sweetnam draw up plans and submit to bids. Mr. Cheeks seconded the motion. All present voted aye. Motion carried. The Properties Committee will open the bids on Wednesday, April 20th.

The parking lot was discussed. Mr. Burnett moved the authority to the President and Secretary of the Board to sign the Contract with the City. Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

A progress report was made on the shelving in the Magic Carpet Room. The shelves were due to be installed the week end of April 2nd in time for National Library Week, April 3-9th.

Mrs. Ridgley made the report on the summit meeting of trustees from Rockford, Peoria, Springfield and Decatur to be held in Peoria on May 20th. The meeting will begin about 10:00 AM and last through dinner. The two subjects suggested were purpose and budget.

The Librarian reported on National Library Week and invited everyone to attend International Night Tuesday, April 5th, 8-10 PM. She also told about the Revenue Class under the direction of Mrs. Virginia Gibson. The Friends of the Library Group is shaping up and will be in operation in the near future.

Mr. Burnett moved the meeting adjourned at 5:05 PM. Mr. Hart seconded the motion. All present voted aye. Motion carried.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES of PROPERTIES COMMITTEE
March 25, 1960

The Properties Committee of the Decatur Public Library met with members of the Budget Committee from the City Council for lunch and discussion at 12 noon March 25th in the Boyd Room of the Decatur Public Library. Those present were: Mr. Madden, presiding; Mrs. Moot-hart, Mr. Burnett, Mr. Hart, Mr. Cheeks, Mrs. Greider, Mrs. Howe, Mrs. Hendricks, Mrs. McNabb and Mrs. Appelt from the Library; Mr. Morey, Mr. Lloyd and Mr. Merris from the City Council; and Mr. Puhek from Herald newspaper.

Mr. Madden called the meeting to order at 12:40 PM and said the purpose of the meeting was to anticipate the library's problems for the next 15 years. The pros and cons of the parking lot were discussed. Mr. Lloyd agreed the retaining wall on the North side of the Library was needed.

Mr. Morey presented the points of the Contract starting backwards with the last one and a discussion was held on each point. The points of disagreement were resolved by agreeing these were an engineer's problem and the group would abide by whatever solution the engineers recommend. Finally the number of days required to do the job was changed from 120 to 150.

Mr. Merris was to draw up the Contract for the City and submit it to the Council and the Library Board for signing. He said the Board of Trustees could authorize the President and Secretary to sign the Contract.

Meeting adjourned at 1:55 PM.

* * * * *

The members of the Properties Committee reconvened for discussion of some points in the Contract.

It was agreed to recommend the purchase of the card catalogs from Gaylord Bros. The remodeling of the second floor was discussed.

Meeting adjourned at 2:30 PM.

* * * * *

MINUTES of the FINANCE COMMITTEE MEETING
March 25, 1960--3:15 PM

The Finance Committee met to check the March bills and approve them for payment. Those present were: Mr. Madden, Mr. Burnett, Mrs. Greider, Mr. Hart and Mr. Cheeks.

After carefully checking each bill, they were declared in order.

Meeting adjourned at 3:45 PM.

Respectfully submitted,

Mary T. Howe

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.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

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		
100		17500600	1161251	16559369	941231*
150	BUILD MAIN	1002900		778969	223931
	CITIZENS B		5530		
	TREAS CITY		2781		
150		1002900	37639	824919	177981*
153	CLIFT TOM		150		
153			150	150	150 * C
199	MISC BLDG			935	935
199				935	935 * C
				15,510.62	
201	BINDING SU	75000		99860	24860
201		75000		99860	24860 * C
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	19581	3360		
205		200000	18742	326353	126353 * C

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 ✓		
	STECHERT H		50 ✓		
	STECHERT 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 * C
299	MISC			3 590 0	3 590 0
	LIB EXP AC		7 500		
299			7 500	4 340 0	4 340 0 * C
			<u>1,194.17</u>		
301	BLDG SUPP	7 500 0		7 795 7	2 95 7
	BD OF EDUC		1 06 13		
	BLACK & CO		1 08		
	BLACK & CO		6 8		
	CLEVELND C		2 37 0		
	DEC PAPER		9 10		
	JANSAN SUP		4 8 10		
	OSCO DRUG		6 8 9		
	WESTERVELT		7 9 6		
301		7 500 0	2 03 6 4	9 83 2 1	2 33 2 1 * C
302	CLEANING S	3 85 0 0		1 33 7 7	2 51 2 3
	JANSAN SUP		1 27 5		
302		3 85 0 0	1 27 5	1 46 5 2	2 38 4 8 *
303	CONTRACT R	1 88 4 3 0 0		1 78 1 9 1 7	1 02 3 8 3
303		1 88 4 3 0 0		1 78 1 9 1 7	1 02 3 8 3 *
304	GARBAGE	8 5 0 0		7 7 2 5	7 7 5
	FRED ROHMA		6 0 0		
304		8 5 0 0	6 0 0	8 3 2 5	1 7 5 *
305	HEAT & FUE	3 5 0 0 0		2 4 3 1 3	1 0 6 8 7
	STANDARD O		2 8 7 1		
	STANDARD O		3 1 6 0		
305		3 5 0 0 0	6 0 3 1	3 0 3 4 4	4 6 5 6 *
306	INSURANCE	3 0 0 0 0 0		1 8 3 5 1 0	1 1 6 4 9 0

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	LIGHT & PO	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	TRAVEL	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	HEALTH & 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 * 0
3 1 1	CONTRACT C			4 8 0 0 0	4 8 0 0 0
3 1 1				4 8 0 0 0	4 8 0 0 0 * 0
3 1 2	ARCH FEES			3 9 6 0 0	3 9 6 0 0
3 1 2				3 9 6 0 0	3 9 6 0 0 * 0
3 1 3	EL BAUER		2 5 5		
	EL BAUER		9 5 0		
	EL BAUER		1 9 1 9		
	EL BAUER		1 4 8		
	HUBBARD F		6 2 0		
3 1 3			3 8 9 2	3 8 9 2	3 8 9 2 * 0
3 1 4	CLEANING S				
3 1 4					
3 9 9	MISC	5 0 0 0		1 7 6 2	3 2 3 8
	HOURANS		1 0 0 0		
3 9 9		5 0 0 0	1 0 0 0	2 7 6 2	2 2 3 8 *
			<u>1,465.68</u>		

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*
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
409	MOD TALK P	20000	66 1867	3398	16602*
410	PAMPHLETS	40000		41552	1552
410		40000		41552	1552*
411	PICTURES F	30000			30000
411		30000			30000*
412	PICTURES INDUS PRNT	10000	150	5125	4875
412		10000	150	5275	4725
414	RECORDS LP SOUND SALE SOUND SALE	40000	398 3661	55668	15668
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		2000000	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 *
599	MISC	10000			10000
599		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

\$ 17,113.20

Presented for Payment _____

Authorized for Payment _____

100-100-100

LEASE AGREEMENT

THIS AGREEMENT, Made this 11th day of April, A. D. 1960, by and between the CITY OF DECATUR, ILLINOIS, a municipal corporation, hereinafter referred to as "City" and the BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY, hereinafter referred to as "Library", W I T N E S S E T H:

WHEREAS, the City is now contemplating the purchase of certain premises located immediately South of the real estate owned by the Library as hereinafter described; and

WHEREAS, the City is contemplating the erection of a parking lot upon said real estate; and

WHEREAS, the City is desirous of obtaining the use of certain vacant real estate now owned by the Library to be incorporated into the said proposed parking lot;

NOW THEREFORE, In consideration of the agreements of the City and the mutual covenants and agreements hereinafter contained, the Library does hereby lease unto the City the following described premises:

All that part of real estate described as:

Commencing at the Northeast Corner of Lot 11 of the Subdivision of the Northeast Quarter of the Northeast Quarter of Section 15, Township 16 North, Range 2 East of the 3rd P.M., as shown in Plat recorded in Plat Book 22 at Page 394 in the Recorder's Office of Macon County, Illinois, thence South along the West line of North Main Street in said City of Decatur, 190 feet, thence West to the West line of Lot 2 in Block 1 of Cowan & Hostetler's Addition to Decatur, thence North to the South line of Lot One in said Block, thence West to the Southeast Corner of Block 4 of R. J. Oglesby's Addition to Decatur, thence North to the Northwest Corner of above mentioned Lot No. 11, thence East to the place of beginning, situated in the County of Macon and State of Illinois, which lies South of a line 2.7 feet South of the present Library building;

to be occupied for the purpose of maintaining a City parking lot and for no other purpose whatever, for the term of fifteen (15) years, commencing on the 1st day of May, 1960, and terminating upon the 30th day of April, 1975.

The City, in consideration of the aforesaid Lease, agrees as follows:

1. That the City shall pay to the Library as rent herefore the sum of One Dollar (\$1.00) to be paid upon the execution of this Lease and as additional compensation, the City agrees as follows:

(a) That within one hundred fifty (150) days, the City shall erect and install a good and sufficient retaining wall along the entire North side of the premises now occupied by the said Library even with the South edge of the sidewalk which now lies immediately South of West Eldorado Street.

(b) That the City shall erect and furnish at its own expense, suitable facilities for the installation of an Auto-Page or other receptacle for the deposit of books from autos along the West side of North Main Street at some point in front of the said premises of the Library.

(c) That the City shall build a sidewalk and steps of a width of no less than four (4) feet leading from the said parking lot upon the demised premises to the sidewalk which presently leads from the front door of the said Library building to North Main Street.

(d) That any shrubbery or other ornamental plants now located in the demised premises shall be transplanted by the City to other locations upon the remainder of the said premises occupied by the Library.

(e) That the City shall construct a good and sufficient retaining wall along the North edge of any excavations made by the City or their agents in constructing the said proposed parking lot on the demised premises in such a manner as to protect the building and property of the Library from any damage due to subsidence or due in any manner to said excavation, *if recommended by the Engineers.*

(f) The City agrees to have an engineering survey made of the area now owned by the Decatur Public Library which lies between the North edge of the present Library building and the North edge of the Library property as to the feasibility for the establishment of a parking lot to park bookmobiles thereon. Also, such survey for studying the feasibility of blacktopping that portion of the area Northwest of the Library building which lies West of the present sidewalk. If such survey shows that the blacktopping of such area will facilitate the turning around of bookmobiles, the City agrees as a part of the consideration of this Lease, to black top such area, such black topping, however, not to extend East of said sidewalk.

2. It is hereby mutually agreed and understood as follows:

(a) That upon the expiration of the aforesaid term, this Lease shall continue from year to year thereafter, subject, however, to cancellation as of the end of the primary term or any yearly extension by either party by giving written notice thereof to the opposite party at least sixty (60) days prior to the end of the primary term hereof or prior to the end of any yearly extension.

(b) That the City agrees that if the tree which now stands immediately Southeast of the Library building must be removed in the course of the construction of the said parking lot or that if said tree dies as a result of injuries received during the construction of said parking lot, that the City shall, at its own expense, cause said tree to be cut down and removed from the Library premises.

(c) That the City shall indemnify and save the Library harmless from any and all liability due to the operation of the said parking lot upon the demised premises and shall indemnify and save the said Library harmless from any and all liability arising out of the construction of the said parking lot, or in the pursuance of any work or activity which the City may hereafter perform pur-

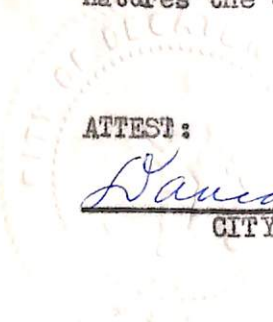
suant to the terms of this Agreement and also to make any and all repairs to the Library building caused by the construction of said parking lot or any excavation or condition created in said construction.

(d) That the parties hereto agree that the Library shall have the right to build or erect any building or structure of any nature whatsoever over and above the said parking lot of the City provided, however, that any such buildings or structures shall be of sufficient height from the ground level as not to impair the use of the said premises as a parking lot, and in addition, the Library shall have the right of ingress and egress to the demised premises for the erection of any such structure and shall have the right to install and erect supports, pillars and supporting walls upon the demised premises for the purpose of supporting any such buildings or structures.

(e) The City agrees that the said parking lot will be paved and so used that dust and dirt will not be obnoxious to the premises of the Library.

(f) It is further agreed that if during the said fifteen (15) year period, at any time after the City has performed all of the wrk and improvements mentioned in this Lease, if the City should desire to abandon the demised premises, upon such abandonment, this Lease shall be terminated.

IN WITNESS WHEREOF, the parties hereto have affixed their respective signatures the day and year first above written.



ATTEST:

David A. Fisk
CITY CLERK

CITY OF DECATUR, ILLINOIS,
A Municipal Corporation.

By Robert C. Groh ✓
MAYOR

ATTEST:

Mary T. Howe
SECRETARY

BOARD OF DIRECTORS OF THE DECATUR
PUBLIC LIBRARY.

BY Dean E. Mason
PRESIDENT

Ordinance No. 3531

An Ordinance Authorizing the Execution of Lease Between the City of Decatur and the Board of Directors of Decatur Public Library.

**

BE IT HEREBY ORDAINED BY THE COUNCIL OF THE CITY OF
DECATUR, ILLINOIS:

Section I. That the Mayor and City Clerk be and they are hereby authorized and directed, on behalf of the City, to execute a certain Lease between the City and the Board of Directors of the Decatur, Public Library, a copy of such Lease being hereto attached and made a part hereof.

PRESENTED this 4th day of April, 1960.

PASSED this 11th day of April, 1960.

APPROVED this 11th day of April, 1960.

RECORDED this 11th day of April, 1960.



MAYOR

ATTEST:



CITY CLERK

ADDENDUM

Paragraph 1 (5). 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.

*Lease
Madden Dean
Merris, B*

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

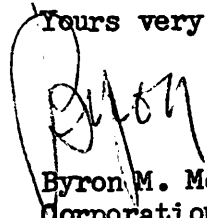
April 1, 1960

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:

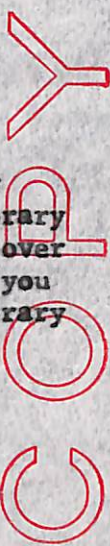
Enclosed are the two bonds and the letter from Gates and Johnson concerning the Main Library Building. I would like for you to look these over and advise us of our rights. Any suggestions you might offer toward the ^{most} repair ~~needs~~ *bills* of the library will be welcomed.

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

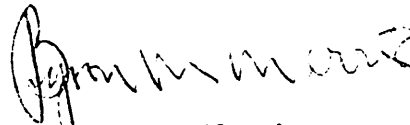
Dear Mrs. Howe:

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:kll

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	\$ 7065.	45 days after receipt
L. E. DeVore	\$ 8106.	May 30 th 1960
Fisher-Stoune	\$ 71005.	June 15, 1960
Grohne Co.	\$ _____	_____
A. F. Krall	\$ 8680	June 1 st 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.

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

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