

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-1-

COMBINED BUDGET AND BILL LIST - JANUARY, 1962

	Expense Allocation	Amt. for Yr.	For Jan.	Year-to-date	Balance
100	SALARIES S	17500000		12117579	5382421
	BL CR AND		12340		
	CITIZENS N		199910		
	DEC CITY C		7000		
	TREAS CIT		84573		
	UNITED FUN		2400		
			1033406		
100		17500000	1339629	13457208	4042792*
150	SALARIES B	552000		361789	190211
	CITIZENS N		5460		
	TREAS CIT		2917		
	UNITED FUN		100		
			37493		
150		552000	45970	407759	144241*
	Total	18052000	1385599	13864967	4187033*
201	BINDING SU	140000		32470	107530
201		140000		32470	107530*
202	CAT MATER I	161000		34060	126940
202		161000		34060	126940*
2	FREIGHT EX	10000		13565	3565
	N E A		95		
203		10000	95	13660	3660*
204	IBM SUPPLI	568000		444112	123888
	IBM		51500		
	IBM		1648CR		
	IBM		1300		
	QUEST MFG		1471		
204		568000	52623	496735	71265*
205	OFFICE SUP	266000		158857	107143
	BLACK & CO		898		
	DEC PAPER		2720		
	GAYLORD BR		1950		
	HAINES & E		225CR		
	HAINES & E		196		
	HAINES & E		385		
	HAINES & E		390		
	HAINES & E		500		
	IBM		1468		
	INDUSTRIAL		5325		
	LINXWEILER		1490		
	LINXWEILER		283		
	MACON MUSI		179		
	PFILES CAM		1125		

DECATUR PUBLIC LIBRARY

Decatur, Illinois

-2-

COMBINED BUDGET AND BILL LIST - JANUARY 1962

<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For Oct.</u>	<u>Year-to-date</u>	<u>Balance</u>
	PFILES CAM		1 7 5		
	PFILES CAM		7 5		
	QUIGLES FU		2 2 5		
	RECORDAK C		1 9 1 1		
	RECORDAK C		6 4 8 7		
	THERMOFAX		5 8 0		
	KRESGE S S		1 4 6		
	KRESGE S S		9 3		
	OSCO DRUG		2 1 5		
	THERMOFAX		1 4 6		
	VERIFAX		8 4 5 CR		
205		2 6 6 0 0 0	2 5 8 9 2	1 8 4 7 4 9	8 1 2 5 1 *
206	POSTAGE	1 1 7 5 0 0		7 9 3 6 2	3 8 1 3 8
	BACON PAM		9		
	COLUMBIA U		2 9		
	E B FILMS		1 0		
	E B FILMS		1 0		
	EDWARDS J		1 3		
	FOREST PRE		5 9		
	HACKER ART		2 4		
	HACKER ART		3 4		
	MCCLURG A		2 9		
	MCCLURG A		2 9		
	MCCLURG A		1 9		
	MODERN TAL		6 0		
	OXFORD UNI		2 0		
	OXFORD UNI		2 0		
	OXFORD UNI		7 2		
	POSTMASTER		9 0 0 0		
	PUB ADMIN		9		
	QUEST MFG		3 8		
	STECHERT H		1 0 8		
	THOMAS C C		1 0		
	POSTMASTER		1 0 9		
	POSTMASTER		2 5		
	POSTMASTER		4		
	POSTMASTER		5 5		
	POSTMASTER		9		
	POSTMASTER		5 4		
	POSTMASTER		1 2		
	POSTMASTER		3 0		
	POSTMASTER		2 0 0 0		
	RESERVES		6 2 0 CR		
206		1 1 7 5 0 0	1 1 2 8 0	9 0 6 4 2	2 6 8 5 8 *
207	PRINTING	1 0 0 0 0 0		5 5 0 9 5	4 4 9 0 5
207		1 0 0 0 0 0		5 5 0 9 5	4 4 9 0 5 *
208	REP TO EQU	5 0 0 0 0		1 1 0 0 8 3	6 0 0 8 3
	F HUBBARD		4 2 7 0		

DECATUR PUBLIC LIBRARY

Decatur, Illinois

-3-

COMBINED BUDGET AND BILL LIST - JANUARY 1962

<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For Jan.</u>	<u>Year-to-date</u>	<u>Balance</u>
	F HUBBARD		980		
208		50000	5250	115333	65333*
209	TEL TOLLS	10000		6378	3622
	ILLINOIS B		640		
209		10000	640	7018	2982*
210	TEL SERVIC			14144	14144
	ILLINOIS B		1600		
210			1600	15744	15744*
211	TEL ALARM	3600			3600
211		3600			3600*
212	RENT OF MA	51600		47900	3700
	GAYLORD BR		5000		
212		51600	5000	52900	1300*
213	SERV CONTR	34400		12208	22192
213		34400		12208	22192*
214	SERV CONTR			15519	15519
	MANPOWER I		2613		
	MANPOWER I		3187		
	MANPOWER I		1986		
214			7786	23305	23305*
220	PROF DEVEL	110000		125796	15796
	HOWE MRS M		9000		
	YAMAMOTO M		9000		
220		110000	18000	143796	33796*
221	COMM SERVI	10000		19647	9647
	HOTEL ORLA		974		
	HOWE MRS M		275		
221		10000	1249	20896	10896*
222	EXHIBIT EX	6500		1443	5057
222		6500		1443	5057*
223	HANDLING C	3400		2229	1171
	IBM		157		
	MCCLURG A		10		
	MCCLURG A		10		
	THERMOFAX		32		
	U CHICAGO		34		
	CITIZENS N		10		
	CITIZENS N		10		
223		3400	263	2492	908*

DECATUR PUBLIC LIBRARY

Decatur, Illinois

-4-

COMBINED BUDGET AND BILL LIST - JANUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Jan.	Year-to-date	Balance
224	ADVERTISING	2000		540	1460
224		2000		540	1460*
225	AUDITING	50000		53615	3615
225		50000		53615	3615*
228	INVESTMENT	5000			5000
228		5000			5000*
229	ROE			26717	26717
	PFILS CAM		71CR		
229			71CR	26646	26646*
299	MISC	5000		2000	3000
	HOTEL ORLA		4769		
299		5000	4769	6769	1769*
Total		1704000	134376	1390116	313884*
301	BLDG SUPPL	160000		83270	76730
	BLACK & CO		140		
	BLACK & CO		834		
	BLACK & CO		358		
	BLACK & CO		654		
	BLACK & CO		122		
	BLACK & CO		64		
	BLACK & CO		87		
	DEC PAINT		316		
	DEC PAINT		100		
	DEC PAPER		508		
	F HUBBARD		7260		
	G E DAY SO		251		
	G E DAY SO		891		
	G E DAY SO		117		
	G E DAY SO		251		
	G E DAY SO		188		
	G E DAY SO		254		
	HUNTER POG		400		
	LILLY E E		803		
	LILLY E E		2064		
	WESTERVELT		495		
	WESTERVELT		910		
	WESTERVELT		2950		
	DEL MOORE		75		
	EISNERS		60		
301		160000	20152	103422	56578*
302	CLEANING S	17500		3022	14478
302		17500		3022	14478*

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-5-

COMBINED BUDGET AND BILL LIST - JANUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Jan.	Year-to-date	Balance
303	CONTRACT R			6000	6000
303				6000	6000*
304	GARBAGE & GARD DISPO MAXEDON E TRAUGHBER	10000	400 500 5525	6500	3500
304		10000	6425	12925	2925*
305	HEAT & FUE	30000		12136	17864
305		30000		12136	17864*
306	INSURANCE IRISH BEHN IRISH BEHN SANKS INS WELLS AGEN	260000	20964 99606 35342 2888CR	60800	199200
306		260000	153024	213824	46176*
307	LIGHT & PO ILL POWER	260000	19274	131541	128459
307		260000	19274	150815	109185*
308	BLDG REPAI F HUBBARD	100000	1860	140917	40917
308		100000	1860	142777	42777*
309	TRAVEL CONSUMER S	70000	5432	30947	39053
309		70000	5432	36379	33621*
310	HEALTH & S	12000		308	11692
310		12000		308	11692*
311	CONTRACT C DEC WINDOW DEC WINDOW	453200	33500 7400	270200	183000
311		453200	40900	311100	142100*
312	ARCHITECT	100000		49500	50500
312		100000		49500	50500*
313	REP AUTO E GOODRICH B NATL CITY NATL CITY NATL CITY NATL CITY NATL CITY NATL CITY NATL CITY	200000	1684 1849 2494 906 2175 435 1910 505	193787	6213

DECATUR PUBLIC LIBRARY

-6-

Decatur, Illinois

COMBINED BUDGET AND BILL LIST - JANUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Jan.	Year-to-date	Balance
	NATL CITY		1 2 6 6 3		
	NATL CITY		1 6 2 5		
	NATL CITY		1 0 0 2		
3 1 3		2 0 0 0 0 0	2 7 2 4 8	2 2 1 0 3 5	2 1 0 3 5 *
3 1 4	CLEANING S	7 5 0 0		1 1 4 3 9	3 9 3 9
3 1 4		7 5 0 0		1 1 4 3 9	3 9 3 9 *
3 1 5	APPRAISAL	1 5 0 0 0			1 5 0 0 0
3 1 5		1 5 0 0 0			1 5 0 0 0 *
3 9 9	MISC	5 0 0 0		2 2 5	4 7 7 5
3 9 9		5 0 0 0		2 2 5	4 7 7 5 *
	Total	1 7 0 0 2 0 0	2 7 4 3 1 5	1 2 7 4 9 0 7	4 2 5 2 9 3 *
4 0 1	BINDING	3 0 0 0 0 0		5 7 7 6 4	2 4 2 2 3 6
	STAPPENBEC		3 2 9 1 6		
	A OF C		2 2 5 CR		
4 0 1		3 0 0 0 0 0	3 2 6 9 1	9 0 4 5 5	2 0 9 5 4 5 *
4 0 2	BOOKS	4 3 0 0 0 0 0		2 0 1 4 9 0 3	2 2 8 5 0 9 7
	BAKER & TA		2 7 8		
	BAKER & TA		1 0 6 7 3		
	BAKER & TA		6 8 5 1		
	BAKER & TA		1 5 8 0		
	BAKER & TA		5 4 2 4		
	BAKER & TA		1 4 7 4 5		
	BAKER & TA		1 0 6 1 1		
	BAKER & TA		1 1 1 4 0		
	BAKER & TA		1 1 6 8		
	BAKER & TA		9 3 5 5		
	BAKER & TA		1 1 6 5 1		
	BAKER & TA		4 1 7 2		
	BAKER & TA		1 0 2 7		
	CARTER PUB		1 9 5		
	COLUMBIA U		8 9 6		
	DELL DIST		8 0		
	DOUBLEDAY		1 4 2 8		
	DOUBLEDAY		1 1 6 2		
	DOUBLEDAY		7 9 4		
	DOUBLEDAY		7 7 9		
	E B FILMS		9 0 0 0		
	E B FILMS		1 2 0 0 0		
	EDWARDS J		3 5 0 0		
	FOLLETT LI		1 0 3 5		
	FOLLETT LI		8 8 2		
	FOREST PRE		3 0 0 0		
	HACKER ART		6 5 0		
	HACKER ART		1 1 2 5		
	HAINES & E		3 4 7		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST - JANUARY 1962

-7-

<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For Jan.</u>	<u>Year-to-date</u>	<u>Balance</u>
	HAINES & E		1 7 4 3		
	ILLINOIS B		2 6 7 0		
	IMPERIAL B		1 0 3 7		
	IMPERIAL B		6 9 6 3 9		
	IMPERIAL B		1 5 4 1 9		
	IRWIN RICH		7 9 5		
	MCCLURG A		5 5 7		
	MCCLURG A		6 0 0		
	MCCLURG A		1 6 1 0		
	MCCLURG A		9 7 5		
	MCCLURG A		3 8 4		
	MCCLURG A		1 9 2		
	MCNAUGHTON		1 0 5 0 0		
	MCNAUGHTON		1 5 5 4		
	MCNAUGHTON		4 5 5 0		
	N E A		1 4 2 5		
	NEW METHOD		2 4 5 7		
	NEW METHOD		6 4 6		
	NEW METHOD		1 8 9 4 0		
	OXFORD UNI		5 7 4		
	OXFORD UNI		6 3 0		
	OXFORD UNI		2 5 7 1		
	PUB ADMIN		2 0 0		
	STECHELT H		1 3 8 5		
	THOMAS C C		4 9 5		
	U CHICAGO		1 4 2 4		
	PERSONAL B		1 8 4 0 CR		
	BOOKS REFU		8 5 1 5 CR		
	L AND D		2 3 0 4 CR		
4 0 2		4 3 0 0 0 0 0	2 5 5 8 6 1	2 2 7 0 7 6 4	2 0 2 9 2 3 6 *
4 0 5	FILMS 16MM	1 0 0 0 0 0		4 0 8 0 0	5 9 2 0 0
	AUDIO VISU		2 6 5		
	AUDIO VISU		1 8 0		
	PFILES CAM		1 1 4 0		
	WESTON WOO		2 8 5 0 0		
4 0 5		1 0 0 0 0 0	3 0 0 8 5	7 0 8 8 5	2 9 1 1 5 *
4 0 6	FILMS SLID	5 0 0 0		3 3 8	4 6 6 2
4 0 6		5 0 0 0		3 3 8	4 6 6 2 *
4 0 7	FILMS CP	1 0 0 0 0			1 0 0 0 0
4 0 7		1 0 0 0 0			1 0 0 0 0 *
4 0 8	FILMS MICR	1 5 0 0 0 0		5 8 2 5 9	9 1 7 4 1
	DEC HERLD		2 1 8 4		
	UNIV MICRO		9 2 4 0		
4 0 8		1 5 0 0 0 0	1 1 4 2 4	6 9 6 8 3	8 0 3 1 7 *
4 0 9	FILMS RENT	5 0 0 0		7 4 0	4 2 6 0
	FILM RENTA		3 5 3 8 CR		
4 0 9		5 0 0 0	3 5 3 8 CR	2 7 9 8 CR	7 7 9 8 *

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST - JANUARY 1962

-8-

<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For Jan.</u>	<u>Year-to-date</u>	<u>Balance</u>
410	PAMPHLETS	25000		14620	10380
	BACON PAM		120		
	PRESIDENTS		300		
410		25000	420	15040	9960*
411	PICTURES F			1250	1250
411				1250	1250*
412	PICTURES	10000		766	9234
412		10000		766	9234*
414	RECORDS LP	200000		95883	104117
	CHESTERFIE		5159		
	MACON MUSI		449		
414		200000	5608	101491	98509*
415	RECORDS S			837	837
415				837	837*
416	RECORDS SR	45000		4100	40900
	CHESTERFIE		2512		
416		45000	2512	6612	38388:
419	PERIODICAL	150000		27037	122963
	CHAMPAIGN		800		
	WALL ST JO		2400		
	DEC HERLD		45		
	DEC HERLD		270		
	GENERAL PA		652CR		
419		150000	2863	29900	120100*
420	MAPS	5000		1564	3436
420		5000		1564	3436*
421	MEMBERSHIP	60000		54850	5150
421		60000		54850	5150*
422	SERVICES	200000		130050	69950
	AM LIBRARY		500		
	FACTS ON F		8550		
	MOODYS INV		33300		
422		200000	42350	172400	27600*
Total		<u>5565000</u>	<u>380276</u>	<u>2884037</u>	<u>2680963:</u>
502	ADD TO EQU	165000		43370	121630
	L M PROD C		4950		
	L M PROD C		4950		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-9-

COMBINED BUDGET AND BILL - JANUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Jan.	Year-to-date	Balance
	L M PROD C		4 9 5 0		
	L M PROD C		4 9 5 0		
	L I N X W E I L E R		1 2 5 7		
	P F I L E S C A M		1 3 9 5 0		
	Q U I G L E S F U		2 3 5 2 3		
	Q U I G L E S F U		3 2 6 0		
5 0 2		1 6 5 0 0 0	6 6 7 9 0	1 1 0 1 6 0	5 4 8 4 0 *
	Total	1 6 5 0 0 0	6 6 7 9 0	1 1 0 1 6 0	5 4 8 4 0 *
6 0 3	R E N T A L S			1 6 7 5 0	1 6 7 5 0
	S W A R T Z H O M		1 6 7 5 0		
6 0 3			1 6 7 5 0	3 3 5 0 0	3 3 5 0 0 *
			1 6 7 5 0	3 3 5 0 0	3 3 5 0 0 *
GRAND	Total	2 7 1 8 6 2 0 0	2 2 5 8 1 0 6	1 9 5 5 7 6 8 7	7 6 2 8 5 1 3 *

Balance in checking account \$50,385.76

Bills presented for payment Mary T. Howe
Approved for payment Harold W. Koslophi
Alice R. Verner
D. Pilcher

Finance Committee

BAL LAST M	6 6 9 2 1 4
INV INCOME	6 5 0 0 0 0 0
FINES	9 8 3 9 4
NON RES FE	9 8 0 0
L AND D	2 3 0 4
RESERVES	6 2 0 ✓
PERSONAL B	1 8 4 0
FILM RENTA	3 5 3 8
VERIFAX	8 4 5 ✓
BOOKS REFU	8 5 1 5 ✓
WELLS AGEN	2 8 8 8 ✓
GENERAL PA	6 5 2 ✓
A OF C	2 2 5
BILL LIST	2 2 3 8 8 3 2 CR
CASH CREDI	2 1 4 2 7 CR
Balance in checking account	<u>5 0 3 8 5 7 6</u>

ENCUMBERED ACCOUNTS - JANUARY 25, 1962

Code	Expense Allocation	Amount for Year	For January	Year-to-Date	Balance
100	SALARIES S	17500000		13457208	4042792
100		17500000		13457208	4042792*
150	SALARIES B	552000		407759	144241
150		552000		407759	144241*
201	BINDING SU	140000		32470	107530
201		140000		32470	107530*
202	CAT MATER I	161000		34060	126940
202		161000		34060	126940*
203	FREIGHT EX	10000		13660	3660
203		10000		13660	3660*CR
204	IBM SUPPL I	568000		496735	71265
204		568000		496735	71265*
205	OFFICE SUP	266000		184749	81251
205		266000		184749	81251*
206	POSTAGE	117500		90642	26858
206		117500		90642	26858*
207	PRINTING	100000		55095	44905
207		100000		55095	44905*
208	REP TO EQU	50000		115333	65333
	IBM		964		
208		50000	964	116297	66297*CR
209	TEL TOLLS	10000		7018	2982
209		10000		7018	2982*
210	TEL SERVIC			15744	15744
210				15744	15744*CR
211	TEL ALARM	3600			3600
211		3600			3600*
212	RENT OF MA	51600		52900	1300
212		51600		52900	1300*CR
213	SERV CONTR	34400		12208	22192
213		34400		12208	22192*
214	SERV CONTR			23305	23305
	MANPOWER I		2508		
214			2508	25813	25813*CR
220	PROF DEVEL	110000		143796	33796
220		110000		143796	33796*CR

Code	Expense Allocation	Amount for Year	For January	Year-to-Date	Balance
221	COMM SERVI	10000		20896	10896
221		10000		20896	10896*CR
222	EXHIBIT EX	6500		1443	5057
222		6500		1443	5057*
223	HANDLING C	3400		2492	908
223		3400		2492	908*
224	ADVERTISIN	2000		540	1460
224		2000		540	1460*
225	AUDITING	50000		53615	3615
225		50000		53615	3615*CR
228	INVESTMENT	5000			5000
228		5000			5000*
229	R O E			26646	26646
229				26646	26646*CR
299	MISC	5000		6769	1769
299		5000		6769	1769*CR
	<i>Total</i>		34.72		
301	BLDG SUPPL	160000		103422	56578
	WESTERVELT		3198		
301		160000	3198	106620	53380*
302	CLEANING S	17500		3022	14478
302		17500		3022	14478*
303	CONTRACT R			6000	6000
303				6000	6000*CR
304	GARBAGE &	10000		12925	2925
304		10000		12925	2925*CR
305	HEAT & FUE	30000		12136	17864
305		30000		12136	17864*
306	INSURANCE	260000		213824	46176
306		260000		213824	46176*
307	LIGHT & PO	260000		150815	109185
307		260000		150815	109185*
308	BLDG REPAI	100000		142777	42777
308		100000		142777	42777*CR

Encumbered Accounts, January 1962

Code	Expense Allocation	Amount for the Year	For January	Year-to-Date	Balance
309	TRAVEL	70000		36379	33621
	CONSUMER S		6381		
309		70000	6381	42760	27240*
310	HEALTH & S	12000		308	11692
310		12000		308	11692*
311	CONTRACT C	453200		311100	142100
311		453200		311100	142100*
312	ARCHITECT	100000		49500	50500
312		100000		49500	50500*
313	REP AUTO E	200000		221035	21035
313		200000		221035	21035*CR
314	CLEANING S	7500		11439	3939
314		7500		11439	3939*CR
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	5000		225	4775
399		5000		225	4775*
<i>Total</i>			<i>\$95.79</i>		
401	BINDING	300000		90455	209545
401		300000		90455	209545*
402	BOOKS	4300000		2270764	2029236
	OUTSTANDING		440912		
	STANDING O		100000		
402		4300000	540912	2811676	1488324*
405	FILMS 16MM	100000		70885	29115
405		100000		70885	29115*
406	FILMS SLID	5000		338	4662
406		5000		338	4662*
407	FILMS CP	10000			10000
407		10000			10000*
408	FILMS MICR	150000		69683	80317
408		150000		69683	80317*
409	FILMS RENT	5000		2798CR	7798
409		5000		2798CR	7798*
410	PAMPHLETS	25000		15040	9960
410		25000		15040	9960*

Code	Expense Allocation	Amount for the Year	For January	Year-to-Date	Balance
411	PICTURES F			1250	1250
411				1250	1250 * CR
412	PICTURES	10000		766	9234
412		10000		766	9234 *
414	RECORDS LP	200000		101491	98509
414		200000		101491	98509 *
415	RECORDS S			837	837
415				837	837 * CR
416	RECORDS SR	45000		6612	38388
416		45000		6612	38388 *
419	PERIODICAL	150000		29900	120100
419		150000		29900	120100 *
420	MAPS	5000		1564	3436
420		5000		1564	3436 *
421	MEMBERSHIP	60000		54850	5150
421		60000		54850	5150 *
422	SERVICES	200000		172400	27600
	PRENTICE H		6000		
422		200000	6000	178400	21600 *
	<i>Total</i>		<i>\$ 5469.12</i>		
502	ADD TO EQU	165000		110160	54840
	QUIGLES FU		5250		
502		165000	5250	115410	49590 *
	<i>Total</i>		<i>\$ 52.50</i>		
603	RENTALS			33500	33500
603				33500	33500 * CR
100	<i>Total</i>	27186200	<i>\$ 565213</i>	20122900	7063300 *

Ecumbered Accounts, January 1962

Code	Expense Allocation	Amount for the Year	For January
411	PICTURES F		
411			
412	PICTURES	10000	
412		10000	
414	RECORDS LP	200000	
414		200000	
415	RECORDS S		
415			
416	RECORDS SR	45000	
416		45000	
419	PERIODICAL	150000	
419		150000	
420	MAPS	5000	
420		5000	
421	MEMBERSHIP	60000	
421		60000	
422	SERVICES	200000	
	PRENTICE H		6000
422		200000	6000
	<i>Total</i>		<i>\$ 5,469.12</i>
502	ADD TO EQU	165000	
	QUIGLES FU		5250
502		165000	5250
	<i>Total</i>		<i>\$ 52.50</i>
603	RENTALS		
603			
100	<i>Total</i>	27186200	<i>\$ 5,652.13</i> 20

22581.06
13855.99

JANUARY 1962 - PAYROLL

DECATUR PUBLIC LIBRARY

NAME	ANNUAL	NO.	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Atchison, Russell	\$4442.	37	37017	2730	2840	500	1430		7500	29517
Ayers, Myrna	2462.	33	20517	1308	3780		534		5622	14895
Bogard, Russell	3410.	79	28417	2096	4260				6356	22061
Dobrinick, Marjorie	3518.	29	29317	1869	4400			200	6469	22848
Ensign, Eunice	2462.	31	20517	1380	1780		534		3694	16823
Goff, Patricia	4046.	27	33717	2150	6260	4000			12410	21307
Honnold, Opal	4410.	20	36750	2343	6660				9003	27747
Houck, Hattie	4310.	26	35917	2290	6550			100	8940	26977
Howe, Mary T.	5500.	1	79167	5146	12100	500	1430	500	19676	59491
Hunk, Clara E.	3254.	34	27117	1729	2970		534		5233	21884
Johnson, Carolyn	2330.	53	19417	1238	2560			100	3898	15519
Jones, Edna F.	4410.	16	36750	2343	5700				8043	28707
Kelley, Neva A.	3518.	87	29317	1869	4400				6269	23048
*Kirchgraber, Robert B.	8175.	11	26160	1962					1962	24198
Larmon, Margaret	3518.	30	29317	1869	4400		534		6803	22514
Leonard, Mildred	7157.	7	59642	3877	11160				15037	44605
McMillan, Harold	4310.	39	35917	2649	550				3199	32718
McNabb, Nellie	7157.	3	39366	2578	7380		534		10492	28874
*Mitchell, Frances	3238.	23	27533	1755	5110		1430		8295	19238
O'Dell, Gladys	4019.	21	33492	2135	5470		1430		9035	24457
Puhek, Esther B.	6893.	4	57442	3733	9620			500	13853	43589
Read, Mary A.	4740.	15	39500	2518	7560		534		10612	28888
Ruedger, Ora	4905.	19	40875	2657	6740				9397	31478
Shafer, Meredythe	4010.	82	33492	2135	6120				8255	25237
Stafford, Marjorie	8175.	2	68125	4428	12320		384	500	17632	50493
Turnbo, Dorthia	3320.	28	27667	1764	2110			200	4074	23593
Vogler, Ozella	2462.	35	20517	1308	3780			100	5188	15329
Ward, Emery	3905.	38	32542	2400	3980				6380	26162
Weidner, Mary K.	4574.	25	38117	2430	3980		1430		7840	30277
White, Carola	3634.	22	30284	1931	4540	1000	534	100	8105	22179
Williams, Charlotte	4740.	18	39500	2518	6550				9068	30432
Williams, Nancy	2924.	32	24367	1553	3540		534	100	5727	18640
Yamamoto, M. Catherine	7421.	5	61822	4018	11880	1000	534		17432	44390
Total Full Time Employees			\$ 1199614	\$78709	\$ 181050	\$ 7000	\$ 12340	\$ 2400	\$ 281499	\$ 918115

JANUARY 1962 - Payroll

DECATUR PUBLIC LIBRARY

NAME	ANNUAL	No.	MONTHLY	Decatur, Illinois		C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
				RET. & S.S.	INC. TAX					
Arisman, Susan 30½h @2.00		65	7700	241	1480				1721	5979
Bork, Shirley 57h @1.43		59	8151	255	550				805	7346
Collinsworth, Jim 99:46 @1.38		60	13768	430	1560				1990	11778
Cook, Beverly 16h @1.25		83	2000	62	40				102	1898
Duncan, Jowellyn 18h @1.25		88	2250	70	40				110	2140
*Langenberg, David 54:07 @.83		69	4492	140	1040				1180	3312
McBride, Jim 89½h @.83		70	7429	234	1400				1634	5795
Petersen, Dora 110:25h @2.00		47	22083	1408	4070				5478	16605
Rutland, Betty 16h @1.25		84	2000	62	40				102	1898
Schultz, Verna 144h @1.27		75	18288	572	2350				2922	15366
*Schaller, Rosalinde 36h @1.25		85	4500	141	40				181	4319
Spittler, Helen 143½h @1.65		49	23678	1510	3540				5050	18628
*Schlotzhauer, Rachel 30h @1.25		86	3750	117	40				157	3593
Stuke, Sally 88h @1.27		64	11176	349	1050				1399	9777
Woodard, Glenda 87½h @1.00		78	8750	273	1620				1893	6857
Part time employees			140015	5864	18860				24724	115291
Burton, Lynn \$ 4180.		40	34833	2569	3410			100	6079	28754
Hendrian, Don 111.37h @1.48		41	11137	348	2050				2398	8739
Janitors Salaries			45970	2917	5460			100	8477	37493
Staff Salaries			1339629	84573	199910	7000	12340	2400	306223	1033406
GRAND TOTAL			1385599	87490	205370	7000	12340	2500	314700	1070899

* Robert B. Kirchgraber - began employment as Assistant Librarian on January 22, 1962 @\$2175. per year.

Frances Mitchell - raised to \$3238 per year beginning January 1, 1962.

David Langenberg - left employ December 30, 1961.

Rachel Schlotzhauer - left employ 1/20/62 in order to transfer to the University of Missouri.

Rosalinde Schaller - left employ 1/13/62.

Decatur Public Library
Decatur, Illinois

Performance

Circulation Statistics - January 1962

	Adult	Youth	Juvenile	Total	Y-Date
General Works	367	30	63	460	3719
	114	66	53	233	1139
001 PHILOSOPHY	381	33	3	417	3812
	442	63		505	3499
002 RELIGION	397	8	92	497	4751
	431	1.1	97	539	4359
003 SOCIAL SCIENCE	1183	121	709	2013	16250
	996	125	665	1786	14051
004 LANGUAGE	112	6	12	130	1141
	101	4	37	142	903
005 SCIENCE	620	154	904	1678	14521
	516	163	983	1662	12803
006 USEFUL ARTS	1561	151	586	2298	20043
	1619	248	611	2478	18298
007 FINE ARTS	1336	88	404	1828	16276
	1405	152	401	1958	13972
008 LITERATURE	874	41	213	1128	9233
	705	56	238	999	8038
009 HISTORY	1058	154	383	1595	12086
	888	194	450	1532	10448
010 TRAVEL	531	65	346	942	7387
	622	28	434	1084	7255
011 BIOGRAPHY	1084	224	762	2070	15582
	917	317	758	1992	14411
012 FOREIGN NON FIC	24	1	59	84	599
	38		34	72	411
013 PERIODICALS	947	56	101	1104	9977
	1108	80	110	1298	9715
014 PAMPHLETS	65	3	6	74	700
	114	15	3	132	1021
015 PAPERBACKS	34			34	147

Non-Fiction	10307	1130	4642	16079	133738
	10016	1522	4874	16412	120323

115 FICTION	9599	3130	5391	18120	158701
	8989	3119	5329	17437	139956
116 FOREIGN FICTION	3		63	66	1216
	15		27	42	314
117 J E			8829	8829	83943
			10344	10344	80870

Fiction	9602	3130	14283	27015	243860
	9004	3119	15700	27823	221140

Total Books	19909	4260	18925	43094	377598
	19020	4641	20574	44235	341463
	19030	4642	18925	44235	341463

Total Increase	889	-381	-1649	-1141	+36,135
Decrease					

218	BIBLIOGRAPHIES	2			2	43
219	BOOK TALKS	1			1	8
220	CEILING PROJECT			1	1	7
221	CLASS VISITS			3	3	51
222	BOOK TALKS					24
223	INSTRUCTION			2	2	132
224	STORIES					24
225	ATTENDANCE					1414
226	EXHIBITS	10			10	91
227	FILMS ATTENDANC	389		137	526	6117
228	SHOWINGS	16		17	33	241
229	16 MM	11		9	20	119
230	C PROJECTOR			10	10	84
231	FILM STRIPS					5
232	RECORDAK	200			200	1225
235	GROUPS NOT CLAS	3		2	5	87
236	ATTENDANCE			69	69	1095
237	HOME SERVICE VI	81		2	83	785
238	HOME SER NEW PA	81		2	83	785
239	HOME SER NEW PA	4			4	28
240	INTER LIBRARY L	18			18	97
241	MAPS					22
242	MEETINGS IN BLD	4		1	5	134
243	ATTENDANCE	51		4	55	1365
244	MENDING	46	24	267	580	7896
245	OVERDUE BOOKS	854	130	847	1831	5850
246	OVERDUE NOTICES	558	92	452	1102	3414
247	PICTURES FRAMED	7			7	102
248	PICTURES MOUNTE	305		305	610	4605
249	PROFESSIONAL VI					41
250	RADIO	1			1	22
251	RECORDS LP	953	4	17	974	6811
252	RECORDS S	9			9	69
253	RECORDS SR	106	1		107	573
256	READERS ADVISOR	525	701	1079	2305	24173
257	REQUESTS	45	10	2	57	1288
259	STORY HOURS			7	7	69
260	ATTENDANCE			91	91	817
261	NUM OF STORIES			17	17	94
262	TELEPHONE INCOM	743			1318	12220
263	TV	17			17	61
264	VISITS IN COMM					13
265	RECORD BAGS	150			150	1124
301	MABELS NURSING	41			41	236
302	VELWYN	74			74	411
306		76			76	415
307	MINOR NURSING H	77			77	446
308	MINOR NURSING H	26			26	142
401	18TH & E WILLIA	86	57	498	641	6539
402	LARKDALE					894
403	NORTHLAND HEIGH					17857
404	RAVINA PARK RD					1440
405	WATSON COURT <i>garview</i>	306	99	726	1131	9328
406	HOME PARK					2195
407	GARFIELD & WATE	108	25	377	510	7324
408	SAWYER & MONROE	258	182	617	1057	11805
411	GRAND & SUMMIT	419	216	1219	1854	14573
501	OAKLAND & W WOO	108	22	479	609	5549
503	FOREST & LINCOL	74	22	373	469	3784
506	MT CALVARY CHUR	478	226	1598	2302	22368
507	S ILLINOIS & E					872
508	S TAYLOR & W WO	270	98	1098	1466	12887
509	S FRANKLIN					1146
510	L BR RD & SOUTH	27	53	223	303	3395

511	STALEY BRIDGE	21	7	63	91	1189
512	22ND & E CLAY	52	13	39	104	3977
513	24TH & E WILLIA	39	36	128	203	2650
514	16TH & LINCOLN	250	94	675	1019	10436
601	AP	15		329	344	4239
602	AM			3	3	43
603	AT	19	59	359	437	3496
604	YP	2	21	187	210	1504
605	YM			10	10	17
606	YT					14
607	JP	29		75	104	668
609	JT	2		13	15	45

11 23

2305

3428

Jan. 1962

MAIN ADULT	9961	5	283	10249	82191
MAIN YOUTH	3410	2367		5777	42989
MAGIC CARPET			6265	6265	51833
REFERENCE	14			14	85
MARY T HOWE					4
JUV COORDINATOR					312
	13385	2372	6548	22305	177414

EXTENSION DEPT					140
B 1	1177	579	3437	5193✓	59992
B 2	1319	571	4676	6566✓	59577
EVANS BRANCH	1516	414	1929	3859✓	34438
MILLIKIN HOME					421
HOME SERVICE	866	32	53	951	7216
ST MARYS HOSP	301	21		322	1822
D M C	360	74	368	802	7600
T B SAN	220	16	5	241	2123
GIRLS HOME					806
BROWN BOOKMOBIL					20639
NURSES RES	252			252	2807
DILL BRANCH	513	181	1909	2603✓	2603
	6524	1888	12377	20789	200184
	19909	4260	18925	43094	377598

JANUARY 1962

MAIN ADULT

GENERAL WORKS

		32			32	262
001	PHILOSOPHY	241			241	2342
002	RELIGION	203		1	204	2074
003	SOCIAL SCIENCE	724		7	731	6090
004	LANGUAGE	51			51	559
005	SCIENCE	342			342	2596
006	USEFUL ARTS	1052		1	1053	8263
007	FINE ARTS	879			879	6844
008	LITERATURE	381		3	384	3278
009	HISTORY	469			469	3438
010	TRAVEL	251		2	253	2001
011	BIOGRAPHY	431		12	443	2852
012	FOREIGN NON FIC	14	1	3	18	153
013	PERIODICALS	284	4		288	2766
014	PAMPHLETS	48			48	431
015	PAPERBACKS	23			23	70
		5425	5	29	5459	44019
115	FICTION	4534		94	4628	36448
116	FOREIGN FICTION	2			2	200
117	J E			160	160	1524
		4536		254	4790	38172
		9961	5	283	10249	82191
218	BIBLIOGRAPHIES					2
219	BOOKTALKS	1			1	1
226	EXHIBITS	10			10	77
235	GROUPS NOT CLAS					21
236	ATTENDANCE					58
241	MAPS					20
242	MEETINGS IN BLD	4			4	55
243	ATTENDANCE	51			51	581
246	OVERDUE NOTICES					1
247	PICTURES FRAMED	7			7	83
248	PICTURES MOUNTE	226			226	1164
250	RADIO					2
251	RECORDS LP	713		12	725	5160
252	RECORDS S	7			7	47
253	RECORDS SR	92			92	491
256	READERS ADVISOR					1840
257	REQUESTS					14
262	TELEPHONE INCOM	446			446	2155
263	TV	17			17	60
265	RECORD BAGS	119			119	895
		1693		12	1705	12727
		1693		12	1705	12727

Jan. 1962

MAIN YOUTH					
	GENERAL WORKS	19	16	35	237
001	PHILOSOPHY	93	15	108	745
002	RELIGION	64	5	69	412
003	SOCIAL SCIENCE	321	80	401	2256
004	LANGUAGE	42	6	48	259
005	SCIENCE	222	119	341	2028
006	USEFUL ARTS	245	95	340	2682
007	FINE ARTS	243	52	295	2816
008	LITERATURE	239	32	271	1805
009	HISTORY	407	115	522	3298
010	TRAVEL	85	45	130	565
011	BIOGRAPHY	355	144	499	2749
012	FOREIGN NON FIC	8		8	59
013	PERIODICALS	128	23	151	1087
014	PAMPHLETS	14	3	17	171
015	PAPERBACKS	11		11	72
		2496	750	3246	21241
115	FICTION	914	1617	2531	21524
116	FOREIGN FICTION				224
		914	1617	2531	21748
		3410	2367	5777	42989
218	BIBLIOGRAPHIES				1
221	CLASS VISITS				1
225	ATTENDANCE				26
226	EXHIBITS				2
235	GROUPS NOT CLAS				3
236	ATTENDANCE				84
241	MAPS				2
242	MEETINGS IN BLD				2
243	ATTENDANCE				21
248	PICTURES MOUNTE	79		79	558
249	PROFESSIONAL VI				1
251	RECORDS LP	146	2	148	945
252	RECORDS S				9
253	RECORDS SR	11		11	57
256	READERS ADVISOR		239	239	2140
262	TELEPHONE INCOM				1
263	TV				1
264	VISITS IN COMM				4
265	RECORD BAGS	31		31	229
		267	239	508	4087
		267	239	508	4087
601	AP				35
602	AM				2
603	AT				2
604	YP		173	173	1355
605	YM		10	10	17
606	YT				11
607	JP				9
			183	183	1431
			183	183	1431

JANUARY 1962

	MAGIC CARPET				
	GENERAL WORKS		30	30	194
001	PHILOSOPHY				7
002	RELIGION		31	31	352
003	SOCIAL SCIENCE		301	301	2311
004	LANGUAGE		2	2	31
005	SCIENCE		327	327	2873
006	USEFUL ARTS		233	233	1688
007	FINE ARTS		162	162	1226
008	LITERATURE		82	82	709
009	HISTORY		129	129	1013
010	TRAVEL		124	124	828
011	BIOGRAPHY		331	331	2150
012	FOREIGN NON FIC		35	35	135
013	PERIODICALS		51	51	232
014	PAMPHLETS		6	6	26
			1844	1844	13775
115	FICTION		1778	1778	15764
116	FOREIGN FICTION		40	40	247
117	J E		2603	2603	22047
			4421	4421	38058
			6265	6265	51833
218	BIBLIOGRAPHIES				3
219	BOOKTALKS				2
221	CLASS VISITS				28
222	BOOK TALKS				24
223	INSTRUCTION				93
224	STORIES				11
225	ATTENDANCE				858
226	EXHIBITS				1
235	GROUPS NOT CLAS				4
236	ATTENDANCE				81
242	MEETINGS IN BLD				9
243	ATTENDANCE				115
244	MENDING		50	50	476
245	OVERDUE BOOKS		174	174	1297
246	OVERDUE NOTICES		94	94	654
247	PICTURES FRAMED				8
248	PICTURES MOUNTE		40	40	381
249	PROFESSIONAL VI				2
250	RADIO				2
256	READERS ADVISOR	9	12	223	244
257	REQUESTS				117
259	STORY HOURS		3	3	16
260	ATTENDANCE		39	39	309
261	NUM OF STORIES		9	9	55
		9	12	632	653
		9	12	632	653
601	AP	5	10	15	213
602	AM				8
603	AT	15	8	23	168
604	YP	1	9	10	47
606	YT				1
607	JP	29	74	103	587
609	JT	2	13	15	45
		52	114	166	1069
		52	114	166	1069

JANUARY 1962
REFERENCE

001	PHILOSOPHY				3
002	RELIGION				4
003	SOCIAL SCIENCE				13
005	SCIENCE				3
006	USEFUL ARTS	1		1	19
007	FINE ARTS	3		3	8
008	LITERATURE	2		2	7
009	HISTORY	7		7	19
011	BIOGRAPHY	1		1	4
		14		14	80

115 FICTION

				5
				5
14		14		85

218	BIBLIOGRAPHIES				28
219	BOOKTALKS				2
221	CLASS VISITS				3
223	INSTRUCTION				30
225	ATTENDANCE				106
226	EXHIBITS				1
232	RECORDAK	200		200	1225
240	INTER LIBRARY L	18		18	97
250	RADIO				1
251	RECORDS LP				1
256	READERS ADVISOR	260	221	481	3492
		478	221	699	4986
		478	221	699	4986

601	AP			317	317	3943
602	AM			1	1	27
603	AT	3	59	351	413	3324
604	YP					17
		3	59	669	731	7311
		3	59	669	731	7311

JANUARY 1962
2ND OFFICE

242 MEETINGS IN BLD
243 ATTENDANCE
249 PROFESSIONAL VI
262 TELEPHONE INCOM

4
21
4
6843
6872
6872

JANUARY 1962
MARY T HOWE
008 LITERATURE

4

4

4

218 BIBLIOGRAPHIES

1

219 BOOKTALKS

3

242 MEETINGS IN BLD

43

243 ATTENDANCE

405

249 PROFESSIONAL VI

29

250 RADIO

2

262 TELEPHONE INCOM

75

264 VISITS IN COMM

9

567

567

JANUARY 1962
TECHNICAL PROCE

244 MENDING

243	2061
243	2061
243	2061

JANUARY 1962
LINCOLN ROOM

227	FILMS ATTENDANC	389		81	470	5707
228	SHOWINGS	16		6	22	142
229	16 MM	11		6	17	110
231	FILM STRIPS					5
245	OVERDUE BOOKS	788	98	475	1361	2416
246	OVERDUE NOTICES	516	70	274	860	1578
262	TELEPHONE INCOM				575	2645
		1720	168	842	3305	12603
		1720	168	842	3305	12603

JANUARY 1962

EXTENSION DEPT

GENERAL WORKS

002	RELIGION	2
003	SOCIAL SCIENCE	5
006	USEFUL ARTS	17
008	LITERATURE	9
009	HISTORY	2
011	BIOGRAPHY	4
013	PERIODICALS	4
		19
		62
115	FICTION	75
117	J E	3
		78
		140
242	MEETINGS IN BLD	5
243	ATTENDANCE	46
244	MENDING	189
		240
		240

JANUARY 1962

B 1

	GENERAL WORKS	18	2		20	166
001	PHILOSOPHY	5	2	1	8	157
002	RELIGION	24		10	34	263
003	SOCIAL SCIENCE	17	12	70	99	1106
004	LANGUAGE	5		2	7	64
005	SCIENCE	11	6	151	168	1829
006	USEFUL ARTS	62	23	115	200	2292
007	FINE ARTS	32	13	63	108	1486
008	LITERATURE	26	1	33	60	691
009	HISTORY	28	11	47	86	1173
010	TRAVEL	21	3	43	67	745
011	BIOGRAPHY	43	18	95	156	1884
012	FOREIGN NON FIC			2	2	33
013	PERIODICALS	109	2	7	118	1144
014	PAMPHLETS					11
015	PAPERBACKS					4

401	93	639	1133	13048
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115	FICTION	775	486	1032	2293	25323
116	FOREIGN FICTION	1		9	10	190
117	J E			1757	1757	21431
		776	486	2798	4060	46944
		1177	579	3437	5193	59992

221	CLASS VISITS					4
223	INSTRUCTION					2
224	STORIES					6
225	ATTENDANCE					159
226	EXHIBITS					1
235	GROUPS NOT CLAS					1
236	ATTENDANCE					23
244	MENDING	32	13	86	131	910
245	OVERDUE BOOKS	2	2	3	7	433
246	OVERDUE NOTICES					211
251	RECORDS LP	4			4	27
252	RECORDS S					4
256	READERS ADVISOR	62	36	220	318	4691
257	REQUESTS	9	5	1	15	207
259	STORY HOURS					8
260	ATTENDANCE					142
261	NUM OF STORIES					27

109	56	310	475	6856
109	56	310	475	6856

401	18TH & E WILLIA	86	57	498	641	6539
403	NORTHLAND HEIGH					17802
405	WATSON COURT	306	99	726	1131	9328
407	GARFIELD & WATE	108	25	377	510	7324
408	SAWYER & MONROE	258	182	617	1057	4280
411	GRAND & SUMMIT	419	216	1219	1854	14573
511	STALEY BRIDGE					146
601	AP					3
602	AM					4
604	YP					5
607	JP					1

1177	579	3437	5193	60005
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JANUARY 1962

B 2

	GENERAL WORKS	6	2	10	18	136
001	PHILOSOPHY	5	7		12	134
002	RELIGION	18	1	31	50	450
003	SOCIAL SCIENCE	31	19	165	215	1845
004	LANGUAGE	8		4	12	87
005	SCIENCE	12	17	228	257	2219
006	USEFUL ARTS	53	20	121	194	1978
007	FINE ARTS	49	11	81	141	1474
008	LITERATURE	52		41	93	724
009	HISTORY	43	16	112	171	1327
010	TRAVEL	23	7	86	116	975
011	BIOGRAPHY	41	19	157	217	2240
012	FOREIGN NON FIC	1		7	8	93
013	PERIODICALS	95	12	21	128	1168
014	PAMPHLETS					26
015	PAPERBACKS					1
		437	131	1064	1632	14877
115	FICTION	882	440	1407	2729	23742
116	FOREIGN FICTION			9	9	130
117	J E			2196	2196	20828
		882	440	3612	4934	44700
		1319	571	4676	6566	59577
218	BIBLIOGRAPHIES					1
221	CLASS VISITS			3	3	4
223	INSTRUCTION			2	2	3
225	ATTENDANCE					24
226	EXHIBITS					6
235	GROUPS NOT CLAS	3		2	5	55
236	ATTENDANCE			69	69	792
244	MENDING	4	11	101	116	2153
245	OVERDUE BOOKS	21	30	131	182	745
246	OVERDUE NOTICES	15	22	54	91	416
250	RADIO					2
251	RECORDS LP	12			12	128
256	READERS ADVISOR	87	69	374	530	4843
257	REQUESTS	27	5	1	33	494
		169	137	737	1043	9666
		169	137	737	1043	9666
501	OAKLAND & W WOO	108	22	479	609	5549
503	FOREST & LINCOL	74	22	373	469	3784
506	MT CALVARY CHUR	478	226	1598	2302	22368
508	S TAYLOR & W WO	270	98	1098	1466	12887
509	S FRANKLIN					1146
510	L BR RD & SOUTH	27	53	223	303	1549
511	STALEY BRIDGE	21	7	63	91	304
512	22ND & E CLAY	52	13	39	104	469
513	24TH & E WILLIA	39	36	128	203	1085
514	16TH & LINCOLN	250	94	675	1019	10436
601	AP					13
602	AM			2	2	2
604	YP					30
607	JP					69
		1319	571	4678	6568	59691
		1319	571	4678	6568	59691

JANUARY 1962

EVANS BRANCH

GENERAL WORKS		14	4	10	28	150
001	PHILOSOPHY	12	5	1	18	173
002	RELIGION	16		12	28	311
003	SOCIAL SCIENCE	34	7	89	130	1159
004	LANGUAGE	3		2	5	78
005	SCIENCE	21	8	73	102	1138
006	USEFUL ARTS	81	10	45	136	1376
007	FINE ARTS	53	7	68	128	1161
008	LITERATURE	49	4	34	87	679
009	HISTORY	38	9	39	86	720
010	TRAVEL	32	6	42	80	486
011	BIOGRAPHY	60	33	69	162	1114
012	FOREIGN NON FIC			12	12	86
013	PERIODICALS	174	15	22	211	1809
014	PAMPHLETS					31
		587	108	518	1213	10471
115	FICTION	929	306	564	1799	15513
116	FOREIGN FICTION					56
117	J E			847	847	8398
		929	306	1411	2646	23967
		1516	414	1929	3859	34438
218	BIBLIOGRAPHIES	1			1	3
221	CLASS VISITS					11
223	INSTRUCTION					4
224	STORIES					7
225	ATTENDANCE					241
227	FILMS ATTENDANC			26	26	265
228	SHOWINGS			1	1	4
229	16 MM			3	3	9
244	MENDING	10		30	40	917
245	OVERDUE BOOKS	43		64	107	786
246	OVERDUE NOTICES	27		30	57	452
247	PICTURES FRAMED					10
248	PICTURES MOUNTE			265	265	2492
249	PROFESSIONAL VI					2
250	RADIO					9
251	RECORDS LP	78	4	3	85	549
252	RECORDS S	2			2	9
253	RECORDS SR	3	1		4	25
256	READERS ADVISOR	56	89	145	290	2798
257	REQUESTS	3			3	26
259	STORY HOURS			4	4	44
260	ATTENDANCE			52	52	361
261	NUM OF STORIES			8	8	10
262	TELEPHONE INCOM	241			241	445
		464	94	631	1189	9479
		464	94	631	1189	9479
601	AP	10			10	23
603	AT	1			1	2
604	YP	1	21	5	27	45
606	YT					2
607	JP			1	1	1
		12	21	6	39	73
		12	21	6	39	73

JANUARY 1962
MILLIKIN HOME
GENERAL WORKS

001	PHILOSOPHY	11
002	RELIGION	22
003	SOCIAL SCIENCE	5
005	SCIENCE	4
006	USEFUL ARTS	6
007	FINE ARTS	17
008	LITERATURE	33
009	HISTORY	17
010	TRAVEL	54
011	BIOGRAPHY	23
013	PERIODICALS	66
		259

115	FICTION	162
		162
		421

218	BIBLIOGRAPHIES	1
237	HOME SERVICE VI	97
238	HOME SER NEW PA	97
239	HOME SER NEW PA	2
257	REQUESTS	18
		215
		215

JANUARY 1962

HOME SERVICE							
GENERAL WORKS		3			3		16
001	PHILOSOPHY	9			9		59
002	RELIGION	39	1		40		314
003	SOCIAL SCIENCE	25	1		26		176
004	LANGUAGE						7
005	SCIENCE	7	2	5	14		57
006	USEFUL ARTS	19	1	3	23		231
007	FINE ARTS	13			13		142
008	LITERATURE	57			57		460
009	HISTORY	35		3	38		357
010	TRAVEL	60		16	76		559
011	BIOGRAPHY	63	2	1	66		761
012	FOREIGN NON FIC						14
013	PERIODICALS	77			77		568
		407	7	28	442		3721
115	FICTION	459	25	1	485		3248
116	FOREIGN FICTION						20
117	J E			24	24		227
		459	25	25	509		3495
		866	32	53	951		7216
218	BIBLIOGRAPHIES	1			1		2
227	FILMS ATTENDANC						30
228	SHOWINGS						10
230	C PROJECTOR						10
237	HOME SERVICE VI	81		2	83		686
238	HOME SER NEW PA	81		2	83		686
239	HOME SER NEW PA	4			4		25
249	PROFESSIONAL VI						1
250	RADIO	1			1		3
257	REQUESTS	1			1		92
		169		4	173		1545
		169		4	173		1545
301	MABELS NURSING	41			41		236
302	VELWYN	74			74		411
306		76			76		415
307	MINOR NURSING H	77			77		446
308	MINOR NURSING H	26			26		142
601	AP						1
		294			294		1651
		294			294		1651

JANUARY 1962
ST MARYS HOSP

001	PHILOSOPHY	1		1	8
002	RELIGION	10		10	51
003	SOCIAL SCIENCE	2		2	9
005	SCIENCE	2		2	6
006	USEFUL ARTS	4		4	30
007	FINE ARTS	2		2	16
008	LITERATURE	28		28	108
009	HISTORY	10	3	13	74
010	TRAVEL	12		12	76
011	BIOGRAPHY	27		27	137
013	PERIODICALS	7		7	85
		105	3	108	600

115	FICTION	196	18	214	1192
117	J E				30
		196	18	214	1222
		301	21	322	1822

237	HOME SERVICE VI				1
238	HOME SER NEW PA				1
249	PROFESSIONAL VI				2
257	REQUESTS	4		4	38
		4		4	42
		4		4	42

601	AP				1
					1
					1

JANUARY 1962

D M C

GENERAL WORKS

001	PHILOSOPHY	2			2	35
002	RELIGION	6			6	151
003	SOCIAL SCIENCE	2		21	23	298
004	LANGUAGE					7
005	SCIENCE			49	49	500
006	USEFUL ARTS	2		26	28	369
007	FINE ARTS	42		4	46	479
008	LITERATURE	11		12	23	196
009	HISTORY	2			2	114
010	TRAVEL	1		9	10	326
011	BIOGRAPHY	24		11	35	405
013	PERIODICALS	13			13	247
		105		132	237	3141
115	FICTION	255	74	81	410	3340
116	FOREIGN FICTION					37
117	J E			155	155	1082
		255	74	236	565	4459
		360	74	368	802	7600
218	BIBLIOGRAPHIES					1
220	CEILING PROJECT			1	1	7
227	FILMS ATTENDANC			30	30	115
228	SHOWINGS			10	10	85
230	C PROJECTOR			10	10	74
237	HOME SERVICE VI					1
238	HOME SER NEW PA					1
239	HOME SER NEW PA					1
250	RADIO					1
257	REQUESTS	1			1	44
		1		51	52	330
		1		51	52	330

JANUARY 1962

T B SAN

GENERAL WORKS

001	PHILOSOPHY					2
002	RELIGION					22
003	SOCIAL SCIENCE	1			1	32
005	SCIENCE		1	4	5	45
006	USEFUL ARTS	5			5	55
007	FINE ARTS	1			1	69
008	LITERATURE	20			20	119
009	HISTORY	1			1	101
010	TRAVEL	13		1	14	266
011	BIOGRAPHY	7			7	78
012	FOREIGN NON FIC					10
013	PERIODICALS	31			31	290
		79	1	5	85	1091
115	FICTION	141	15		156	997
116	FOREIGN FICTION					17
117	J E					18
		141	15		156	1032
		220	16	5	241	2123
248	PICTURES MOUNTE					10
257	REQUESTS					24
						34
						34

JANUARY 1962

GIRLS HOME

001	PHILOSOPHY	12
002	RELIGION	4
003	SOCIAL SCIENCE	39
004	LANGUAGE	2
005	SCIENCE	18
006	USEFUL ARTS	28
007	FINE ARTS	7
008	LITERATURE	23
009	HISTORY	6
010	TRAVEL	2
011	BIOGRAPHY	32
		173

115	FICTION	536
117	J E	97
		633
		806

256	READERS ADVISOR	131
257	REQUESTS	59
259	STORY HOURS	1
260	ATTENDANCE	5
261	NUM OF STORIES	2
		198
		198

JANUARY 1962

BROWN BOOKMOBIL
GENERAL WORKS

001	PHILOSOPHY	32
002	RELIGION	93
003	SOCIAL SCIENCE	224
004	LANGUAGE	721
005	SCIENCE	27
006	USEFUL ARTS	1081
007	FINE ARTS	853
008	LITERATURE	463
009	HISTORY	305
010	TRAVEL	321
011	BIOGRAPHY	360
012	FOREIGN NON FIC	899
013	PERIODICALS	15
014	PAMPHLETS	467
		1
		5862

115	FICTION	7648
116	FOREIGN FICTION	23
117	J E	7106
		14777
		20639

226	EXHIBITS	3
235	GROUPS NOT CLAS	1
236	ATTENDANCE	33
244	MENDING	1190
245	OVERDUE BOOKS	173
246	OVERDUE NOTICES	102
251	RECORDS LP	1
256	READERS ADVISOR	1608
257	REQUESTS	155
		3266
		3266

402	LARKDALE	894
403	NORTHLAND HEIGH	55
404	RAVINA PARK RD	1440
406	HOME PARK	2195
408	SAWYER & MONROE	7525
507	S ILLINOIS & E	872
510	L BR RD & SOUTH	1846
511	STALEY BRIDGE	739
512	22ND & E CLAY	3508
513	24TH & E WILLIA	1565
601	AP	5
604	YP	5
607	JP	1
		20650
		20650

JANUARY 1962

	JUV COORDINATOR			
002	RELIGION			11
003	SOCIAL SCIENCE			49
005	SCIENCE			11
006	USEFUL ARTS			14
007	FINE ARTS			8
008	LITERATURE			27
011	BIOGRAPHY			46
				166
115	FICTION			81
117	J E			65
				146
				312
235	GROUPS NOT CLAS			2
236	ATTENDANCE			24
242	MEETINGS IN BLD	1	1	16
243	ATTENDANCE	4	4	176
		5	5	218
		5	5	218

JANUARY 1962

NURSES RESIDENC

001	PHILOSOPHY	1	1	14
002	RELIGION	8	8	64
003	SOCIAL SCIENCE	4	4	44
004	LANGUAGE	1	1	16
005	SCIENCE	1	1	43
006	USEFUL ARTS	9	9	78
007	FINE ARTS	1	1	11
008	LITERATURE	1	1	43
009	HISTORY	7	7	40
010	TRAVEL	12	12	96
011	BIOGRAPHY	13	13	91
		58	58	540

115	FICTION	194	194	2200
116	FOREIGN FICTION			67
		194	194	2267
		252	252	2807

247	PICTURES FRAMED			1
				1
				1

21 days!

JANUARY 1962		adult	youth	Juv.	Total	y-slots
DILL BRANCH						
GENERAL WORKS						
001	PHILOSOPHY	12	4	1	17	17
002	RELIGION	9	1	7	17	17
003	SOCIAL SCIENCE	22	2	56	80	80
004	LANGUAGE	2		2	4	4
005	SCIENCE	2	1	67	70	70
006	USEFUL ARTS	28	2	42	72	72
007	FINE ARTS	18	5	26	49	49
008	LITERATURE	8	4	8	20	20
009	HISTORY	11		53	64	64
010	TRAVEL	21	4	23	48	48
011	BIOGRAPHY	19	8	86	113	113
012	FOREIGN NON FIC	1			1	1
013	PERIODICALS	29			29	29
014	PAMPHLETS	3			3	3
Total Non Fiction		193	32	383	608	608
115	FICTION	320	149	434	903	903
116	FOREIGN FICTION			5	5	5
117	J E			1087	1087	1087
Total Fiction		320	149	1526	1995	1995
		513	181	1909	2603	2603
256	READERS ADVISOR	51	35	117	203	203
262	TELEPHONE INCOM	56			56	56
		107	35	117	259	259
		107	35	117	259	259
601	AP			2	2	2
				2	2	2
				2	2	2

Jan 1961

591

187

1491

2269.

218	BIBLIOGRAPHIES	2			2	43
219	BOOKTALKS	1			1	8
220	CEILING PROJECT			1	1	7
221	CLASS VISITS			3	3	51
222	BOOK TALKS					24
223	INSTRUCTION			2	2	132
224	STORIES					24
225	ATTENDANCE					1414
226	EXHIBITS	10			10	91
227	FILMS ATTENDANC	389		137	525	6117
228	SHOWINGS	16		17	33	241
229	16 MM	11		9	20	119
230	C PROJECTOR			10	10	84
231	FILM STRIPS					5
232	RECORDAK	200			200	1225
233	GROUPS NOT GLAS	3		2	5	87
234	ATTENDANCE			69	69	1095
235	HOME SERVICE VI	81		2	83	785
236	HOME SER NEW PA	81		2	83	785
237	HOME SER NEW PA	4			4	28
238	INTER LIBRARY L	18			18	97
239	MAPS					22
240	MEETINGS IN BLD	4		1	5	134
241	ATTENDANCE	51		4	55	1365
242	MENDING	46	24	267	580	7896
243	OVERDUE BOOKS	854	130	847	1831	5850
244	OVERDUE NOTICES	558	92	452	1102	3414
245	PICTURES FRAMED	7			7	102
246	PICTURES MOUNTE	305		305	610	4605
247	PROFESSIONAL VI					41
248	RADIO	1			1	22
249	RECORDS LP	953	4	17	974	6811
250	RECORDS S	9			9	69
251	RECORDS SR	106	1		107	573
252	READERS ADVISOR	525	701	1079	2305	24173
253	REQUESTS	45	10	2	57	1288
254	STORY HOURS			7	7	69
255	ATTENDANCE			91	91	817
256	NUM OF STORIES			17	17	94
257	TELEPHONE INCOM	743			1318	12220
258	TV	17			17	61
259	VISITS IN COMM					13
260	RECORD BAGS	150			150	1124
301	MABELS NURSING	41			41	236
302	VELWYN	74			74	411
303		76			76	415
304	MINOR NURSING H	77			77	446
305	MINOR NURSING H	26			26	142
401	18TH & E WILLIA	86	57	498	641	6539
402	LARKDALE					894
403	NORTHLAND HEIGH					17357
404	RAVINA PARK RD					1440
405	WATSON COURT	306	99	726	1131	9328
406	HOME PARK					2195
407	GARFIELD & WATE	108	25	377	510	7324
408	SAWYER & MONROE	258	182	617	1057	11805
411	GRAND & SUMMIT	419	216	1219	1854	14573
501	OAKLAND & W WOO	108	22	479	609	5549
503	FOREST & LINCOL	74	22	373	469	3784
506	MT CALVARY CHUR	478	226	1598	2302	22368
507	S ILLINOIS & E					872
508	S TAYLOR & W WO	270	98	1098	1466	12887
509	S FRANKLIN					1146
510	L BR RD & SOUTH	27	53	223	303	3395
511	STALEY BRIDGE	21	7	63	91	1189
512	22ND & E CLAY	52	13	39	104	3977
513	24TH & E WILLIA	39	36	128	203	2650
514	15TH & LINCOLN	350	94	675	1019	10436
601	AP	15		329	344	4239
602	AM			3	3	43
603	AT	19	59	359	437	3496
604	YP	2	21	187	210	1504
605	YM			10	10	17
606	YT					14
607	JP	29		75	104	668
609	JT	2		13	15	45

DECATUR PUBLIC LIBRARY
Decatur, Illinois
Circulation Statistics January 1962

		Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS		100	25	62	187	1233
* 001 PHILOSOPHY		114	66	53	233	1139
* 002 RELIGION		381	33	3	417	3812
* 003 SOCIAL SCIENCE		442	63		505	3499
* 004 LANGUAGE		397	8	92	497	4751
* 005 SCIENCE		431	11	97	539	4359
* 006 USEFUL ARTS		1183	121	709	2013	16250
* 007 FINE ARTS		996	125	665	1786	14051
* 008 LITERATURE		112	6	12	130	1141
* 009 HISTORY		101	4	37	142	903
* 010 TRAVEL		620	154	904	1678	14521
* 011 BIOGRAPHY		516	163	983	1662	12803
* 012 FOREIGN NON FIC		1561	151	586	2298	20043
* 013 PERIODICALS		1619	248	611	2478	18298
* 014 PAMPHLETS		1336	88	404	1828	16276
* 015 PAPERBACKS		1405	152	401	1958	13972
		874	41	213	1128	9233
		705	56	238	999	8038
		1058	154	383	1595	12086
		888	194	450	1532	10448
		531	65	346	942	7387
		622	28	434	1084	7255
		1084	224	762	2070	15582
		917	317	758	1992	14411
		24	1	59	84	599
		38		34	72	411
		947	56	101	1104	9977
		1108	80	110	1298	9715
		65	3	6	74	700
		114	15	3	132	1021
		34			34	147
Total Non-Fiction		10307	1130	4642	16079	133738
* 115 FICTION		10016	1522	4874	16412	120323
* 116 FOREIGN FICTION		9599	3130	5391	18120	158701
* 117 J E		8989	3119	5329	17437	139956
		3		63	66	1216
		15		27	42	314
				3329	3329	33943
				10344	10344	80870
1 Total Fiction		9602	3130	14283	27015	243860
* 1 Total Books		9004	3119	15700	27823	221140
		19909	4260	18925	43094	377598
		19020	4641	20574	44235	341463
					- 1141	+36,135
MAIN ADULT		9961	5	283	10249	82191
MAIN YOUTH		3410	2367		5777	42989
MAGIC CARPET				6265	6265	51833
REFERENCE		14			14	85
MARY T HOWE						4
JUV COORDINATOR						312
		13385	2372	6548	22305	177414
EXTENSION DEPT						140
B 1		1177	579	3437	5193	59992
B 2		1319	571	4676	6566	59577
EVANS BRANCH		1516	414	1929	3859	34438
MILLIKIN HOME						421
HOME SERVICE		866	32	53	951	7216
ST MARYS HOSP		301	21		322	1822
D M C		360	74	368	802	7600
T B SAN		220	16	5	241	2123
GIRLS HOME						806
BROWN BOOKMOBIL						520639
NURSES RES		252			252	2807
DILL BRANCH		513	181	1909	2603	2603
		6524	1888	12377	20789	200184
		19909	4260	18925	43094	377598

Performance

Litho in U. S. A.

Guaranteed Maintenance Agreement

"THERMO-FAX" BRAND MICROFILM READER-PRINTERS

1. You are authorized to place under maintenance the equipment listed on the reverse side of this agreement.

2. The machines listed on this form will receive ^{Six} ~~four~~ regular inspections during the one year term of this agreement, to include the inspection, adjusting, cleaning and lubrication of machines so covered. This agreement also includes interim calls, during normal business hours, as reasonably requested by us, necessitated by causes other than carelessness or improper handling and use of the equipment.

3. All parts will be replaced without charge, with the exception of lamps, sponges or parts damaged by carelessness or misuse.

4. This agreement does not cover work or replacement of parts made necessary by our carelessness or misuse or by accident. Your responsibility ceases if the equipment is repaired or adjusted by any person other than a representative authorized by the manufacturer.

5. The transfer of equipment covered by this agreement to a location outside your normal servicing area will exclude it from the terms of this agreement. The charges on machines

transferred to a different zone within your normal servicing area during the term of this agreement will be adjusted to the applicable rate for the new zone.

6. The term of this agreement is one year from date (or from expiration of manufacturer's warranty) and from year to year thereafter, unless terminated by either party by written notice to the other at least 30 days prior to the end of the term. Machines placed under this agreement at the time of the original sale or installation will be given one additional inspection, at no charge, during the period of the manufacturer's original warranty.

7. There shall be added to the fee for this agreement any tax now or hereafter imposed on, or in connection with, the sale or delivery or furnishing of such services or materials described herein.

8. This agreement assures us of complete servicing of our "THERMO-FAX" Microfilm Reader-Printers on an annual basis with periodic inspection.

Signed Decatur Public Library
(FIRM NAME OF PURCHASER)

By Mary T. Howe

Department Librarian

Address 457 W. MAIN

Decatur, Illinois

Countersigned: Laurin A. Cole

Date: 1-23-62

DESCRIPTION OF ZONES	RATE PER MACHINE	
	1-10 AT ONE ADDRESS	MORE THAN 10 AT ONE ADDRESS
	110 VOLTS	110 VOLTS
ZONE 1 - Within Corporate Limits or 15 miles from dealer's office*	\$45.00 \$40.00	\$55.00
ZONE 2 - Within 15 miles of Zone 1*	\$22.00	\$40.00

*Of cities where authorized service is maintained

Green copy to customer, orange copy to dealer, brown copy to manufacturer

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE FINANCE COMMITTEE, JANUARY 25, 1962

The Finance Committee of the Board of Directors met January 25, 1962 in the Board Room. The Meeting was called to order at 4 PM.

Members Present: Mr. Koslofski, Chairman, Mrs. Moethart, Mrs. Stern.

Members absent: Mr. Pilcher

Other present: Mr. Kirchgraber and Mrs. Howe.

The bills and vouchers were checked and found to be correct. The financial statements for nine months were examined and discussed.

Mrs. Howe reported \$25,000 was invested for 60 days and \$25,000 invested for 90 days. A tax collected is expected in February.

Encumbered accounts for January were discussed.

The 1962/63 budget was discussed but it was agreed the Board would need to meet again before the February meeting to give final consideration and approval.

Meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe, Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

THE MINUTES OF THE BOARD OF DIRECTOR'S MEETING, JANUARY 26, 1962

The regular meeting of the Board of Directors, of the Decatur Public Library, was held January 26, 1962, in the Board Room, 457 North Main Street, Decatur, Illinois.

Members Present: Mr. Jack Burnett, President
Mr. Francis Hart, Vice-President
Mr. Harold Koslofski,
Mrs. Harry Moothart
Mrs. Roger Pogue
Mrs. Erich Stern
Mrs. Mary T. Howe, Secretary

Other Persons Present:
Mr. Robert B. Kirchgraber, Assistant Librarian
Miss Sandy Salenski, Herald newspaper reporter
Mrs. Susan Arisman, staff member

Members Absent: Mr. James Sommer
Mr. John Cheeks
Mr. David Pilcher

Mrs. Roger Pogue was welcomed to the Board and Mr. Kirchgraber was introduced. The meeting was called to order at 4:15 PM by Mr. Jack Burnett. The Minutes of the Board meeting for December 29, 1961 were approved as received by mail. Mr. Hart moved the Minutes be approved. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

Mr. Koslofski gave the Finance Committee report. The Committee met January 25, 1962 and checked the bills for January. He made a motion that the bills be paid. Mrs. Stern seconded the motion. Roll call was taken: Mr. Burnett, Mr. Hart, Mr. Koslofski, Mrs. Moothart, Mrs. Stern, and Mrs. Pogue voted aye. No ayes or abstentions were recorded. Motion carried.

Staff Salaries	\$13,396.29	
Janitor's Salaries	459.70	
Total Salaries		\$13,855.99
Operating Expenses		8,725.07
Total Salaries & Operating		\$22,581.06

The Financial statement for nine months was presented. The committee reported the Library has invested \$50,000 in U.S. Treasury bills to fall due in March and April. The encumbered bill list was made available. A budget meeting of the whole Board was announced for February 6, 1962, at 6:30 PM in the Decatur Club, Room A.

Mrs. Howe made a report on the collection of fines and stated the absence of the auto-page helped in the collection of current fines. She reported the action of Mr. Ralph Munn, librarian of the Pittsburgh, Pennsylvania library. Mr. Sommer had sent a clipping on the subject in which Mr. Munn reported he was taking out the Auto-Pages because the "dead-beats" were using the boxes to avoid paying fines. The Decatur Public Library will begin using IBM cards to record fines and file back of the reader's registration thus preventing a reader re-registering without paying his fines. The auto-page for the Main Library is about ready to be reinstalled. The City will turn over about \$25,000 in the final tax settlement sometime during February.

Mr. Hart made the report for the Properties Committee. The Properties Committee met January 23, 1962. There were three items of business which he reported to the Board. (1) the book conveyor to the basement would consist of a stainless steel slide which would begin under Main Desk and would transport books from Main Desk to the basement to a sorting table. This is needed because of staff shortage at Main Desk and the increase of books circulated and returned tend to pile up the books beyond control. Patrons dig through the unslipped books before the staff has a chance to process them.

Mr. Sweetnam has run some tests on slide angles. He feels he has a satisfactory solution. The cost will be about \$500.

Mr. Hart made a motion that the recommendation from the Properties Committee be approved: Mr. Sweetnam be asked to get costs and proceed with bids on the construction of a book slide to transport returned books from the Main Desk to the basement, further that this be paid out of the current budget for 1961/62. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

The Properties Committee received a report from the Fire Prevention Bureau of the City. Mr. Eaton, in charge, made the report to the Committee after thoroughly inspecting the building. Briefly the recommendations were: (1) remove the bamboo shade hanging or obstructing the aisle of EXIT travel (2) the boiler room door to have more weight so it will close more easily (3) remove combustibles stored in the boiler room (4) all extension cords should be removed and maximum length be not more than 6 feet (5) fire extinguishers: should have minimum of 3 for each floor and basement (6) all doors on a place of assembly shall open with EXIT travel. This means the front doors to the Main Library must be changed. The General conditions of the Main Library were good. The bamboo shades have been removed, the boiler room door repaired, combustibles removed from the boiler room, & electrical plugs and extension cords repaired or installed.

The committee will secure cost of fire extinguishers and the cost of rehangng the front doors to open with EXIT travel. An alert system was discussed and it was agreed to investigate the problem and report back to the Board.

The third item of business from the Properties Committee was the report of the Advisory Committee study of Bookmobile II. After all the members have had a chance to check the specifications, a meeting will be called with Mrs. Howe and a report brought in for the February meeting.

Mrs. Howe made a report on the Dill Branch. This library has been open 16 days and averaged 701 books circulated per week or 140 books daily. The total circulation for 15 days was 2103 circulation. 174 questions and 49 telephone calls were handled. This is more business than the bookmobile has. Mrs. Ruedger is enthusiastic. She has made a wonderful start with library service to the North part of town. Storytelling will be a part of the services given there after Mrs. Ruedger completes her course with the University of Illinois.

We have had over 30 requests for the full report on Professional Salaries. Three persons answered the advertisements for professional personnel. Miss Yamamoto and the Librarian will attend the Mid-Winter session of The American Library Association. Mr. Holly from the Education, Sociology, Psychology Reading Room and two other faculty librarians from the University of Illinois visited the IBM installation and heard reports from Mrs. Kay Weidner and Miss Marjorie Stafford. A thank you letter expressed their appreciation for the technical knowledge acquired and stated they were also impressed by the staff, book collections, and the service we render to the citizens of Decatur.

The Librarian reported many staff members have been ill during the past month. Mrs. McNabb continues to check the book collection in the 500s and 600s for additions and withdrawals. Miss Stafford is doing the same for the fiction and the 300s. Mr. Behnke submitted an insurance bill for the fire and extended coverage. This is in the January bill list. The remainder of the first office material has been moved to the Lincoln Room. Several interesting items were found: the seal of the Library, 2 old cuts, the old DPL printed catalogs, a few rare books and the Britannia pewter tea set.

Mrs. Howe reported a complaint from a patron who thought the staff should call a cab for anyone who asked for a cab. It was the concensus of the Board members present that only ~~emergency~~ calls should be made. Free telephone service would be given when necessary as it is now.

Mr. Burnett asked the members of the Board to think about the permanent committees they would like to join. A reassignment of committees will be made at the February meeting.

Mrs. Sommer asked that all of the Board members be thanked for the courtesies to Mr. Sommer during his illness. Mr. Kirchgraber thanked the Board and Staff for the flowers which welcomed them to Decatur.

Mr. Koslofski made the motion for adjournment at 5:30 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

Smoking.

Check
Yes No

41. Are "No Smoking" rules established? ☒ ☐
42. Are the "No Smoking" rules strictly enforced? ☒ ☐
43. Are "No Smoking" signs properly posted? ☒ ☐
44. Are specified rooms or areas set apart and "Smoking Permitted" signs properly posted? ☒ ☐

Storage and Handling of Flammable Liquids.

45. Is a separate, well ventilated storage room provided? ☒ ☒
46. Are drums, barrels or tanks equipped with approved hand pumps for draw-off of liquids? ☐ ☐
47. Is the room clean and free of rubbish? ☐ ☐
48. Is the floor free of oil drippings? ☐ ☐

Liquefied Petroleum Gases.

49. Are bottled gas cylinders (outside of buildings) properly supported and protected against physical damage? ☐ ☐

Lighting and Electrical Equipment.

50. Are premises free from defective electrical wiring or equipment? ☐ ☒
(If answer is *No*, explain in space provided for "Remarks," see next page.)
51. Are open flame lights kept well away from combustible materials? ☐ ☐
52. Are only approved extension or portable cord wires used? ☐ ☒
53. Are electric extension cords in good condition? ☒ ☐
54. Are covers of fuse and switch boxes kept closed? ☒ ☐
55. Are fuses on lighting and small appliance circuits of 15-ampere or less capacity? ☒ ☐
(If answer is *No*, explain form of improper overfusing in space provided for "Remarks," see last page.)
56. Are motors and motor-operated appliances clean and properly lubricated? ☒ ☐
57. Are main entrance switches and panel boards unobstructed and readily accessible? ☒ ☐
58. Are television antenna masts properly supported and grounded? ☐ ☐

FIRE PROTECTION

59. Are all fire extinguishers in place and in good condition? ☒ ☐
60. Have all extinguishers been inspected or recharged within the year, and is date of inspection or recharge shown on tag attached to extinguisher? ☒ ☐
61. Are fire water pails and water barrels in place and in good condition? ☐ ☐
62. Where sprinkler systems are installed:
- (a) Are all sprinklers free and unobstructed? ☐ ☐
- (b) Are sprinklers free from coats of paint or corrosion? ☐ ☐

- | | Check | Yes | No |
|---|-------------------------------------|-------------------------------------|--------------------------|
| (c) Are spare sprinklers and sprinkler wrenches kept in reserve? _____ | ☒ | ☒ | ☐ |
| (d) Is stock or merchandise so piled with proper clearances from sprinklers? (18" to 36" clearance required, depending on conditions) _____ | ☐ | ☒ | ☐ |
| (e) Are sprinklers free from obstruction by partitions, shelving, mezzanine platforms? _____ | ☐ | ☒ | ☐ |
| (f) Are all sprinkler valves open? _____ | ☐ | ☒ | ☐ |
| 63. Is fire hose with nozzles on interior standpipes in good condition? _____ | ☐ | ☒ | ☐ |
| 64. Do employees know the location of nearest city fire alarm box? _____ | ☒ | ☒ | ☐ |

Remarks:

See Attached Sheet

Inspection made by

Sullivan & Eaton

Title _____

INSPECTION BLANK FOR MERCANTILE ESTABLISHMENTS



(Department Stores, Supermarkets, Paint and Hardware
Stores, Chain and Variety Stores, Etc.)

Prepared by

THE NATIONAL BOARD OF FIRE UNDERWRITERS

An organization serving the Public and the
Capital Stock Fire Insurance Companies since 1866

85 John Street 222 West Adams St. 465 California Street
New York 38, N. Y. Chicago 6, Ill. San Francisco 4, Calif.

Date 1/4/61

Name of Establishment Decatur Public Library Type of Occupancy Library

Location 457 N. Main City Decatur, Illinois

Questions are so worded that a negative answer will indicate an unsatisfactory condition.

GENERAL CONDITIONS

Cleanliness and Order.

Be sure that your inspection is complete; see that you cover all parts of the premises, including looking under counters, into closets, behind radiators, under stairways, elevator pits, etc.

- | | Check
Yes | No |
|--|-------------------------------------|-------------------------------------|
| 1. Are all accumulations of combustible refuse or rubbish removed from the premises? | ☒ | ☐ |
| 2. Is the basement clean? | ☒ | ☐ |
| 3. Is the attic space clean? | ☒ | ☐ |
| 4. Are all oily rags or waste or other greasy materials kept in approved metal waste cans? | ☒ | ☐ |
| 5. Are all waste cans emptied daily after closing hours? | ☒ | ☐ |
| 6. Are all shipping and packing rooms cleaned up thoroughly at closing time? | ☐ | ☒ |
| 7. Is packing material brought in limited to the amount needed for one day's use? | ☐ | ☒ |
| 8. Are all clothes lockers clean and in good repair? | ☒ | ☐ |

Maintenance.

- | | | |
|--|-------------------------------------|-------------------------------------|
| 9. Have all broken windows, plastering, partitions, flooring, or other similar defects been listed for immediate repair? | ☐ | ☒ |
| 10. Are all aisles unobstructed? | ☐ | ☒ |
| 11. Are all entrances unobstructed? | ☒ | ☐ |
| 12. Are all exit doors, on the interior side, kept accessible and in operable condition? | ☐ | ☒ |
| 13. Is a clearance maintained between combustible stock storage and exterior walls and fire walls? | ☒ | ☐ |
| 14. Are all self-closing fire doors kept closed and in operable condition? | ☒ | ☐ |
| 15. Are all devices of automatic closing fire doors in operable condition? | ☐ | ☒ |
| 16. Are fire doors and fire shutters closed at night, and on Sundays or holidays? | ☐ | ☒ |
| 17. Are all fire escapes free from obstructions and properly maintained? | ☒ | ☐ |
| 18. Does every story have at least two separate exit ways? | ☒ | ☐ |

A single exit way may be acceptable for small stores on the street floor.

HAZARDS

Heating and Air Conditioning Equipment.

- | | Check
Yes No |
|---|--|
| 19. Is the heating boiler or furnace enclosed in a separate room with fire-retardant partitions, with the ceiling also similarly protected? _____ | ☒ ☐ |
| 20. Is a self-closing fire door provided at the opening into the boiler room? _____ | ☒ ☐ |
| 21. Are metal containers provided for the storage of ashes? _____ | ☒ ☐ |
| 22. Is automatic device provided for shutting off duct system blower in case of fire? <i>Steam</i> _____ | ☒ ☐ |
| 23. Are automatic means for controlling temperatures in duct systems, etc. provided? _____ | ☒ ☐ |
| 24. If oil burner, gas-fired or mechanical stoker is provided, are fully automatic safety controls installed? _____ | ☒ ☐ |
| 25. Is plenum chamber clean and free of stored materials? _____ | ☒ ☐ |
| 26. Is all heating equipment including chimney, gas appliances, flues, smokepipes and hot air ducts: | |
| (a) In good serviceable condition and well maintained? _____ | ☒ ☐ |
| (b) Properly insulated and separated from all woodwork or other combustible material by a safe distance? <i>Combustibles Stored</i> _____ | ☒ ☐ |
| 27. Is the fuel supply safely arranged? _____ | ☒ ☐ |
| 28. Is the proper type of fire extinguisher provided in boiler room? _____ | ☒ ☐ |

Kitchen or Cafeteria.

- | | |
|--|---|
| 29. Is the cooking range safely installed away from combustible material and the nearby floor protected? _____ | ☒ ☒ |
| 30. Is there a ventilating hood above the range and duct vented to the outside? _____ | ☐ ☐ |
| 31. Is vent duct insulated or separated from combustible construction by a safe distance? _____ | ☐ ☐ |
| 32. Is hood and duct regularly cleaned of excessive accumulation of grease? _____ | ☐ ☐ |
| 33. Is proper type of fire extinguisher provided and is it in good order? _____ | ☐ ☐ |

Refrigerating Equipment.

- | | |
|--|--|
| 34. Are doors to room containing machinery for refrigerating system kept closed? _____ | ☒ ☐ |
| 35. Is this room ventilated directly to the outside? _____ | ☐ ☐ |
| 36. Is vent clean and unobstructed? _____ | ☐ ☐ |
| 37. Is this room free of storage of cartons, crates and other combustible rubbish? _____ | ☐ ☐ |
| 38. Are motors and machinery properly maintained and clean? _____ | ☐ ☐ |
| 39. Are motors provided with overheating protective devices? _____ | ☐ ☐ |

Incinerators.

- | | |
|---|--|
| 40. How is combustible refuse handled? | |
| (a) Is it hauled away and not permitted to accumulate on the premises? _____ | ☒ ☐ |
| (b) Is a separate well constructed rubbish room provided? _____ | ☐ ☒ |
| (c) Is an inside incinerator room and incinerator equipment provided? _____ | ☒ ☐ |
| (d) Are rubbish piles kept well away from the incinerator? _____ | ☐ ☐ |
| (e) If an outdoor incinerator is used, is it located at a safe distance from surrounding buildings? _____ | ☒ ☐ |

Fire Inspection Report of Decatur Public Library 1/22/61

- # 10 & 12 Bamboo Shade hanging, or obstructing Aisle of EXIT travel.
(NBFU Fire Prev. Code Art. 11 Sec 11.1 Page 38....
National Building Code Art. 610
NEPA Building EXIT Codes # 101 - Sec 32.....
- # 15 & 16 Boiler Room Door to have more weight so it will close more easily ...
(National Building Codes Art. 11 Sec 1101.....
- # 40 (b) Combustibles stored in Boiler Room...
City of Decatur Municipal Code Chap.. 43.....10/21/61
- # 50 All extension cords should be removed and Maximum lengthh be not more than (6) Six feet..
(National Electrical Code Pamphlet # 70 N.B.F.U.
- # 59 & 60 Fire Extanguishers, should have Minimum of (3) Three for each floor and Basement.....
(~~XXX~~. Fire Prev. Rules ~~XX~~. Art. 15 Page 38
N.F.P.A. Building EXITS Codes 101 Sec 32.....

All doors on a place of public assembly shall open with EXIT travel.

Illinois Rules & Regulations Fire Prev. Ch. 11 Page 33

Refer to #10-12

Fire Prevention Bureau
Asst Chief E.J. Tangney
Inspector A. Eaton....

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

JANUARY 1962 GIFT LIST

W. K. Kellogg Foundation
Battle Creek, Michigan

1/3/62 Annual report, 1961

Anonymous

1/16/62 Yates, Dornford - Cost price

Soy City Coin Club
P.O.Box 862
Decatur, Illinois

1/30/62 Charlton - Standard cat. of Canadian Coins
Yeoman - Cat. of modern world coins
Yeoman - Guide book of U S coins
Price list and suppl. to Criswell's
currency series 1961
Brown - Guide to the grading of U S coins
Sheldon - Penny whimsy
Numismatist - U.S. paper money and misc.
Numismatist - U. S. coins
Numismatist - Modern foreign currency
Numismatist - Ancient and medieval coins
Davenport - German talers since 1800
Davenport - European crowns since 1800
Davenport - European crowns 1700-1800
Davenport - German talers 1700-1800
Friedberg - Gold coins of the world
Friedberg - Paper money of the U.S.
Criswell's currency series - volume 1
Gould - Hawaiian coins, tokens and paper
money
Gould - Alaska's coinage through the years
Davenport - Silver dollars of Africa
(Subscription to the following magazines)
Coin World
Scrapbook
Numismatist

Moosehome Decatur W O T M
Chapter No.36
1668 North Monroe Street
Decatur, Illinois

1/30/62 Lofts, N - The house at Old Vine

Illinois Bell Telephone Co.
no address

1/30/62 Telephone almanac for 1962

American Petroleum Institute
1271 Avenue of the Americas
New York 20, New York

1/30/62 Petroleum industry of the Soviet Union

Cecil B. DeMille Trust
Prentice-Hall Pub. Co.
Englewood Cliffs, N.J.

1/30/62 Cecil B DeMille autobiography

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

JANUARY 1962 GIFT LIST Page 2

Miss Eugenia Allin
445 West Prairie
Decatur, Illinois

1/31/62

The biographical encyclopaedia of
Illinois of the nineteenth century
The biographical record of McLean
County, Illinois
The centre table
Moore - Lalla Rookh
White - Uncle Sam's Island possessions
Willis - Encyclopedia of human nature
and physiognomy

Mayor Robert Grohne
47 Eastmoreland Court
Decatur, Illinois

1/31/62

12 issues - American Orchid Society Bulletin
22 issues - Journal of the American
Concrete Institute
1 copy - ACI directory 1961

Press Department
Embassy of the Union of Soviet
Socialist Republics
Washington 9, D.C.

1/31/62

Program of the Communist Party of the
Soviet Union
Khrushchev reports to the 22nd Congress
of the CPSU 2 volumes

International Correspondence
Schools
Scranton, Pa.

1/31/62

Vocational Guidance Manual

Decatur Public Library
Decatur, Illinois

MINUTES OF THE PROPERTIES COMMITTEE, JANUARY 23, 1962

The Properties Committee of the Board of Directors, Decatur Public Library met Tuesday, January 23, 1962 in the Board Room.

Those present were: Mr. Hart, Chairman, Mr. Cheeks, Mrs. Stern, Mrs. Pogue, Mr. Sommer, absent.

Others present were: Mr. Sweetnam, architect, Mr. Eaton, fire prevention fireman, Mr. Kirchgraber, assistant librarian, Mr. Howe, Secretary-Librarian.

Mr. Hart called the meeting to order at 4:15 PM.

Mr. John Sweetnam presented plans and made a report on the proposed book conveyor.

This would take the books from the Main Desk and transfer them to the basement where the books would be discharged. The slide would begin at Main Desk with a closure at

A table would receive books at bottom where a person would be assigned to discharge books and sort.

Mr. Cheeks made a motion that the Properties Committee

Mr. Sweetnam be asked to secure the cost of this book slide to transfer books to the basement and the Properties Committee proceed to secure bids. Mrs. Stern seconded the motion. All present voted aye. Motion carried.

Mr. A. Eaton, inspector from Fire Prevention Bureau presented his report which included:

1. Removing shade divider from stacks into Youth Room. This may be replaced with a cord which will not block the Fire Exit.
2. Boiler Room door needs more weight on it.
3. All combustibles removed from Boiler Room.
4. All extension cords be not more than 6 feet long.
5. Fire extinguishers should have a minimum for each floor and basement.
6. All doors on place of assembly shall open with Exit travel.

An alert system was discussed and will be investigated.

Mr. Howe reported the extension cords and extra outlets had been corrected. She was instructed to contact a company about extra fire extinguishers and an alert system.

Mr. Hart announced the appointment of an automotive engineers advisory committee to inspect the performance of the bookmobiles and make recommendations to the Properties Committee. This meeting will be held in February and a report made at the February meeting.

Mr. Henry D. Huffman, Illinois Power, Chairman
Mr. Herbert Vernon, Mr. Andrew Hampton, and ~~Mr. Robert L. McNabb~~ constitute the committee.

Meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe, Secretary.

*Hart
Sweetnam
aye.*

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE FINANCE COMMITTEE, JANUARY 25, 1962

The Finance Committee of the Board of Directors met January 25, 1962 in the Board Room. The Meeting was called to order at 4 PM.

Members Present: Mr. Koslofski, Chairman, Mrs. Moothart, Mrs. Stern.

Members absent: Mr. Pilcher

Other present: Mr. Kirchgraber and Mrs. Howe.

The bills and vouchers were checked and found to be correct. The financial statements for nine months were examined and discussed.

Mrs. Howe reported \$25,000 was invested for 60 days and \$25,000 invested for 90 days. A tax collected is expected in February.

Encumbered accounts for January were discussed.

The 1962/63 budget was discussed but it was agreed the Board would need to meet again before the February meeting to give final consideration and approval.

Meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe, Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

THE MINUTES OF THE BOARD OF DIRECTOR'S MEETING, JANUARY 26, 1962

The regular meeting of the Board of Directors, of the Decatur Public Library, was held January 26, 1962, in the Board Room, 457 North Main Street, Decatur, Illinois.

Members Present: Mr. Jack Burnett, President
Mr. Francis Hart, Vice-President
Mr. Harold Koslofski,
Mrs. Harry Moothart
Mrs. Roger Pogue
Mrs. Erich Stern
Mrs. Mary T. Howe, Secretary

Other Persons Present:
Mr. Robert B. Kirchgraber, Assistant Librarian
Miss Sandy Salenski, Herald newspaper reporter
Mrs. Susan Arisman, staff member

Members Absent: Mr. James Sommer
Mr. John Cheeks
Mr. David Pilcher

Mrs. Roger Pogue was welcomed to the Board and Mr. Kirchgraber was introduced. The meeting was called to order at 4:15 PM by Mr. Jack Burnett. The Minutes of the Board meeting for December 29, 1961 were approved as received by mail. Mr. Hart moved the Minutes be approved. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

Mr. Koslofski gave the Finance Committee report. The Committee met January 25, 1962 and checked the bills for January. He made a motion that the bills be paid. Mrs. Stern seconded the motion. Roll call was taken: Mr. Burnett, Mr. Hart, Mr. Koslofski, Mrs. Moothart, Mrs. Stern, and Mrs. Pogue voted aye. No goes or abstentions were recorded. Motion carried.

Staff Salaries	\$13,396.29
Janitor's Salaries	<u>459.70</u>
Total Salaries	\$13,855.99
Operating Expenses	<u>8,725.07</u>
Total Salaries & Operating	\$22,581.06

The Financial statement for nine months was presented. The committee reported the Library has invested \$50,000 in U.S. Treasury bills to fall due in March and April. The encumbered bill list was made available. A budget meeting of the whole Board was announced for February 6, 1962, at 6:30 PM in the Decatur Club, Room A.

Mrs. Howe made a report on the collection of fines and stated the absence of the auto-page helped in the collection of current fines. She reported the action of Mr. Ralph Munn, librarian of the Pittsburgh, Pennsylvania library. Mr. Sommer had sent a clipping on the subject in which Mr. Munn reported he was taking out the Auto-Pages because the "dead-beats" were using the boxes to avoid paying fines. The Decatur Public Library will begin using IBM cards to record fines and file back of the reader's registration thus preventing a reader re-registering without paying his fines. The auto-page for the Main Library is about ready to be reinstalled. The City will turn over about \$25,000 in the final tax settlement sometime during February.

Mr. Hart made the report for the Properties Committee. The Properties Committee met January 23, 1962. There were three items of business which he reported to the Board. (1) the book conveyor to the basement would consist of a stainless steel slide which would begin under Main Desk and would transport books from Main Desk to the basement to a sorting table. This is needed because of staff shortage at Main Desk and the increase of books circulated and returned tend to pile up the books beyond control. Patrons dig through the unslipped books before the staff has a chance to process them.

Mr. Sweetnam has run some tests on slide angles. He feels he has a satisfactory solution. The cost will be about \$500.

Mr. Hart made a motion that the ~~recommendation~~ from the Properties Committee be approved: Mr. Sweetnam be asked to get costs and proceed with bids on the construction of a book slide to transport returned books from the Main Desk to the basement, further that this be paid out of the current budget for 1961/62. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

The Properties Committee received a report from the Fire Prevention Bureau of the City. Mr. Eaton, in charge, made the report to the Committee after thoroughly inspecting the building. Briefly the recommendations were: (1) remove the bamboo shade hanging or obstructing the aisle of EXIT travel (2) the boiler room door to have more weight so it will close more easily (3) remove combustibles stored in the boiler room (4) all extension cords should be removed and maximum length be not more than 6 feet (5) fire extinguishers: should have minimum of 3 for each floor and basement (6) all doors on a place of assembly shall open with EXIT travel. This means the front doors to the Main Library must be changed. The General conditions of the Main Library were good. The bamboo shades have been removed, the boiler room door repaired, combustibles removed from the boiler room, & electrical plugs and extension cords repaired or installed.

The committee will secure cost of fire extinguishers and the cost of rehanging the front doors to open with EXIT travel. An alert system was discussed and it was agreed to investigate the problem and report back to the Board.

The third item of business from the Properties Committee was the report of the Advisory Committee study of Bookmobile II. After all the members have had a chance to check the specifications, a meeting will be called with Mrs. Howe and a report brought in for the February meeting.

Mrs. Howe made a report on the Dill Branch. This library has been open 16 days and averaged 701 books circulated per week or 140 books daily. The total circulation for 15 days was 2103 circulation. 174 questions and 49 telephone calls were handled. This is more business than the bookmobile has. Mrs. Ruedger is enthusiastic. She has made a wonderful start with library service to the North part of town. Storytelling will be a part of the services given there after Mrs. Ruedger completes her course with the University of Illinois.

We have had over 30 requests for the full report on Professional Salaries. Three persons answered the advertisements for professional personnel. Miss Yamamoto and the Librarian will attend the Mid-Winter session of The American Library Association. Mr. Holly from the Education, Sociology, Psychology Reading Room and two other faculty librarians from the University of Illinois visited the IBM installation and heard reports from Mrs. Kay Weidner and Miss Marjorie Stafford. A thank you letter expressed their appreciation for the technical knowledge acquired and stated they were also impressed by the staff, book collections, and the service we render to the citizens of Decatur.

The Librarian reported many staff members have been ill during the past month. Mrs. McNabb continues to check the book collection in the 500s and 600s for additions and withdrawals. Miss Stafford is doing the same for the fiction and the 300s. Mr. Behnke submitted an insurance bill for the fire and extended coverage. This is in the January bill list. The remainder of the first office material has been moved to the Lincoln Room. Several interesting items were found: the seal of the Library, 2 old cuts, the old DPL printed catalogs, a few rare books and the Britannia pewter tea set.

DECATUR PUBLIC LIBRARY
Decatur, Illinois
Minutes of the Board of Director's Meeting
January 26, 1962

Page 3

Mrs. Howe reported a complaint from a patron who thought the staff should call a cab for anyone who asked for a cab. It was the consensus of the Board members present that only emergency calls should be made. Free telephone service would be given when necessary as it is now.

Mr. Burnett asked the members of the Board to think about the permanent committees they would like to join. A reassignment of committees will be made at the February meeting.

Mrs. Sommer asked that all of the Board members be thanked for the courtesies to Mr. Sommer during his illness. Mr. Kirchgraber thanked the Board and Staff for the flowers which welcomed them to Decatur.

Mr. Koslofski made the motion for adjournment at 5:30 PM.

Respectfully submitted,

Mary T. Howe
Secretary