

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING - NOVEMBER 15, 1962

The special meeting of the Board of Directors was called to study the Budgets for 1963/64, 1964/65, and to discuss the procedure for the building improvement fund.

The members met for dinner in the Decatur Club at 6 PM, November 15, 1962.

Members Present -

Mr. Jack Burnett
Mr. Francis Hart
Mrs. Roger Pogue
Mrs. Erich Stern
Mrs. Dwight Nelson
Mr. John Cheeks
Mr. Harold Koslofski

Members Absent -

Mr. James Sommer
Mr. David Pilcher

Also Present -

Mrs. Mary T. Howe
Mr. Robert Kirchgraber

Mr. Burnett read a letter from Mr. William Bryan, Librarian, Peoria Public Library and President of the Illinois Library Association. Mr. Bryan wrote that he and Mr. Don Dickinson would come to Decatur, December 13th for the purpose of inspecting facilities for the 1964 ILA Conference.

It was agreed the Conference would be a good one for Decatur and the idea was approved.

The 1963/64 budget was inspected and generally approved as accepted in July for the tax levy. The 1964/65 budget was then presented by the Librarian who explained the necessary increase in the salary allocation to keep pace with the City recommendations. No cost of living was included in the figure. The library materials budget was increased to include the rise in book costs and other materials. All other items remained the same as for 1962/63 - 1963/64.

It was agreed to take action on the 1964/65 budget before the next levy.

Mr. Burnett said he wrote to Governor Kerner two weeks ago, but had received no answer. He also talked to Mr. Gary Gray concerning the South Shores Branch. The matter was referred to the Properties Committee with Mr. Hart, chairman. Mr. Hart suggested he contact Mr. Irvin, City Planner, and inspect possible sites.

The Main Building plans were discussed and the possible amount that could be set aside for a building improvement fund.

Mr. Burnett suggested a plan of procedure -

- (1) The officers of the Friends of the Library and the Board of Directors of the public library will meet soon.
- (2) The whole group of the Friends of the Library and the Board of Directors should meet and explain the need of a new building.
- (3) The Board of Directors should meet informally with the City Council to explain the need and ask for reaction.

Minutes-Special Board of Directors Meeting,
November 15, 1962.

Decatur Public Library
Decatur, Illinois

The three meetings should be held before March 1, 1963.

All present agree to Mr. Burnett's plan.

Mrs. Pogue urged the consideration of a County or Regional library in the long range plans. The Board members asked Mrs. Howe to secure a member of the State Library for the Board meeting, November 23rd. This person should present the pros and cons of Regional Libraries and where Decatur would fit in the system.

The Librarian and the Assistant Librarian were asked to leave the meeting while the Board discussed salaries.

Meeting adjourned at 10PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
November 30, 1962

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, November 30, 1962.

Members Present:

Mr. Jack Burnett, President
Mr. John Cheeks
Mr. Harold Koslofski
Mrs. Dwight Nelson
Mr. David Pilcher
Mrs. Erich Stern

Members Absent:

Mr. Francis Hart, Vice-President
Mr. James Sommer
Mrs. Roger Pogue

Others Present:

Mr. Icen, Herald reporter
Mr. Miller Board, Ill. State Library
Mrs. Mary T. Howe, Lib-Sec.
Mr. Robert Kirchgraber, Asst. Lib.
Miss Marjorie Stafford, Chief, Tech. Pro.

The Minutes of the October 30, 1962 Board Meeting was approved with one correction - "Mr. Burnett came in later and assumed the chair for the meeting".

The Finance Committee report was given by Mr. Koslofski, Chairman. The committee met on Tuesday, November 27th and checked the November bills. Mr. Koslofski moved payment of the bills. Mrs. Stern seconded the motion. Roll was taken. Mr. Burnett, Mr. Koslofski, Mr. Cheeks, Mrs. Stern, Mrs. Nelson and Mr. Pilcher voted aye. Motion carried.

Bills for November 1962:

Staff Salaries	\$14,859.68	
Janitor's Salary	348.33	
Total Salaries		\$15,208.01
Operating Expense		5,889.82
TOTAL BILLS		\$21,097.83

The recommendation for a \$7,000 increase in the salary budget was discussed. It was explained this was the only increase in the 1963/64 budget but the 1964/65 budget would have recommendations for increases in various items.

Mrs. Howe explained that as book prices have increased the book budget has been decreased so over the last three years we are 30% short. The budget for 1963/64 is set; therefore, we have put in a \$12,000 increase in the Book item for 1964/65.

The members discussed the 10% increase in the 402 account and questioned whether this was an adequate increase. The salary increase for the professionals was discussed and interest was evidenced that merit increases should be considered that are not covered by the Civil Service payroll schedule.

Mrs. Howe promised the cost figures and a breakdown in the budget figures.

It was recognized there would be no December meeting but a study session in the early part of January would be profitable. A dinner meeting was scheduled for January 4, 1963 in the Decatur Club.

The Annual Audit will begin next Wednesday. Murphy, Jenne and Jones will do it. A request was made to give the Finance Committee power to approve the December bills in lieu of a December Board Meeting. Formal approval should be given at the January meeting. Mr. Cheeks moved the request and Mr. Pilcher seconded the motion. The Finance Committee will be called for December 19 or 20. Mrs. Goff will page the members.

Miss Marjorie Stafford, Chief of Technical Processes reviewed nine new books for the members present - Vance Packard, "The Pyramid Climbers"; Jean Renoir, "Renoir, My Father"; Patrick Dennis, "Genius"; "We Seven"; James Thurber, "Credos and Curios"; Brooke Astor, "Patchwork Child"; G. Hatji, "Design for Modern Living"; Paul Gallico, "Coronation"; Lillian Smith, "Memory of a Large Christmas".

The Properties Committee has been working on the assignment and Mr. Hart, Chairman visited South Shores with Mr. Irwin, City Planner.

Nancy William's speech was given by a tape recording. This was made at a speech class recently.

Mr. Miller Boord from the Illinois State Library was introduced to the Board members. He expressed interest in the way the Board operates. It was the first time he had seen books discussed. He also observed the excellent way we prepared books for circulation.

Mr. Boord began discussing multi-county library service. He was uncertain whether we meant a district tax area or giving library service from a central point. State regional libraries have nothing to do with a district library. There are four regional libraries with a fifth one being considered for Eastern, Illinois. The State Library has found that the State University towns have a special appeal to their areas. Their cultural appeal and facilities have brought the library program into focus.

Mr. Burnett asked if there was any other way in which Decatur Public Library could possibly be of service to the small libraries in Macon County.

Mr. Boord explained about the Library Development program being set up by the Illinois Library Association to begin operation in 1963. He expressed the opinion that one proposal that might emerge would be a state aid program. The Federal Library Service Act may be expanded to include schools, universities, public libraries and all types of libraries may be developed.

Another question asked was whether any area in the country or state has a central community and surrounding area cooperation whereby better use is made of the tax dollar.

The New York, Missouri, and Ohio plans were cited. Some areas get together without outside funds. Contractual services are permissible by law. After the next legislature meets, it may be possible to have a federation of libraries. "The way the law is set up now all of the libraries would have to belong to a taxing district and you may go five counties for a multi-county set up."

Minutes of the Board of Director's Meeting,
November 30, 1962

-3-

The thing that has not been favorable to that in Illinois is the fact that we already have little individual libraries that are very happy with the the fact they are a library, although, they can't have the advantages - they don't mind".

Mr. Burnett said we are trying to^{do} the best job we can for everybody at the lowest possible cost. The trend in other states has been to larger libraries having a wider area. Dr. Goldhor suggested we investigate this.

Action has to be taken by a strong local committee. Elgin is working with Milwaukee; however, they do not want to be a branch library and lose their identity. Lake County, Indiana has a cooperative federation. There was a four county unit - Washington, Clinton, Monroe, and St. Clair set up to do this with a federal grant. The way the law reads now, the rural areas have to vote separately from the urban areas. Although, some would be very happy and vote for it, the rural areas would not.

Mr. Burnett emphasized the Board had in mind any way we could give service and books to more people for less money. He said Mrs. Pogue was very interested in regional plans but she was unable to be present today.

Mr. Cheeks reported the Personnel Committee is still working on their assignment.

The staff invited the Board of Director's and their children to the Christmas party Saturday evening. There will be dessert and everyone will decorate the library.

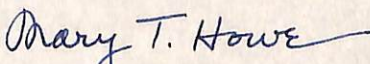
Mrs. Howe reported the Girl Scout volunteers would give the library 30 hours a piece to shelve books.

Mr. Burnett asked the Board members to attend the Mayor's Town Meeting in January. After the general assembly the crowd will break up into 10 seminars for the different city agencies. Everyone will receive the details later.

Jack Burnett will chair a sub-committee on libraries from the Education Committee of the Association of Commerce. A report will be made in March 1963. By that time we hope to have some plans to solidify our capital improvements. John Cheeks, Lloyd Latendresse, Mrs. Henry Staley, and Mr. Arvid Engdale are on the committee.

The meeting adjourned at 5:30 PM.

Respectfully submitted,


Mary T. Howe,
Secretary

PROPOSAL OF:

CONTRACTOR

ADDRESS

CITY OF DECATUR, ILLINOIS

NOTICE TO CONTRACTORS

SPECIFICATIONS

PROPOSAL

FOR

THE CONSTRUCTION OF MUNICIPAL
PARKING LOT NUMBER 4 IN THE
100 BLOCK OF WEST WILLIAM
STREET AND THE ASPHALT SURFACING
OF THE PARKING AREA AT THE
DECATUR PUBLIC LIBRARY IN THE
400 BLOCK OF NORTH MAIN STREET.

PROJECT 2-62

12' wide

CITY OF DECATUR, ILLINOIS

ADVERTISEMENT FOR BIDS

NOTICE TO CONTRACTORS

1. TIME AND PLACE FOR OPENING BIDS.

SEALED PROPOSALS FOR THE IMPROVEMENT DESCRIBED HEREIN WILL BE RECEIVED AT THE OFFICE OF THE CITY COUNCIL OF THE CITY OF DECATUR, MACON COUNTY, ILLINOIS UNTIL 7:30 O'CLOCK P.M. AUG 6 1962 AND AT THAT TIME PUBLICLY OPENED AND READ.

2. DESCRIPTION OF WORK.

THE PROPOSED IMPROVEMENT IS OFFICIALLY KNOWN AS CITY OF DECATUR, ILLINOIS, PROJECT 2-62 AND SHALL CONSIST OF THE CONSTRUCTION OF MUNICIPAL PARKING LOT NUMBER 4 IN THE 100 BLOCK OF WEST WILLIAM STREET AND THE ASPHALT SURFACING OF THE PARKING AREA AT THE DECATUR PUBLIC LIBRARY IN THE 400 BLOCK OF NORTH MAIN A STREET.

3. INSTRUCTIONS TO BIDDERS.

PLANS, SPECIFICATIONS, AND PROPOSALS MAY BE OBTAINED FROM THE CITY ENGINEER UPON PAYMENT OF \$5.00 BY BANK DRAFT, BANK CASHIER'S CHECK OR CERTIFIED CHECK MADE PAYABLE TO THE ORDER OF THE CITY TREASURER OF THE CITY OF DECATUR, ILLINOIS. CURRENCY WILL NOT BE ACCEPTED. PLANS, SPECIFICATIONS OR PROPOSALS WILL NOT BE ISSUED AFTER 5:00 O'CLOCK P.M. AUG 3 1962. REFUNDS WILL NOT BE MADE FOR PLANS, SPECIFICATIONS OR PROPOSALS RETURNED.

PLANS, SPECIFICATIONS AND PROPOSALS ARE ON FILE AT THE OFFICE OF THE CITY CLERK, SUBJECT TO INSPECTION OF ALL PARTIES DESIRING TO BID.

ALL PROPOSALS MUST BE ACCOMPANIED BY A BANK DRAFT, BANK CASHIER'S CHECK OR CERTIFIED CHECK MADE PAYABLE TO THE ORDER OF THE CITY TREASURER OF THE CITY OF DECATUR, ILLINOIS FOR TEN (10%) PER CENT OF THE TOTAL BID PRICE. BID BONDS OR CURRENCY WILL NOT BE ACCEPTED. THE CONTRACTOR SHALL PAY THE PREVAILING WAGE RATES ON THE PROPOSED IMPROVEMENTS.

4. REJECTION OF BIDS.

THE CITY COUNCIL RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE TECHNICALITIES.

BY ORDER OF THE CITY COUNCIL OF THE CITY
OF DECATUR, ILLINOIS

JUL 9 1962, 1962

David R. Kunk
CITY CLERK

WAGE RATES

THE ATTENTION OF THE BIDDER IS CALLED TO THE PREVAILING WAGE LAW WHICH WAS ADOPTED BY THE 62ND. SESSION OF THE GENERAL ASSEMBLY. THIS ACT REQUIRES THE AWARDED AUTHORITY TO DETERMINE THE GENERAL PREVAILING WAGE SCALE FOR EACH TYPE OF WORKMEN OR CRAFTSMEN EMPLOYED ON PUBLIC WORKS IN THE LOCALITY OF THE PROPOSED WORK. THE RATES ARE TO BE DETERMINED FOR PER DIEM WORK AS WELL AS OVER TIME WORK AND WORK ON SUNDAYS AND LEGAL HOLIDAYS. IN ACCORDANCE WITH THIS ACT THE AWARDED AUTHORITY HAS DETERMINED THE RATES FOR THE VARIOUS CLASSIFICATIONS OF THE WORKMEN AND CRAFTSMEN ON THIS PROPOSED IMPROVEMENT TO BE AS FOLLOWS, AND THE CONTRACTOR WILL BE REQUIRED TO COMPLY IN EVERY RESPECT WITH THE REQUIREMENTS OF THIS STATUTE. THE RATES AND CLASSIFICATIONS FOR THE VARIOUS CLASSES OF WORKMEN ARE AS FOLLOWS:

BRICKLAYERS, JOURNEYMAN	4.15
CARPENTER, JOURNEYMAN	3.85
CARPENTER, FOREMAN	4.10
CEMENT FINISHER, JOURNEYMAN	3.60
CEMENT FINISHER, FOREMAN	3.85
COMMON LABOR	3.05
SEMI-SKILLED LABOR (CEMENT CAR MAN, SACK SHAKERS, DUMPING OF CEMENT AND HANDLING OF LIME, ASPHALT RAKER, FORM SETTER, CONCRETE PUDDLER, BOTTOM MEN WHO DO IMMEDIATE GRADING)	3.15
JACK HAMMER, DRILL OPERATOR OR VIBRATOR MAN	3.20
TILE LAYERS OR CAULKERS	3.45
WATCHMEN \$90.00 PER WEEK (7-10 HOUR DAYS)	
LABOR FOREMAN-\$0.25 PER HOUR MORE THAN HIGHEST PAID LABORER UNDER HIS SUPERVISION	
PLUMBERS, JOURNEYMAN	3.90
ELECTRICIAN, JOURNEYMAN	3.75
CONCRETE RUBBERS	3.55
BITUMINOUS SURFACE AND SPREADING MACHINE	4.05
POWER CRANE, DRAGLINE OR SHOVEL	4.05
PAVING MIXER	4.05
BITUMINOUS MIX OR PLACE MACHINE	4.05
ROLLER ON ASPHALT OR BRICK (8 TONS OR OVER)	4.05
ASPHALT PLANT ENGINEER	3.375
ASPHALT DISTRIBUTOR OR ASPHALT BOOSTER	3.70
CONCRETE MIXER	3.95
WELDING MACHINE & SINGLE AIR COMPRESSOR	3.00
WELDING MACHINE & 2 TO 4 AIR COMPRESSOR	3.375

FIREMEN, OILERS, AND MECHANIC HELPERS	3.00
TRUCK DRIVERS:	
DRIVERS ON 4-WHEEL TRUCKS 5 CU.YDS. AND UNDER	3.15
DRIVERS ON MIXER TRUCKS 3 CU. YDS. AND UNDER	3.15
DRIVERS ON MIXER TRUCKS OVER 3 CU. YDS.	3.35
DRIVERS ON OIL DISTRIBUTORS ONE MAN OPERATION	3.50
DRIVERS ON OIL DISTRIBUTORS TWO MAN OPERATION	3.35
DRIVERS ON 4-WHEEL SERVICE TRUCKS	3.35
DRIVERS ON PAVEMENT BREAKERS	3.35
DRIVERS ON AIR COMPRESSORS AND WELDING MACHINES INCLUDING THOSE PULLED BY SEPARATE UNITS	3.15
DRIVERS ON DATCH TRUCKS, 2-34-E BATCHES OR LESS	3.15
TEAMSTERS, HELPERS AND WARE- HOUSEMEN	3.15
MECHANICS (FULL TIME) WHEN WORKING ON EQUIPMENT OPERATED BY MEMBERS OF THE TEAMSTER'S & CHAUFFERS UNION	3.35
MECHANICS HELPERS AND GREASERS	3.00
IRON WORKERS	3.95

CITY OF DECATUR, ILLINOIS

SPECIAL PROVISIONS

The "Standard Specifications for Road and Bridge Construction" prepared by the State of Illinois, Department of Public Works and Buildings, Division of Highways and adopted January 2, 1958 and Supplemental Specifications effective April 2, 1962 and the Standard Specifications for Traffic Signals adopted June 1, 1959 shall govern the proposed improvement designated as Project 2-62.

The following special provisions supplement these specifications, and in case of conflict the special provisions shall take precedence and shall govern.

CONCRETE BUMPER BLOCKS

Description of Work:

This work shall consist of furnishing and installing Concrete Bumper Blocks as shown on the plans. The Bumper Blocks shall be made of Class X Concrete. They shall be installed after the Bituminous Concrete Surface Course has been completed.

At the end of 28 days after the Bumper Blocks are poured, they shall be protected by a surface oil treatment.

At the time of the treatment, the concrete must be clean and dry and the weather fair and warm. Spray on a solution of one part soiled linseed oil and one part turpentine. After this has been absorbed and the concrete has a dry appearance, a second application shall be made using 100 per cent soiled linseed oil.

Basis of Payment:

This work will be paid for at the contract unit price each for "CONCRETE BUMPER BLOCKS" which price shall be payment in full for furnishing and installing the Concrete Bumper Blocks as specified herein.

PARKING LOT LIGHTING

Description:

This work shall consist of furnishing and installing 400 watt mercury vapor lights at the location as shown on the plans.

The poles furnished shall be Union Metal Manufacturing Company aluminum poles, catalog No. 8-7040-250-E1 (with handhole) or equal.

The luminaire furnished shall be 400 watt mercury vapor with slip-fitter collar and shall be of the same type as furnished by the Illinois Power Company for street lighting.

The concrete foundations shall be two (2) feet square and shall be five (5) feet in depth, and shall include the anchor bolts. The anchor bolts shall be one (1) inch in diameter and 3 foot 3 inches in length. The anchor bolts shall be threaded at the top and fitted with a hexagon nut. Lower end to have an "L" bend. Threaded ends shall be galvanized. A ground rod shall be installed in each foundation.

The galvanized steel conduit shall be two (2) inches in diameter.

Basis of Payment:

This work will be paid for at the contract unit price each for ALUMINUM LIGHT POLES which price shall include the furnishing and installing of the poles and furnishing and installing the 400 watt mercury vapor luminaires, CONCRETE FOUNDATIONS which price shall include the furnishing and installing of the anchor bolts and ground rods and per lineal foot for GALVANIZED STEEL CONDUIT which price shall include all excavation and trench backfill as specified herein.

SERVICE INSTALLATION TYPE A

The switch box shall be Cast Ferro-Alloy with weather tight hinged door.

Each switch box shall be equipped with the necessary mounting boards, an approved three-pole circuit breaker for overload protection with manual reset, complete with suitable mounting plate and two three-pole magnetic contractors. The switch box shall be complete with all wiring and grounding of mechanism and housing.

As part of the Service Installation Type A there shall be furnished and installed a photoelectric control, using broad cadmium sulphide photocells, in weatherproof housing with twist lock plug and sealing design in accordance with EEL-NEMA specifications for twist lock adaptations. It shall be furnished with appropriate standard adapters for mounting on top of the service pole.

Basis of Payment:

This work will be paid for at the contract unit price each for SERVICE POLE INSTALLATION TYPE A, which price shall include furnishing and installing the photoelectric cell, switch box, circuit breaker and magnetic contractors.

METER POSTS

Description:

This work shall consist of furnishing and installing Meter Posts and Base Plates in Parking Lot No. 4. They shall be as specified in "Detail of Meter Post" on the plans and shall be located as shown on the plans or as directed by the LEngineer. They shall be installed after the surfacing of the parking lot is completed.

Basis of Payment:

This work shall be paid for at the contract unit price each for "METER POSTS" and shall be payment in full for furnishing and installing Meter Posts and Base Plates as specified herein.

PERMITS AND LICENSES

The contractor will not be required to procure any permits or licenses from the City of Decatur, Illinois.

CITY OF DECATUR, ILLINOIS

PROPOSAL

TO THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Proposal of _____

Name of Bidder

Address

For the improvement described as City of Decatur, Illinois Project 2-62 and shall consist of the construction of Municipal Parking Lot Number 4 in the the 100 Block of West William Street and the Asphalt surfacing of the Parking area at the Decatur Public Library in the 400 block of North Main Street as shown on the plans.

The plans and specifications for the proposed improvement are those prepared by the Department of Public Works, Engineering Division of the City of Decatur, Illinois.

The specifications consist of the "Standard Specifications for Road and Bridge Construction" prepared by the State of Illinois, Department of Public Works and Buildings, Division of Highways and adopted January 2, 1958, and the Supplemental Specifications effective April 2, 1962 and the Standard Specifications for Traffic Signals adopted June 1, 1959.

The undersigned declares that he has carefully examined the proposal, plans and specifications, form of contract and contract bond, general conditions and special provision and that he has inspected in detail the site of the proposed work, and that he has familiarized himself with all legal conditions affecting the contract and the detailed requirements of construction and understands that in making this proposal he waives all right to plead any misunderstanding regarding the same.

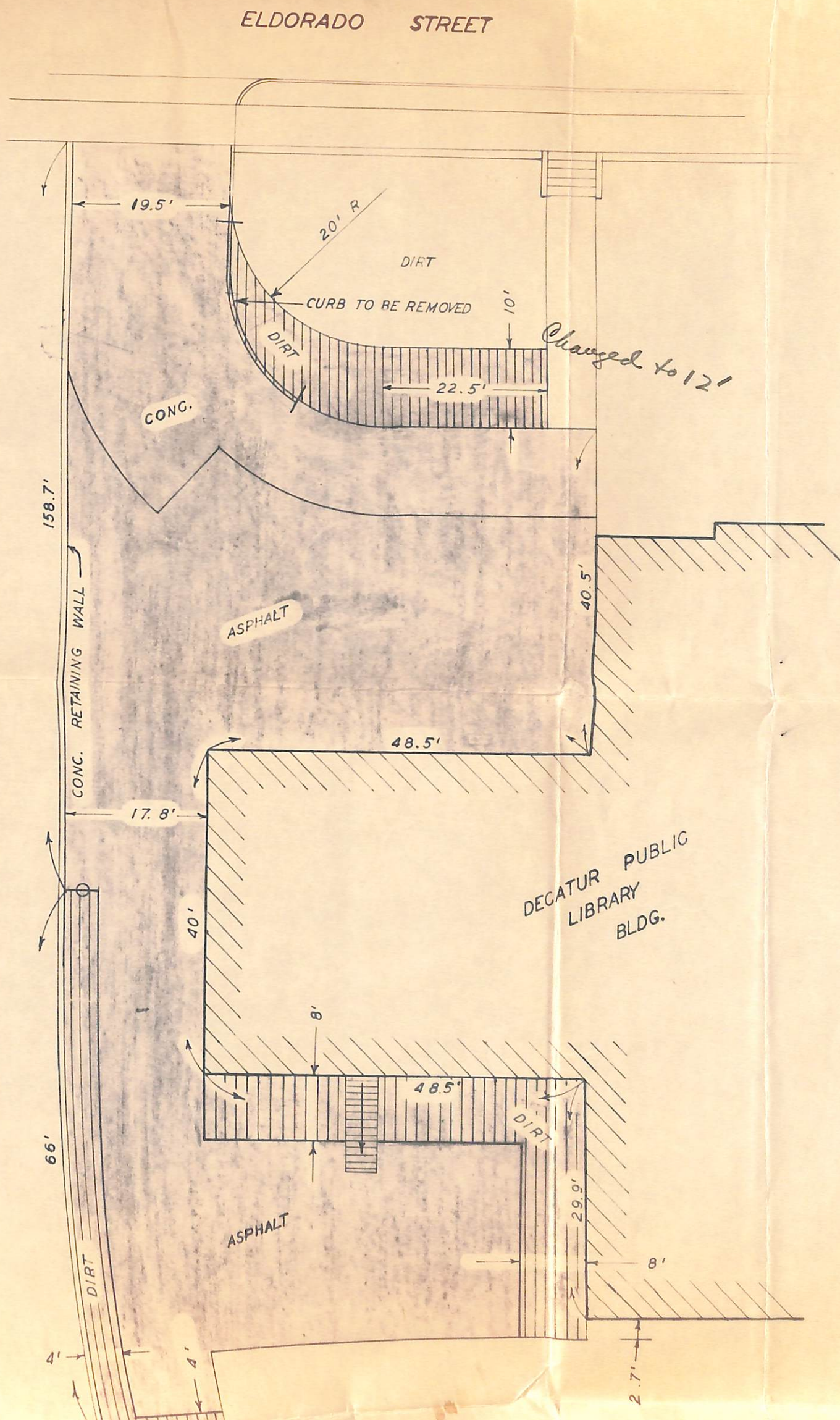
The undersigned further understands and agrees that if this proposal is accepted he is to furnish and provide all necessary machinery, tools, apparatus and other means of construction, and to do all of the work and to furnish all of the materials specified in the contract in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth.

The undersigned declares that he understands that the quantities mentioned are approximate only and that they are subject to increases or decreases; that he will take in full payment therefor the amount of the summation of the actual quantities, as finally determined, multiplied by the unit prices shown in the schedule of prices contained herein.

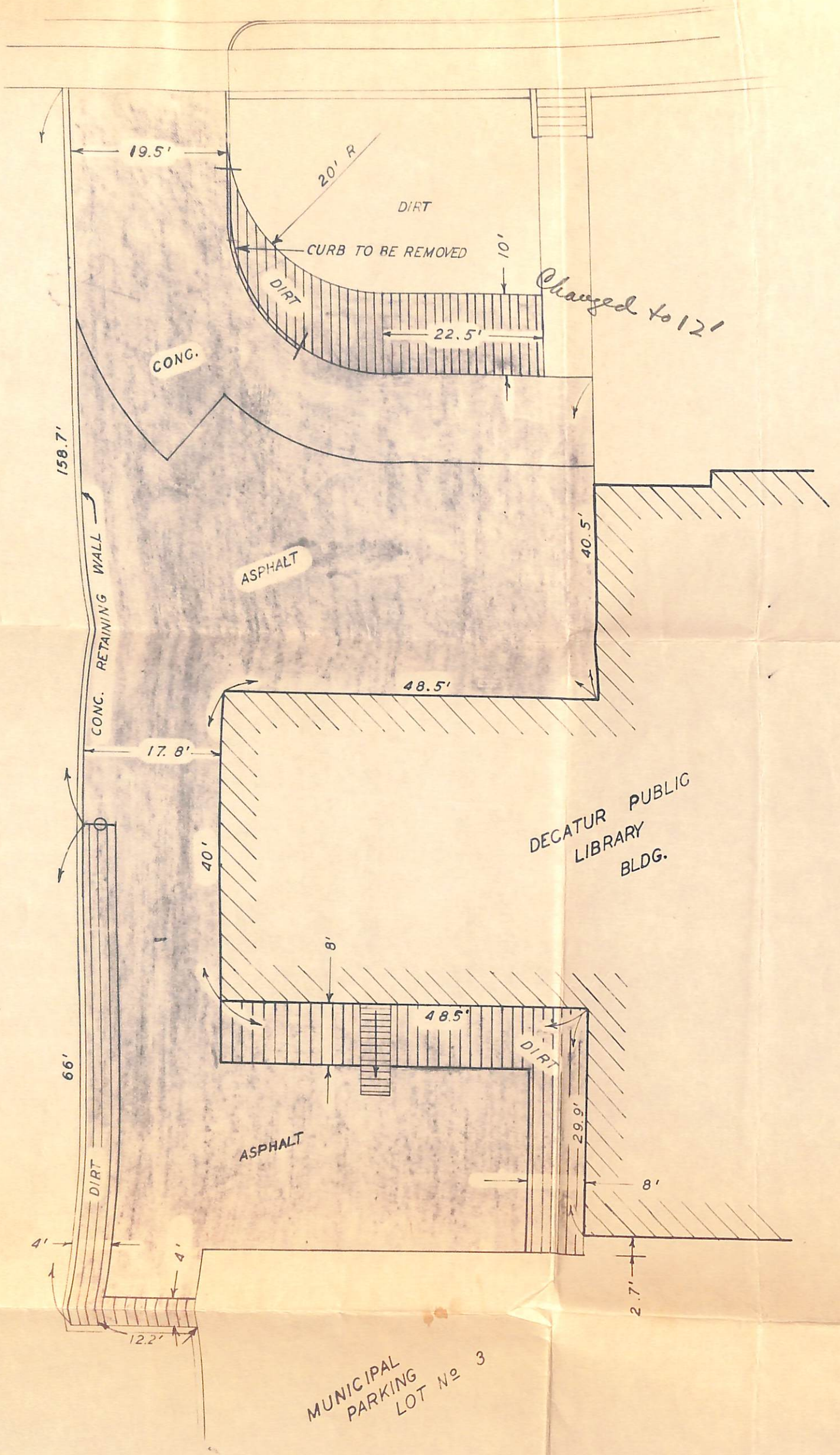
The undersigned further agrees that the unit prices submitted herewith are for the purpose of obtaining a gross sum, and for use in computing the value of extras and deductions; that if there is a discrepancy between the gross sum bid and that resulting from the summation of the quantities multiplied by their respective unit prices the latter shall apply.

The undersigned further agrees that if the City of Decatur, Illinois, decides to extend or shorten the improvement, or otherwise alter it by extras or deductions, including the elimination of any one or more of the items, by an amount not to exceed twenty-five (25) per cent of the total money value, of the original contract price, or contract price corrected as provided in the

SCALE 1" = 15' - 0"



ELDORADO STREET



INDICATES PROPOSED GRAVEL OR CRUSHED STONE BASE COURSE, TYPE B—6"



" AREA TO BE RESURFACED 775.8' SQ. YDS.
WITH BIT. MATERIALS (PRIME COAT), 1 1/2" BIT. CONC. BINDER COURSE &
1 1/2" BIT. CONC. SURFACE COURSE, SUBCLASS 1-II

PROPOSED RESURFACING
of
DECATUR PUBLIC LIBRARY
PARKING AREA
CITY OF DECATUR, ILLINOIS
PROJECT 2-62
ENGINEERING DIVISION

specifications, he will perform this work as altered, increased or decreased at the contract unit prices.

The undersigned further agrees that the Engineer may at any time during the progress of the work covered by this contract order other work or materials incidental thereto and that all work and materials as do not appear in the proposal for contract as a specific item accompanied by a unit price, and which are not included under the bid price for other items in this contract shall be performed as extra work, and that he will accept as full compensation therefor the actual cost plus fifteen (15) per cent.

The undersigned further agrees to execute a contract for this work and present the same to the Council of the City of Decatur, Illinois, within fifteen (15) days after the date of notice of the award of the contract to him.

The undersigned further agrees that he and his surety will execute and present within fifteen (15) days after the date of notice of award of contract, a contract bond satisfactory to and in the form prescribed by the Council of the City of Decatur, Illinois in the penal sum of the full amount of the contract, guaranteeing the faithful sum of the full amount of the contract, guaranteeing the faithful performance of the work in accordance with the terms of the contract.

The undersigned further agrees to begin work not later than ten (10) days after the execution and approval of the contract and contract bond, unless otherwise provided, and to prosecute the work in such manner and with sufficient materials, equipment, and labor as will insure its completion within the time limit specified herein, it being understood and agreed that the completion within the time limit is an essential part of the contract. The undersigned agrees to complete the work within sixty (60) working days, unless additional time shall be granted by the Engineer in accordance with the provisions of the specifications. In case of failure to complete the work within the time named herein or within such extra time as may have been allowed by extensions, the undersigned agrees that the Council shall withhold, from such sums as may be due him under the terms of this contract, the costs as set forth in article 8.10 of the specifications, which costs shall be considered and treated not as a penalty but as damages due the Municipality from the undersigned by reason of inconvenience to the public, added cost of engineering and supervision, maintenance of detours, and other items which have caused an expenditure of public funds resulting from the failure of the undersigned to complete the work within the time specified in the contract.

Accompanying the proposal is a BANK DRAFT, BANK CASHIER'S CHECK or CERTIFIED CHECK made payable to the Treasurer of the City of Decatur, Illinois, for ten (10%) per cent of the total bid price.

The amount of the check or draft is _____

+

If this proposal is accepted and the undersigned shall fail to execute a contract and contract bond as required herein, it is hereby agreed that the amount of the check or draft, or bidders' bond, substituted in lieu thereof, shall become the property of the City of Decatur, Illinois, and shall be considered as payment of damages due to delay and other causes suffered by the City because of the failure to execute said contract and contract bond; otherwise said check or draft or bidders' bond substituted in lieu thereof shall be returned to the undersigned.

The undersigned submits herewith his schedule of prices covering the work to be performed under this contract, he understands that he must show in the schedule the unit prices for which he proposes to perform each item of work, that the extensions must be made by him, and that if not so done his proposal may be rejected as irregular.

CITY OF DECATUR, ILLINOIS

PROJECT 2-62

SCHEDULE OF PRICES

<u>ESTIMATED QUANTITIES</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1100 Cu. Yds.	SPECIAL EXCAVATION		
	<u>(IN WRITING)</u>	<u>\$ (FIGURES)</u>	<u>\$ (FIGURES)</u>
1601 TONS	GRAVEL OR CRUSHED STONE BASE COURSE, TYPE B		
	<u>(IN WRITING)</u>	<u>\$ (FIGURES)</u>	<u>\$ (FIGURES)</u>
925 GALS.	BITUMINOUS MATERIALS (PRIME COAT)		
	<u>(IN WRITING)</u>	<u>\$ (FIGURES)</u>	<u>\$ (FIGURES)</u>
408 TONS	BITUMINOUS CONCRETE BINDER COURSE		
	<u>(IN WRITING)</u>	<u>\$ (FIGURES)</u>	<u>\$ (FIGURES)</u>
420 TONS	BITUMINOUS CONCRETE SURFACE COURSE, SUB-CLASS 1-11		
	<u>(IN WRITING)</u>	<u>\$ (FIGURES)</u>	<u>\$ (FIGURES)</u>
100 Sq. Yds.	P.C.C. DRIVEWAY PAVEMENT (6")		
	<u>(IN WRITING)</u>	<u>\$ (FIGURES)</u>	<u>\$ (FIGURES)</u>
150 Sq. Ft.	P.C.C. SIDEWALK (5")		
	<u>(IN WRITING)</u>	<u>\$ (FIGURES)</u>	<u>\$ (FIGURES)</u>
69 EACH	CONCRETE BUMPER BLOCKS		
	<u>(IN WRITING)</u>	<u>\$ (FIGURES)</u>	<u>\$ (FIGURES)</u>
69 EACH	METER POSTS		
	<u>(IN WRITING)</u>	<u>\$ (FIGURES)</u>	<u>\$ (FIGURES)</u>
1 EACH	MANHOLE TO BE ADJUSTED		
	<u>(IN WRITING)</u>	<u>\$ (FIGURES)</u>	<u>\$ (FIGURES)</u>

ESTIMATED
QUANTITIES

DESCRIPTION

UNIT PRICE

TOTAL PRICE

136 LIN. FT.

STEEL PLATE BEAM GUARD RAIL

(IN WRITING)

\$ _____
(FIGURES)

\$ _____
(FIGURES)

6 EACH

ALUMINUM LIGHT POLES

(IN WRITING)

\$ _____
(FIGURES)

\$ _____
(FIGURES)

6 EACH

CONCRETE FOUNDATIONS

(IN WRITING)

\$ _____
(FIGURES)

\$ _____
(FIGURES)

390 LIN. FT.

2" GALVANIZED STEEL CONDUIT
IN-TRENCH

(IN WRITING)

\$ _____
(FIGURES)

\$ _____
(FIGURES)

1170 LIN. FT.

ELECTRIC CABLE IN CONDUIT 1/C #6

(IN WRITING)

\$ _____
(FIGURES)

\$ _____
(FIGURES)

1 EACH

SERVICE INSTALLATION TYPE A

(IN WRITING)

\$ _____
(FIGURES)

\$ _____
(FIGURES)

1 EACH

WOOD POLE-30 FOOT CLASS 4

(IN WRITING)

\$ _____
(FIGURES)

\$ _____
(FIGURES)

BIDDERS PROPOSAL FOR MAKING
ENTIRE IMPROVEMENT

\$ _____

(IF AN INDIVIDUAL)

SIGNATURE OF BIDDER

(SEAL)

BUSINESS ADDRESS

(IF A CO-PARTNERSHIP)

FIRM NAME

(SEAL)

BY

(SEAL)

BUSINESS ADDRESS

NAMES AND ADDRESSES OF
ALL MEMBERS OF THE FIRM

(IF A CORPORATION)

CORPORATE NAME

BY

PRESIDENT

BUSINESS ADDRESS

CORPORATE SEAL.

NAMES

PRESIDENT

OF

SECRETARY

OFFICERS

TREASURER

ATTEST:

~~SECRET~~

CITY OF DECATUR, ILLINOIS

CONTRACT

THIS AGREEMENT, MADE AND CONCLUDED THIS _____ DAY OF _____, 1962, BETWEEN THE CITY OF DECATUR, ILLINOIS ACTING BY AND THROUGH ITS COUNCIL, KNOWN AS PARTY OF THE FIRST PART, AND _____ THEIR EXECUTORS, ADMINISTRATORS, SUCCESSORS, OR ASSIGNS, KNOWN AS PARTY OF THE SECOND PART.

WITNESSETH: THAT FOR AND IN CONSIDERATION OF THE PAYMENTS AND AGREEMENTS MENTIONED IN THE PROPOSAL HERETO ATTACHED, TO BE MADE AND PERFORMED BY THE PARTY OF THE FIRST PART AND ACCORDING TO THE TERMS EXPRESSED IN THE BOND REFERRING TO THESE PRESENTS, THE PARTY OF THE SECOND PART AGREES WITH SAID PARTY OF THE FIRST PART AT HIS/THEIR OWN PROPER COST AND EXPENSE TO DO ALL THE WORK, FURNISH ALL MATERIALS AND LABOR NECESSARY TO COMPLETE THE WORK IN ACCORDANCE WITH THE SPECIFICATIONS HEREINAFTER DESCRIBED, AND IN FULL COMPLIANCE WITH ALL THE TERMS OF THIS AGREEMENT AND THE REQUIREMENTS OF THE ENGINEER UNDER IT.

AND IT IS ALSO UNDERSTOOD AND AGREED THAT THE NOTICE TO CONTRACTORS, SPECIFICATIONS, SPECIAL PROVISIONS, PROPOSAL AND CONTRACT BOND HERETO ATTACHED ARE ALL ESSENTIAL DOCUMENTS OF THIS CONTRACT AND ARE A PART HEREOF.

IN WITNESS WHEREOF; THE SAID PARTIES HAVE EXECUTED THESE PRESENTS ON THE DATE ABOVE MENTIONED.

THE CITY OF DECATUR

By _____
MAYOR: PARTY OF THE FIRST PART

(IF A CORPORATION)

CORPORATE NAME _____

By _____
PRESIDENT: PARTY OF THE SECOND PART

ATTEST:

CITY CLERK

SECRETARY (CORPORATE SEAL)

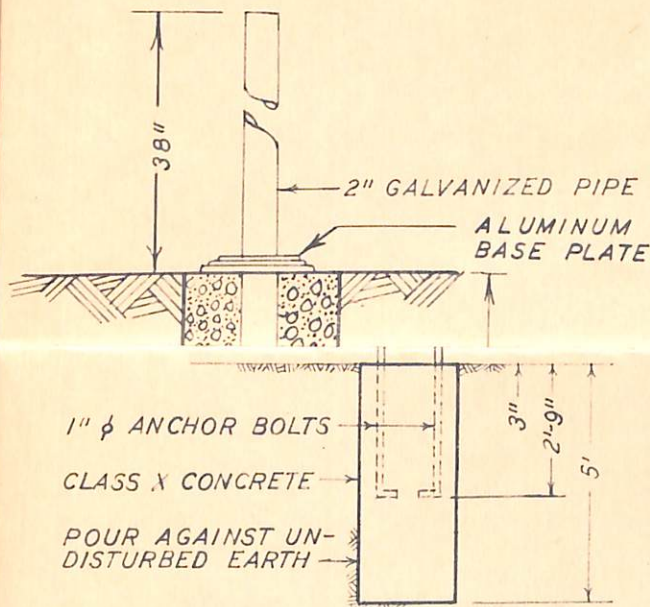
(SEAL)
(SEAL)
(SEAL)

PARTNERS DOING BUSINESS UNDER THE FIRM
NAME OF _____

PARTY OF THE SECOND PART

(IF AN INDIVIDUAL)

(SEAL)
(SEAL)
PARTY OF THE SECOND PART



DETAIL OF
BASE FOR LIGHT STANDARD
SCALE: $-\frac{1}{4}" = 1'$

CITY OF DECATUR, ILLINOIS
ENGINEERING DIVISION

PROJECT 2-62

PARKING LOT NO 4
69 STALLS

CITY OF DECATUR, ILLINOIS

CONTRACT BOND

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____
AN INDIVIDUAL OF _____
A CO-PARTNERSHIP, OF _____
A CORPORATION ORGANIZED UNDER THE LAWS OF THE STATE OF _____
AND LICENSED TO DO BUSINESS IN THE STATE OF ILLINOIS, AS PRINCIPAL, AND

_____ A CORPORATION ORGANIZED AND EXISTING UNDER THE LAWS OF THE STATE OF _____
_____, WITH AUTHORITY TO DO BUSINESS IN THE STATE OF ILLINOIS,
AS SURETY ARE HELD AND FIRMLY BOUND UNTO THE CITY OF DECATUR, ILLINOIS,
IN THE PENAL SUM OF _____
DOLLARS (\$ _____) LAWFUL MONEY OF THE UNITED STATES, WELL
AND TRULY TO BE PAID UNTO SAID CITY OF DECATUR, ILLINOIS, FOR THE PAYMENT
OF WHICH WE BIND OURSELVES, OUR HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESS-
ORS, AND ASSIGNS, JOINTLY, SEVERALLY AND FIRMLY BY THESE PRESENTS.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH THAT WHEREAS, THE SAID
PRINCIPAL HAS ENTERED INTO A WRITTEN CONTRACT WITH THE CITY OF DECATUR,
ILLINOIS, ACTING THROUGH THE COUNCIL OF THE SAID CITY FOR THE CONSTRUCTION
OF PARKING LOT NUMBER 4 IN THE 100 BLOCK OF WEST WILLIAM STREET AND THE
ASPHALT SURFACING OF THE PARKING AREA AT THE DECATUR PUBLIC LIBRARY IN THE
400 BLOCK OF NORTH MAIN STREET-PROJECT 2-62 WHICH CONTRACT IS HEREBY
REFERRED TO AND MADE A PART HEREOF, AS IF WRITTEN HEREIN AT LENGTH, IN AND
WHEREBY THE SAID PRINCIPAL HAS PROMISED AND AGREED TO PERFORM SAID WORK IN
ACCORDANCE WITH THE TERMS OF SAID CONTRACT, AND HAS PROMISED TO PAY ALL
SUMS OF MONEY DUE FOR ANY LABOR, MATERIALS, APPARATUS, FIXTURES OR MACHINERY
FURNISHED TO SUCH PRINCIPAL FOR THE PURPOSE OF PERFORMING SUCH WORK AND
HAS FURTHER AGREED TO PAY ALL DIRECT AND INDIRECT DAMAGES TO ANY PERSON,
FIRM, COMPANY, OR CORPORATION SUFFERED OR SUSTAINED ON ACCOUNT OF THE
PERFORMANCE OF SUCH WORK DURING THE TIME THEREOF AND UNTIL SUCH WORK IS
COMPLETED AND ACCEPTED; AND HAS FURTHER AGREED THAT THIS BOND SHALL INURE
TO THE BENEFIT OF ANY PERSON, FIRM, COMPANY OR CORPORATION TO WHOM ANY
MONEY MAY BE DUE FROM THE PRINCIPAL, SUBCONTRACTOR, OR OTHERWISE, FOR
ANY SUCH LABOR, MATERIALS, APPARATUS, FIXTURES OR MACHINERY SO FURNISHED
AND THAT SUIT MAY BE MAINTAINED ON SUCH BOND BY ANY SUCH PERSON, FIRM,
COMPANY, OR CORPORATION FOR THE RECOVERY OF ANY SUCH MONEY.

NOW THEREFORE, IF THE SAID PRINCIPAL SHALL WELL AND TRULY PERFORM SAID
WORK IN ACCORDANCE WITH THE TERMS OF SAID CONTRACT, AND SHALL PAY ALL
SUMS OF MONEY DUE OR TO BECOME DUE FOR ANY LABOR, MATERIALS, APPARATUS,
FIXTURES, OR MACHINERY FURNISHED TO HIM FOR THE PURPOSE OF CONSTRUCTING
SUCH WORK, AND SHALL COMMENCE AND COMPLETE THE WORK WITHIN THE TIME
PRESCRIBED IN SAID CONTRACT, AND SHALL PAY AND DISCHARGE ALL DAMAGES,
DIRECT OR INDIRECT, THAT MAY BE SUFFERED OR SUSTAINED ON ACCOUNT OF
SUCH WORK DURING THE TIME OF THE PERFORMANCE THEREOF AND UNTIL THE SAID
WORK SHALL HAVE BEEN ACCEPTED, AND SHALL HOLD THE CITY OF DECATUR,
ILLINOIS, AND THE COUNCIL HARMLESS ON ACCOUNT OF ANY SUCH DAMAGES, AND
SHALL IN ALL RESPECTS FULLY AND FAITHFULLY COMPLY WITH ALL THE PROVISIONS,
CONDITIONS, AND REQUIREMENTS OF SAID CONTRACT, THEN THIS OBLIGATION TO
BE VOID; OTHERWISE TO REMAIN IN FULL FORCE AND EFFECT.

(INDIVIDUAL)

APPROVED THIS _____ DAY OF _____
 _____ A.D. 1962.

COUNCIL OF THE CITY OF
 DECATUR, ILLINOIS

BY: _____
 MAYOR

ATTEST: _____
 CITY CLERK

(CO-PARTNERSHIP)

APPROVED THIS _____ DAY OF _____
 _____, A.D. 1962.

COUNCIL OF THE CITY OF
 DECATUR, ILLINOIS

BY: _____
 MAYOR

ATTEST: _____
 CITY CLERK

(CORPORATION)

APPROVED THIS _____ DAY OF _____
 _____ A.D. 1962.

COUNCIL OF THE CITY OF DECATUR,
 ILLINOIS

BY: _____
 MAYOR

ATTEST: _____
 CITY CLERK

IN WITNESS WHEREOF, WE HAVE DULY
 EXECUTED THE FOREGOING OBLIGATION
 THIS _____ DAY OF _____
 _____ A.D. 1962.

 (SEAL)

 (SEAL)

SURETY _____ (SEAL)

BY _____ (SEAL)

ATTORNEY IN FACT

BY _____ (SEAL)

ATTORNEY IN FACT

IN WITNESS WHEREOF, WE HAVE DULY
 EXECUTED THE FOREGOING OBLIGATION
 THIS _____ DAY OF _____
 A.D. 1962.

 (SEAL)

 (SEAL)

 (SEAL)

PARTNERS DOING BUSINESS UNDER THE FIRM
 NAME OF:

 (SEAL)

SURETY _____ (SEAL)

BY _____ (SEAL)

ATTORNEY IN FACT

BY _____ (SEAL)

ATTORNEY IN FACT

IN WITNESS WHEREOF, WE HAVE DULY
 EXECUTED THE FOREGOING OBLIGATION THIS
 _____ DAY OF _____ A.D.
 1962.

CORPORATE NAME _____

BY _____
 PRESIDENT

ATTEST: _____
 SECRETARY

SURETY _____ (SEAL)

BY _____ (SEAL)

ATTORNEY IN FACT

BY _____ (SEAL)

ATTORNEY IN FACT

MUNICIPAL SEAL

STATE OF _____ }
COUNTY OF _____ } SS

I, _____, A NOTARY PUBLIC IN AND FOR SAID
COUNTY, IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT

_____ KNOWN TO ME TO BE THE PERSON OR PERSONS WHOSE NAMES ARE SUBSCRIBED TO
THE FOREGOING INSTRUMENT, APPEARED BEFORE ME THIS DAY IN PERSON AND
ACKNOWLEDGED THAT AS SUCH
SIGNED, SEALED AND DELIVERED THE SAID INSTRUMENT AS THE FREE AND
VOLUNTARY ACT OF SAID
FOR THE USES AND PURPOSES THEREIN SET FORTH, AND THAT THEY WERE DULY
AUTHORIZED TO EXECUTE THE SAME.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____
A.D. 1962.

NOTARY PUBLIC

STATE OF _____ }
COUNTY OF _____ } SS

I, _____, A NOTARY PUBLIC IN AND FOR SAID
COUNTY, IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT

_____ WHO IS PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHO SIGNED THE
ABOVE AND FOREGOING INSTRUMENT AS THE ATTORNEY IN FACT FOR
APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT HE SIGNED
THE NAME OF _____
THERE TO, AS HIS PRINCIPAL, AND HIS OWN NAME AS ATTORNEY IN FACT, AS THE
FREE AND VOLUNTARY ACT OF HIS SAID PRINCIPAL, FOR THE USES AND PURPOSES
THEREIN SET FORTH, AND THAT HE EXECUTED THE SAID INSTRUMENT UNDER
AUTHORITY GIVEN HIM BY SAID PRINCIPAL.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____
A.D. 1962.

NOTARY PUBLIC

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR NOVEMBER 1962

CODE	ALLOCATION	AMT FOR YEAR	FOR NOV	YEAR TO DATE	BALANCE
100	SALARIES S	17500000		8924548	8575452
	TREAS CIT		93055		
	BL CR AND		14838		
	DEC CITY C		13100		
	NATL BK DE		227060		
	UNITED FUN		2200		
			1135715		
100		17500000	1485968	10410516	7089484*
150	SALARIES B	552000		214042	337958
	TREAS CIT		2569		
	NATL BK DE		3410		
	UNITED FUN		100		
			28754		
150		552000	34833	248875	303125*
		18052000	1520801	10659391	7392609*
201	BINDING SU	82200		15280	66920
201		82200		15280	66920*
202	CAT MATER I	84000		62365	21635
202		84000		62365	21635*
203	FREIGHT EX	14400		3907	10493
	I K C		1550		
203		14400	1550	5457	8943*
204	IBM SUPPL I	535000		331708	203292
	IBM		19140 CR		
	IBM		51500		
204		535000	32360	364068	170932*
205	OFFICE SUP	292100		83796	208304
	DEC PAPER		1900		
	DEC PAPER		150		
	FLORA JEWEL		250		
	PFILES CAM		295		
	THERMOFAX		15676		
	WOOLWORTHS		28		
	VERIFAX		1689 CR		
205		292100	16610	100406	191694*
206	POSTAGE	129300		72996	56304
	APPLE TREE		25		
	BAKER & TA		19		
	EDWARDS J		10		
	FOLLETT PU		44		
	GENEOLOGIC		19		
	HERMAN PUB		14		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR NOVEMBER 1962

CODE	ALLOCATION	AMT FOR YEAR	FOR NOV	YEAR TO DATE	BALANCE
	INTNL FILM		36 ✓		
	MCCLURG A		119 ✓		
	PITMAN PUB		25 ✓		
	POSTMASTER		9000 ✓		
	ROSELLE PU		20 ✓		
	STECHECHERT H		33 ✓		
	STECHECHERT H		65 ✓		
	STECHECHERT H		60 ✓		
	THEOBALD &		54 ✓		
	U A H C		14 ✓		
	U CHICAGO		104 ✓		
	U OF MINNE		19 ✓		
	POSTMASTER		705 ✓		
	RESERVES		680 CR ✓		
206		129300	9705 ✓	82701	46599*
207	PRINTING	82000		50600	31400
	INDUSTRIAL		2000 ✓		
207		82000	2000 ✓	52600	29400*
208	REP TO EQU	66400		74543	8143
	F HUBBARD		1470 ✓		
208		66400	1470 ✓	76013	9613*CR
209	TEL TOLLS	14000		3084	10916
	ILLINOIS B		1195 ✓		
209		14000	1195 ✓	4279	9721*
210	TEL SERVIC	8900		149CR	9049
	ILLINOIS B		100 ✓		
	TEL RECEIP		592 CR ✓		
210		8900	492 CR ✓	641CR	9541*
212	RENT OF MA	75700		52765	22935
	GAYLORD BR		7500 ✓		
	PITNEY BOW		1800 ✓		
212		75700	9300 ✓	62065	13635*
213	SERV CONTR	21800		14000	7800
213		21800		14000	7800*
214	SERV CONTR			10865	10865
214				10865	10865*CR
220	PROF DEVEL	117700		113237	4463
	HOWE MRS M		350 ✓		
	ILL ADULT		300 ✓		
	ILL LIB AS		952 ✓		
	ILL LIB AS		1056 ✓		
	ILL LIB AS		600 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

COMBINED BUDGET AND BILL LIST FOR NOVEMBER 1962

CODE	ALLOCATION	AMT FOR YEAR	FOR NOV	YEAR TO DATE	BALANCE
	ILL LIB AS		600		
	ILL LIB AS		350		
	ILL LIB AS		198		
	HOWE MRS M		500 CR		
	KIRCHGRABE		1651 CR		
	MET MUSEUM		1855 CR		
	YAMAMOTO M		44 CR		
220		117700	356	113593	4107*
221	COMM SERVI	15900		6984	8916
	A OF C DEC		525		
	COUNCIL SO		225		
	COUNCIL SO		225		
	N O M A		300		
	WOODEN SHO		37		
	WOODEN SHO		37		
	LASHLEY JAN		175 CR		
221		15900	1174	8158	7742*
222	EXHIBIT EX	8600			8600
	EISNERS		327		
222		8600	327	327	8273*
223	HANDLING C	3000		1658	1342
	MCCLURG A		20		
	SEARS ROEB		125		
	THERMOFAX		176		
	I K C		10		
223		3000	331	1989	1011*
224	ADVERTISIN	1200		17950	16750
224		1200		17950	16750*CR
225	AUDITING	50000		50350	350
225		50000		50350	350*CR
299	MISC	23300		6871	16429
299		23300		6871	16429*
		1625500	75886	1048696	576804*
301	BLDG SUPPL	117900		63604	54296
	BLACK & CO		70		
	G E DAY SO		176		
	G E DAY SO		502		
	G E DAY SO		502		
	G E DAY SO		176		
	G E DAY SO		108		
	G E DAY SO		248		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

COMBINED BUDGET AND BILL LIST FOR NOVEMBER 1962

CODE	ALLOCATION	AMT FOR YEAR	FOR NOV	YEAR TO DATE	BALANCE
	GATES JOH		3632		
	LINN SCRUG		200		
301		117900	5614	69218	48682*
302	CLEANING S	16100		4484	11616
302		16100		4484	11616*
303	CONTRACT R	500000		176020	323980
303		500000		176020	323980*
304	GARBAGE & GARD DISPO H & H DISP MAXEDON E	11400	400 400 400	6550	4850
304		11400	1200	7750	3650*
306	INSURANCE SANKS INS	465800	40970	355389	110411
306		465800	40970	396359	69441*
307	LIGHT & PO ILL POWER	79200	12816	134442	55242
307		79200	12816	147258	68058*CR
308	BLDG REPAI ILL POWER	83500	17100	28080	55420
308		83500	17100	45180	38320*
309	TRAVEL CONSUMER S CONSUMER S CONSUMER S CONSUMER S CONSUMER S CITY OF DE	62800	340 192 620 716 396 351 2779	23767	39033
309		62800	5394	29161	33639*
310	HEALTH & S	4900		627	4273
310		4900		627	4273*
311	CONTRACT C DEC WINDOW DEC WINDOW DEC WINDOW	552800	11500 5000 33500	198750	354050
311		552800	50000	248750	304050*
312	ARCHITECT	60000		13000	47000
312		60000		13000	47000*
313	REP AUTO E	221000		120609	100391

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR NOVEMBER 1962

CODE	ALLOCATION	AMT FOR YEAR	FOR NOV	YEAR TO DATE	BALANCE
	NATL CITY		327		
	NATL CITY		327		
	NATL CITY		435		
	NATL CITY		904		
	NATL CITY		904		
	NATL CITY		1455		
	NATL CITY		549		
	NATL CITY		2451		
313		221000	7352	127961	93039*
314	CLEANING S	9500		105468	95968
314		9500		105468	95968*CR
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	3400			3400
399		3400			3400*
		2203300	140446	1371236	832064*
401	BINDING	100000		116150	16150
	STAPPENBEC		33390		
401		100000	33390	149540	49540*CR
402	BOOKS	3819100		1715552	2103548
	AM LIBRARY		810		
	AMER INST		200		
	APPLE TREE		990		
	BAKER & TA		11715		
	BAKER & TA		7384		
	BAKER & TA		28488		
	BAKER & TA		9553		
	BAKER & TA		325		
	BAKER & TA		322		
	BAKER & TA		12678		
	BAKER & TA		20379		
	BAKER & TA		19687		
	BAKER & TA		8360		
	BAKER & TA		2855		
	BAKER & TA		3973		
	BAKER & TA		1035		
	BOWKER R R		5250		
	COLUMBIA U		300		
	CRONER PUB		900		
	DOUBLEDAY		48		
	DOUBLEDAY		890		
	DUFOR EDI		510		
	EDWARDS J		975		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR NOVEMBER 1962

CODE	ALLOCATION	AMT FOR YEAR	FOR NOV	YEAR TO DATE	BALANCE
	FOLLETT PU		1 2 9 3		
	GARDNER C		1 9 6 1		
	GENEOLOGIC		2 0 0 0		
	HERMAN PUB		5 5 6		
	ILLINOIS B		2 5 5 5		
	IMPERIAL B		1 1 3 2 3		
	IMPERIAL B		1 3 7 7		
	IMPERIAL B		2 7 2 6		
	IMPERIAL B		3 3 8 6 4		
	MCCLURG A		1 8 4 8		
	MCCLURG A		4 7 5 9		
	MCNAUGHTON		1 0 5 0 0		
	MIDWEST PU		8 5 0		
	NEW METHOD		7 4 2 7		
	PITMAN PUB		2 8 0		
	ROSELLE PU		1 0 0 0		
	SCARECROW		4 5 0		
	SCARECROW		8 1 0		
	SCARECROW		9 0 0		
	STECHELT H		3 0 0		
	STECHELT H		1 0 5 0		
	STECHELT H		1 3 5 0		
	THEOBALD &		1 9 4 0		
	U A H C	<i>Union of Am. Hebrew Cong.</i>	3 7 1		
	U CHICAGO		4 8 5 1		
	U OF MINNE		4 6 8		
	AMER LEGIO		2 5 0 0 CR		
	CURRY N		1 2 0 0 CR		
	DUFOUR EDI		5 1 0 CR		
	GENERAL PA		1 0 2 3 CR		
	L AND D		2 1 1 9 CR		
	KILEEN MRS		5 0 0 CR		
	MEMORIAL B		2 0 1 5 CR		
	STAFF BOOK		1 3 7 7 CR		
4 0 2		3 8 1 9 1 0 0	2 2 3 1 9 2	1 9 3 8 7 4 4	1 8 8 0 3 5 6 *
4 0 5	FILMS 16MM	3 0 0 0 0		4 4 0 6 5	1 4 0 6 5
	CONTEMPORA		1 5 9 5		
4 0 5		3 0 0 0 0	1 5 9 5	4 5 6 6 0	1 5 6 6 0 * CR
4 0 8	FILMS MICR	1 7 7 0 0 0		4 3 1 8 8	1 3 3 8 1 2
	N Y TIMES		2 6 5 0 0		
4 0 8		1 7 7 0 0 0	2 6 5 0 0	6 9 6 8 8	1 0 7 3 1 2 *
4 0 9	FILMS RENT			3 8 8 6 CR	3 8 8 6
	INTNL FILM		4 0 0		
	FILM RENTA		1 1 2 3 CR		
4 0 9			7 2 3 CR	4 6 0 9 CR	4 6 0 9 *
4 1 0	PAMPHLETS	2 0 0 0 0		5 6 9 0	1 4 3 1 0

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR NOVEMBER 1962

CODE	ALLOCATION	AMT FOR YEAR	FOR NOV	YEAR TO DATE	BALANCE
	A OF C DEC		600		
	AM LIBRARY		200		
	DEARBORN P		50		
	ENOCH PRAT		125		
	NATL CRYST		100		
	U S DEPT A		900		
410		20000	1975	7665	12335*
412	PICTURES	10000		3500	6500
	NEW METHOD		3000		
	UNIV MISSO		1800		
412		10000	4800	8300	1700*
414	RECORDS LP			9117	9117
414				9117	9117*CR
415	RECORDS S	120000		43667	76333
	BOOK OF MO		1235		
	CHESTERFIE		13111		
	LIB OF CON		4675		
415		120000	19021	62688	57312*
419	PERIODICAL	300000		349290	49290
	AM LIBRARY		800		
	BUSINESS L		200		
	PEORIA JL		1800		
	DEC HERLD		450		
419		300000	3250	352540	52540*CR
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000		17200	52800
	AM LIBRARY		14800		
	NAT CL TEA		500		
	N E A		22700		
421		70000	38000	55200	14800*
422	SERVICES	200000		28426	171574
422		200000		28426	171574*
499	MISCELLANE	2100			2100
499		2100			2100*
		4853200	351000	2722959	2130241*
502	ADD TO EQU	165000		13898	151102
	BLACK & CO		1705		
	SEARS ROEB		3195		
502		165000	4900	18798	146202*
		165000	4900	18798	146202*

*

603	RENTALS	201000		100500	100500
	SWARTZ HOM		16750 X		
603		201000	16750	117250	83750*
		201000	16750	117250	83750*

27100000 2109783M, 15938330 11161670*

Balance in checking account 25,671.54
Bills presented for payment

Approved for payment Mary T. Howe
Harold W. Koslofski *

Louise H. Nelson
David Paley

Finance Committee *

700	BAL LAST M	4586427		
	FINES	65815		
	NON RES FE	9100		
	L AND D	2119	X	
	RESERVES	680		
	STAFF BOOK	1377	X	
	MEMORIAL B	4515	X	
	FILM RENTA	1123	X	
	VERIFAX	1689	X	
	TEL RECEIP	592	X	
	ASHLEY JAN	175	X	
	CURRY N	1200	X	
	DUFOUR EDI	510	X	
	GENERAL PA	1023	X	
	HOWE MRS M	500	X	
	KILEEN MRS	500	X	
	KIRCHGRABE	1651	X	
	MET MUSEUM	1855	X	
	YAMAMOTO M	44	X	
	BILL LIST	2094188CR		
	CASH CREDI	19553CR		
700	Balance in checking account	25671.54		

- power & gas.

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE FOR NOVEMBER 1962

Code	Allocation	Amt. for Yr.	For Nov.	Year-to-date	Balance
100	SALARIES S	17500000		10410516	7089484*
100		17500000		10410516	7089484*
150	SALARIES B	552000		248875	303125
150		552000		248875	303125*
201	BINDING SU	82200		15280	66920
201		82200		15280	66920*
202	CAT MATERI	84000		62365	21635
202		84000		62365	21635*
203	FREIGHT EX	14400		5457	8943
203		14400		5457	8943*
204	IBM SUPPLI	535000		364068	170932
204		535000		364068	170932*
205	OFFICE SUP AMSTERDAM PFILES CAM	292100	5655 965	100406	191694
205		292100	6620	107026	185074*
206	POSTAGE	129300		82701	46599
206		129300		82701	46599*
207	PRINTING	82000		52600	29400
207		82000		52600	29400*
208	REP TO EQU	66400		76013	9613
208		66400		76013	9613*CR
209	TEL TOLLS	14000		4279	9721
209		14000		4279	9721*
210	TEL SERVIC	8900		641CR	9541
210		8900		641CR	9541*
212	RENT OF MA	75700		62065	13635
212		75700		62065	13635*
213	SERV CONTR	21800		14000	7800
213		21800		14000	7800*
214	SERV CONTR			10865	10865
214				10865	10865*CR
220	PROF DEVEL	117700		113593	4107
220		117700		113593	4107*
221	COMM SERVI	15900		8158	7742
221		15900		8158	7742*

222	EXHIBIT EX	8600		327	8273
222		8600		327	8273*
223	HANDLING C	3000		1989	1011
223		3000		1989	1011*
224	ADVERTISING	1200		17950	16750
224		1200		17950	16750*CR
225	AUDITING	50000		50350	350
225		50000		50350	350*CR
299	MISC	23300		6871	16429
299		23300		6871	16429*
301	BLDG SUPPL	117900		69218	48682
	G E DAY SO		575		
	HEISE ELEC		12151		
301		117900	12726	81944	35956*
302	CLEANING S	16100		4484	11616
302		16100		4484	11616*
303	CONTRACT R	500000		176020	323980
	COLLINS AS		200586		
303		500000	200586	376606	123394*
304	GARBAGE &	11400		7750	3650
304		11400		7750	3650*
306	INSURANCE	465800		396359	69441
306		465800		396359	69441*
307	LIGHT & PO	79200		147258	68058
307		79200		147258	68058*CR
308	BLDG REPAI	83500		45180	38320
308		83500		45180	38320*
309	TRAVEL	62800		29161	33639
	CONSUMER S		637		
309		62800	637	29798	33002*
310	HEALTH & S	4900		627	4273
310		4900		627	4273*
311	CONTRACT C	552800		248750	304050
311		552800		248750	304050*
312	ARCHITECT	60000		13000	47000
312		60000		13000	47000*

313	REP AUTO E	221000		127961	93039
313		221000		127961	93039*
314	CLEANING S	9500		105468	95968
314		9500		105468	95968*CR
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	3400			3400
399		3400			3400*
401	BINDING	100000		149540	49540
	OUTSTANDIN		35000		
	PERMABINDS		22500		
401		100000	57500	207040	107040*CR
402	BOOKS	3819100		1938744	1880356
	OUTSTANDIN		457715		
	STANDING O		131080		
402		3819100	588795	2527539	1291561*
405	FILMS 16MM	30000		45660	15660
405		30000		45660	15660*CR
408	FILMS MICR	177000		69688	107312
408		177000		69688	107312*
409	FILMS RENT			4609CR	4609
409				4609CR	4609*
410	PAMPHLETS	20000		7665	12335
410		20000		7665	12335*
412	PICTURES	10000		8300	1700
412		10000		8300	1700*
414	RECORDS LP			9117	9117
	OUTSTANDIN		21719		
414			21719	30836	30836*CR
415	RECORDS S	120000		62688	57312
415		120000		62688	57312*
419	PERIODICAL	300000		352540	52540
419		300000		352540	52540*CR
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000		55200	14800
421		70000		55200	14800*

422	SERVICES	200000		28426	171574
422		200000		28426	171574*
499	MISCELLANE	2100			2100
499		2100			2100*
502	ADD TO EQU	165000		18798	146202
	GAYLORD BR		33775		
502		165000	33775	52573	112427*
603	RENTALS	201000		117250	83750
603		201000		117250	83750*

		27100000	922358	16860688	10239312*
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CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

November 30, 1962

Board of Directors
Decatur Public Library
Decatur, Illinois

Gentlemen:

You have requested an opinion in reference to the right of the Decatur Public Library to accumulate a fund for the future building expansion of the Library.

Section 13 of Chapter 81 of the Illinois Revised Statutes, Edition of 1961, entitled "LIBRARIES" provides a method whereby funds may be accumulated. The section provides that whenever any Board of Directors of any Public Library organized under such Act shall determine to erect a building to be used for a library or to purchase a site for a library, or to repair, remodel or improve an existing library building, or to build an addition to an existing library building, or to provide or accumulate a fund for such purpose, they may do so. However, the Board of Directors must cause a plan for such library building or remodeling, repair, improvement or construction of an addition thereto to be prepared and an estimate to be made of the cost. If a site is to be provided for the same, they shall cause an estimate to be made of the cost of such site. They must then determine the term of years over which they will spread the collection of the cost not exceeding 20 years and shall make a record of their proceedings. They shall transmit a copy of this record to the City Council and if the City Council approves the action of the Library Board, it may provide by Ordinance for the issuance of bonds of the City for the payment of the cost thereof. If, however, the said Council shall not approve that bonds of the City be issued, but shall otherwise approve the action of said Library Board, then the Library Board shall divide the total cost of said improvements into as many parts as it shall determine to spread the collection thereof, and shall certify the amount of one of said parts to said Council each and every year during the term over which they shall have determined to spread the collection of the costs of such improvements.

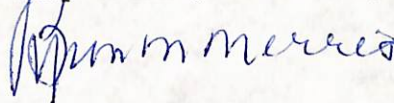
November 30, 1962

It shall then be the duty of the Council on receiving such certificate to include such amount in the annual appropriation bill of the City for the amount so certified and levy and collect a tax to pay the same with the other general taxes of the City. There is a provision, however, that such levy shall not exceed .0833% of the full, fair, cash value as equalized and assessed by the Department of Revenue.

It would be my opinion that this limitation on the tax levy would apply to the entire levy of the Library Board. As you remember, Section 1 of the above designated Chapter under which the Decatur Public Library is operating, does not come under the Hodge Act and the provision for levy there is 2 mills.

It would be my opinion if the Library Board proceeds under the above plan with the approval of the Council the limit on their tax levy will then become .0833% of the assessed value.

Respectfully submitted,



Byron M. Merris,
Corporation Counsel.

BMM:kl1

CITY OF DECATUR

BYRON M. MERRIS
CORPORATION COUNSEL

703-4 MILLIKIN BUILDING
DECATUR, ILLINOIS

November 30, 1962

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

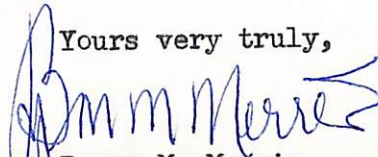
Dear Mrs. Howe:

I am submitting herewith an opinion in reference to the right of the Board to accumulate a building fund over a period of years.

I am preparing an ordinance imposing penalties for persons committing injury to books or for failure to return any book to such Library for their comment and approval. I will prepare the ordinance for passage as soon as I receive their comments. However, I will submit it to you before passage.

I have been going over the "Records Retirement Schedule" and I will give you a report on that shortly.

Yours very truly,



Byron M. Merris,
Corporation Counsel.

BMM:kll

Enclosure

DECATUR PUBLIC LIBRARY
Decatur, Illinois

\$1329904 \$66465 \$206900 \$13100 \$14304 \$2100 \$322869 \$1007035

PAYROLL - November 1962

DECATUR PUBLIC LIBRARY

NAME	ANNUAL	CODE	MONTHLY	RET&SS	Decatur, Illinois INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Baker, Ron 82h @.83		81	6806	213	330				543	6263
Branson, Judith 84:35h @.83		89	7020	219	1330				1549	5471
Brewer, Fred 100 2/3h @.83		91	8355	261	1550				1811	6544
David, Hugh 90 1/2h @1.60		42	14480	452	700				1152	13328
Hansen, Judi 51h @1.90		77	9690	303	840				1143	8547
McBride, Jim 80h @1.25		70	10000	312	1840				2152	7848
Moser, Bill 93 1/12h @.83		90	7726	241	1480				1721	6005
Mullen, Dean 26h @2.15		43	5590	175					175	5415
Petersen, Dora 137h @2.00		47	27400	1747	5110				6857	20543
Robbins, Jeannette 98 2/3h @.83		44	8189	256	550			100	906	7283
Schultz, Verna 102:05h @1.65		75	16844	526	2130				2656	14188
Spittler, Helen 153 1/2h @1.65		49	25328	1615	3680		534		5829	19499
Stuke, Sally 68h @1.27		64	8636	270	620				890	7746
Part time employees			156064	6590	20160		534	100	27384	128680
Burton, Lynn \$4180		40	34833	2569	3410			100	6079	28754
			<u>1485968</u>	<u>93055</u>	<u>227060</u>	<u>13100</u>	<u>14838</u>	<u>2200</u>	<u>350253</u>	<u>1135715</u>
Total Salaries			\$1520801	\$95624	\$230470	\$13100	\$14838	\$2300	\$35633	\$1164469

Honnold - raised to \$4551.96 per year effective 11-1-62
 Williams - raised to \$4772.04 per year effective 11-1-62
 Ford - began work in office and main desk 11-1-62 @\$2940 per yr.
 Goff - deducted \$16.18 from pay for lost time.

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

		Circulation Statistics	November 1962		Total	Y-Date
		Adult	Youth	Juv.		
GENERAL WORKS		100	58	79	237	967
		109	47	55	211	914
001	PHILOSOPHY	478	57	3	538	3059
		454	47	2	503	2991
002	RELIGION	424	26	143	593	3454
		463	5	130	598	3790
003	SOCIAL SCIENCE	1217	137	817	2171	12450
		1111	130	692	1933	12436
004	LANGUAGE	113	5	22	140	941
		95	6	24	125	912
005	SCIENCE	558	168	1035	1761	11187
		502	132	1025	1659	11801
006	USEFUL ARTS	1720	215	711	2646	15734
		1509	188	690	2387	16097
007	FINE ARTS	1434	163	492	2089	12663
		1232	141	395	1768	12859
008	LITERATURE	1039	71	307	1417	7672
		758	48	255	1061	7016
009	HISTORY	1203	245	737	2185	9894
		828	189	482	1499	9228
010	TRAVEL	552	105	544	1201	6259
		541	23	354	918	5756
011	BIOGRAPHY	943	406	907	2256	12077
		887	305	708	1900	12040
012	FOREIGN NON FIC	24		43	67	436
		19		84	103	472
013	PERIODICALS	1044	57	117	1218	6793
		940	74	78	1092	7824
014	PAMPHLETS	79		3	82	418
		94	9	6	109	578
015	PAPERBACKS	40		4	44	654
		23			23	88
		10968	1713	5964	18645	104658
		9565	1344	4980	15889	104802
115	FICTION	9139	3619	6722	19480	132869
		8514	2926	5763	17203	127516
116	FOREIGN FICTION	6		35	41	785
		22		53	75	939
117	J E			11768	11768	68502
				9909	9909	68431
		9145	3619	18525	31289	202156
		8536	2926	15725	27187	196886
		20113	5332	24489	49934	306814
		18101	4270	20705	43076	301688
					+6858	+5126

218	BIBLIOGRAPHIES	7		2	9	23
219	BOOKTALKS					1
220	CEILING PROJECT	1			1	2
221	CLASS VISITS			24	24	62
222	BOOK TALKS			73	73	97
223	INSTRUCTION			6	6	15
224	STORIES			13	13	24
225	ATTENDANCE			641	641	1488
226	EXHIBITS	2		2	4	77
227	FILMS ATTENDANC	451		759	1210	3293
228	SHOWINGS	23		10	33	99
229	16 MM	10		9	19	69
230	C PROJECTOR	11			11	21
232	RECORDAK	169			169	1059
234	GAMES					3
235	GROUPS NOT CLAS	3		9	12	94
236	ATTENDANCE	35		108	143	810
237	HOME SERVICE VI	94			94	359
238	HOME SERVICE PA	153			153	410
239	HOME SER NEW PA	3			3	6
240	INTER LIBRARY L	23			23	75
241	MAPS	6	1		7	17
242	MEETINGS IN BLD	28		16	44	136
243	ATTENDANCE	248		298	546	1150
244	MENDING	56		236	571	4674
245	OVERDUE BOOKS	725	132	516	1373	9354
246	OVERDUE NOTICES	505	97	343	945	5074
247	PICTURES FRAMED	7			7	50
248	PICTURES MOUNTE	252		413	665	2929
249	PROFESSIONAL VI	1		2	3	7
250	RADIO	2		1	3	17
251	RECORDS LP	1276	2	34	1312	6550
252	RECORDS S	8			8	38
253	RECORDS SR	182			182	763
254	RECORDS 16					1
256	READERS ADVISOR	928	1165	1579	3672	19579
257	REQUESTS	54	14	42	110	611
258	SCHOOL VISITS					3
259	STORY HOURS			7	7	23
260	ATTENDANCE			137	137	395
261	NUM OF STORIES			20	20	65
262	TELEPHONE INCOM	1037			1037	8181
263	TV	12			12	54
264	VISITS IN COMM	9		4	13	26
265	RECORD BAGS	163			163	904
302	VELWYN	67			67	358
306	WAKEFIELD NO 2					44
307	MINOR NURSING H	71			71	407
308	LAKESHORE MANOR	54			54	359
309	RANKIN NURSING	26			26	31
401	18TH & E WILLIA	70	101	590	761	5060
405	FAIRVIEW PLAZA	391	148	785	1324	8557
407	GARFIELD & WATE	113	30	685	828	3719
408	SAWYER & MONROE	206	178	807	1191	9699
411	GRAND & SUMMIT	376	214	1931	2521	13706
415	GRAND & SUMMIT					232
501	OAKLAND & W WOO	103	19	378	500	3718
503	FOREST & LINCOL	41	57	294	392	3082
506	MT CALVARY CHUR	594	306	2192	3092	19358
507	S ILLINOIS & E					318
508	S TAYLOR & W WO	330	153	1326	1809	10681
510	L BR RD & SOUTH	60	58	426	544	3561
511	STALEY BRIDGE	4		31	35	601

6351

correct

512	22ND & E CLAY	57	9	41	107	1446
513	24TH & E WILLIA	48	34	239	321	2092
514	16TH & LINCOLN	411	156	817	1384	9206
601	AP	15	1	421	437	2239
602	AM					43
603	AT	6	92	363	461	2700
604	YP	19	32	185	236	805
605	YM					2
606	YT					2
607	JP	25		46	71	348
609	JT	7		6	13	42

001	MAIN ADULT	9668	276	305	10249	63441
002	MAIN YOUTH	4470	2476	15	6961	40021
003	MAGIC CARPET		1	8318	8319	46071
004	REFERENCE	8			8	29
006	MARY T HOWE					15
025	JUV COORDINATOR			63	63	537
		14146	2753	8701	25600	150114
111	B 1	1156	671	4798	6625	41335
112	B 2	1648	792	5744	8184	53701
113	EVANS BRANCH	1381	554	2516	4451	27658
115	HOME SERVICE	595	86	18	699	4499
116	ST MARYS HOSP	193	35		228	1382
117	D M C	282	57	263	602	3879
118	T B SAN	101	15	5	121	701
131	NURSES RES	15	2		17	478
132	DILL BRANCH	596	367	2444	3407	23067
		5967	2579	15788	24334	156700
		20113	5332	24489	49934	306814

NOVEMBER 62

MAIN ADULT
GENERAL WORKS

		37			37	204
001	PHILOSOPHY	250	12		262	1727
002	RELIGION	247		2	249	1443
003	SOCIAL SCIENCE	655	16	3	674	4272
004	LANGUAGE	58	1		59	328
005	SCIENCE	297	12	3	312	1841
006	USEFUL ARTS	1132	13		1145	6401
007	FINE ARTS	784	16	6	806	4911
008	LITERATURE	403	5	12	420	2489
009	HISTORY	412	18		430	2405
010	TRAVEL	266	16	1	283	1849
011	BIOGRAPHY	358	17	11	386	2152
012	FOREIGN NON FIC	12		1	13	89
013	PERIODICALS	336	9		345	1990
014	PAMPHLETS	52			52	270
015	PAPERBACKS	18		4	22	538
		5317	135	43	5495	32909
115	FICTION	4349	141	116	4606	29651
116	FOREIGN FICTION	2			2	59
117	J E			146	146	822
		4351	141	262	4754	30532
		9668	276	305	10249	63441
218	BIBLIOGRAPHIES	3			3	4
223	INSTRUCTION					1
225	ATTENDANCE					22
226	EXHIBITS					58
234	GAMES					3
235	GROUPS NOT CLAS	3			3	49
236	ATTENDANCE	35			35	103
241	MAPS	3			3	10
242	MEETINGS IN BLD	21			21	87
243	ATTENDANCE	204			204	667
247	PICTURES FRAMED	7			7	45
248	PICTURES MOUNTE	116			116	734
251	RECORDS LP	891		20	911	4746
252	RECORDS S					24
253	RECORDS SR	143			143	635
256	READERS ADVISOR	323	63		386	1011
262	TELEPHONE INCOM	329			329	1761
263	TV	12			12	53
265	RECORD BAGS	113			113	703
604	YP					5
		2203	63	20	2286	10721
		2203	63	20	2286	10721

NOVEMBER 62

MAIN YOUTH

	GENERAL WORKS	33	22		55	232
001	PHILOSOPHY	172	10		182	767
002	RELIGION	99	22		121	437
003	SOCIAL SCIENCE	418	73	1	492	2130
004	LANGUAGE	30	3		33	304
005	SCIENCE	198	107		305	1740
006	USEFUL ARTS	309	103		412	2327
007	FINE ARTS	386	76		462	2702
008	LITERATURE	349	51		400	1855
009	HISTORY	636	158	6	800	3063
010	TRAVEL	147	52		199	915
011	BIOGRAPHY	305	221		526	2293
012	FOREIGN NON FIC	12			12	75
013	PERIODICALS	186	26		212	889
014	PAMPHLETS	24			24	96
015	PAPERBACKS	22			22	97
		3326	924	7	4257	19922
115	FICTION	1140	1552	3	2695	20048
116	FOREIGN FICTION	4			4	29
117	J E			5	5	22
		1144	1552	8	2704	20099
		4470	2476	15	6961	40021
226	EXHIBITS					5
235	GROUPS NOT CLAS					1
236	ATTENDANCE					18
241	MAPS	3			3	3
247	PICTURES FRAMED					4
248	PICTURES MOUNTE	126			126	651
251	RECORDS LP	318		3	321	1337
252	RECORDS S	8			8	14
253	RECORDS SR	37			37	107
254	RECORDS 16					1
256	READERS ADVISOR	123	351		474	1847
257	REQUESTS					2
262	TELEPHONE INCOM					18
265	RECORD BAGS	50			50	201
604	YP	18		162	180	623
605	YM					2
		683	351	165	1199	4834
		683	351	165	1199	4834

NOVEMBER 62
MAGIC CARPET

	GENERAL WORKS			33	33	139
001	PHILOSOPHY			1	1	2
002	RELIGION			42	42	330
003	SOCIAL SCIENCE			331	331	1848
004	LANGUAGE			7	7	41
005	SCIENCE			361	361	2493
006	USEFUL ARTS			300	300	1561
007	FINE ARTS			184	184	1045
008	LITERATURE			156	156	645
009	HISTORY			262	262	964
010	TRAVEL	1		245	246	883
011	BIOGRAPHY			314	314	1727
012	FOREIGN NON FIC			19	19	96
013	PERIODICALS			23	23	328
014	PAMPHLETS			3	3	12
		1		2281	2282	12114
115	FICTION			2204	2204	13403
116	FOREIGN FICTION			8	8	313
117	J E			3825	3825	20241
				6037	6037	33957
		1		8318	8319	46071
218	BIBLIOGRAPHIES					2
221	CLASS VISITS			16	16	32
222	BOOK TALKS			73	73	97
223	INSTRUCTION			4	4	7
224	STORIES			3	3	13
225	ATTENDANCE			458	458	867
226	EXHIBITS					4
227	FILMS ATTENDANC			586	586	681
228	SHOWINGS			7	7	9
229	16 MM			7	7	9
235	GROUPS NOT CLAS			3	3	14
236	ATTENDANCE			64	64	306
241	MAPS					1
242	MEETINGS IN BLD			9	9	10
243	ATTENDANCE			187	187	190
244	MENDING			88	88	653
245	OVERDUE BOOKS			126	126	916
246	OVERDUE NOTICES			114	114	489
248	PICTURES MOUNTE			115	115	316
249	PROFESSIONAL VI			1	1	1
250	RADIO					3
251	RECORDS LP			8	8	8
256	READERS ADVISOR	4	1	532	537	2173
257	REQUESTS		1	35	36	78
259	STORY HOURS			3	3	12
260	ATTENDANCE			39	39	242
261	NUM OF STORIES			9	9	39
264	VISITS IN COMM			1	1	1
601	AP			3	3	65
603	AT			11	11	65
604	YP			3	3	5
607	JP	25		46	71	335
609	JT	7		6	13	42
		36	2	2557	2595	7685
		36	2	2557	2595	7685

NOVEMBER 62

REFERENCE

001	PHILOSOPHY	6			6	6
002	RELIGION					3
003	SOCIAL SCIENCE	1			1	12
005	SCIENCE	1			1	2
006	USEFUL ARTS					1
008	LITERATURE					1
009	HISTORY					2
010	TRAVEL					1
013	PERIODICALS					1
		8			8	29
		8			8	29
218	BIBLIOGRAPHIES	4			4	7
219	BOOK TALKS					1
221	CLASS VISITS					1
225	ATTENDANCE					32
232	RECORDAK	169			169	1059
240	INTER LIBRARY L	23			23	75
248	PICTURES MOUNTE	10			10	10
250	RADIO					5
251	RECORDS LP	1			1	16
256	READERS ADVISOR	257	490	5	752	3974
257	REQUESTS					12
263	TV					1
264	VISITS IN COMM	1			1	1
601	AP	1	1	414	416	2094
602	AM					42
603	AT	5	92	351	448	2619
604	YP					12
		471	583	770	1824	9961
		471	583	770	1824	9961

NOVEMBER 62
2ND OFFICE

262 TELEPHONE INCOM

857

857

857

NOVEMBER 62
MARY T HOWE

007 FINE ARTS

15
15
15

218	BIBLIOGRAPHIES			1
242	MEETINGS IN BLD	6	6	17
243	ATTENDANCE	38	38	125
249	PROFESSIONAL VI	1	1	4
250	RADIO			2
256	READERS ADVISOR	10	10	10
257	REQUESTS	3	3	3
262	TELEPHONE INCOM	20	20	31
264	VISITS IN COMM	8	8	21
603	AT			3
		86	86	217
		86	86	217

NOVEMBER 62
LINCOLN ROOM

227	FILMS ATTENDANC	451				451	2290
228	SHOWINGS	12				12	63
229	16 MM	10				10	56
245	OVERDUE BOOKS	649	100	281		1030	7241
246	OVERDUE NOTICES	445	75	162		682	3894
262	TELEPHONE INCOM	457				457	4016
		2024	175	443		2642	17560
		2024	175	443		2642	17560

NOVEMBER 62
TECHNICAL PROCE

244 MENDING

279	2376
279	2376
279	2376

NOVEMBER 62

B 1

GENERAL WORKS

			4	11	15	68
001	PHILOSOPHY	14	16		30	146
002	RELIGION	10		13	23	155
003	SOCIAL SCIENCE	19	15	100	134	868
004	LANGUAGE	8		4	12	56
005	SCIENCE	10	13	196	219	1264
006	USEFUL ARTS	74	28	162	264	1612
007	FINE ARTS	33	15	107	155	991
008	LITERATURE	52		45	97	525
009	HISTORY	30	10	111	151	774
010	TRAVEL	23	5	47	75	424
011	BIOGRAPHY	48	27	141	216	1331
012	FOREIGN NON FIC			6	6	54
013	PERIODICALS	104	7	21	132	714
014	PAMPHLETS	1			1	12
		426	140	964	1530	8994

115	FICTION	730	531	1395	2656	18191
116	FOREIGN FICTION			2	2	104
117	J E			2437	2437	14046
		730	531	3834	5095	32341
		1156	671	4798	6625	41335

242	MEETINGS IN BLD					7
244	MENDING	5		90	95	739
245	OVERDUE BOOKS					48
246	OVERDUE NOTICES					23
251	RECORDS LP	7			7	12
256	READERS ADVISOR	49	72	276	397	2830
257	REQUESTS	8	8	2	18	187
258	SCHOOL VISITS					3
		69	80	368	517	3849
		69	80	368	517	3849

401	18TH & E WILLIA	70	101	590	761	5060
405	FAIRVIEW PLAZA	391	148	785	1324	8557
407	GARFIELD & WATE	113	30	685	828	3719
408	SAWYER & MONROE	206	178	807	1191	9699
411	GRAND & SUMMIT	376	214	1931	2521	13706
415	GRAND & SUMMIT					232
508	S TAYLOR & W WO					362
		1156	671	4798	6625	41335
		1156	671	4798	6625	41335

NOVEMBER 62

B 2

	GENERAL WORKS	14	15	17	46	116
001	PHILOSOPHY	12	8		20	175
002	RELIGION	20		50	70	410
003	SOCIAL SCIENCE	29	13	170	212	1512
004	LANGUAGE	9	1	7	17	117
005	SCIENCE	7	15	265	287	1971
006	USEFUL ARTS	63	34	151	248	1699
007	FINE ARTS	66	20	76	162	1150
008	LITERATURE	60	2	45	107	701
009	HISTORY	39	30	172	241	1199
010	TRAVEL	32	7	111	150	844
011	BIOGRAPHY	50	50	267	367	1991
012	FOREIGN NON FIC			8	8	66
013	PERIODICALS	144	12	34	190	965
014	PAMPHLETS					10
015	PAPERBACKS					11
		545	207	1373	2125	12937
115	FICTION	1103	585	1697	3385	23409
116	FOREIGN FICTION			19	19	134
117	J E			2655	2655	17221
		1103	585	4371	6059	40764
		1648	792	5744	8184	53701
218	BIBLIOGRAPHIES					3
221	CLASS VISITS					7
225	ATTENDANCE					30
226	EXHIBITS					5
235	GROUPS NOT CLAS			6	6	29
236	ATTENDANCE			44	44	383
244	MENDING	4		47	51	422
245	OVERDUE BOOKS	23	32	79	134	639
246	OVERDUE NOTICES	20	22	52	94	391
251	RECORDS LP					110
256	READERS ADVISOR	95	78	501	674	5298
257	REQUESTS	8	5	5	18	121
		150	137	734	1021	7438
		150	137	734	1021	7438
501	OAKLAND & W WOO	103	19	378	500	3718
503	FOREST & LINCOL	41	57	294	392	3082
506	MT CALVARY CHUR	594	306	2192	3092	19358
507	S ILLINOIS & E					318
508	S TAYLOR & W WO	330	153	1326	1809	10319
510	L BR RD & SOUTH	60	58	426	544	3561
511	STALEY BRIDGE	4		31	35-1	601
512	22ND & E CLAY	57	9	41	107	1446
513	24TH & E WILLIA	48	34	239	321	2092
514	16TH & LINCOLN	411	156	817	1384	9206
601	AP					1
602	AM					1
		1648	792	5744	8184	53703
		1648	792	5744	8184	53703

NOVEMBER 62

EVANS BRANCH

	GENERAL WORKS	15	8	8	31	120
001	PHILOSOPHY	15	7	1	23	122
002	RELIGION	10		13	23	188
003	SOCIAL SCIENCE	62	9	144	215	940
004	LANGUAGE	5		3	8	46
005	SCIENCE	13	7	128	148	868
006	USEFUL ARTS	86	24	51	161	1088
007	FINE ARTS	76	16	54	146	747
008	LITERATURE	58	7	36	101	562
009	HISTORY	37	11	86	134	605
010	TRAVEL	20	7	48	75	366
011	BIOGRAPHY	55	51	66	172	977
012	FOREIGN NON FIC			8	8	49
013	PERIODICALS	144	3	17	164	1136
014	PAMPHLETS	2			2	13
015	PAPERBACKS					4
		598	150	663	1411	7831
115	FICTION	783	404	645	1832	13015
116	FOREIGN FICTION			4	4	9
117	J E			1204	1204	6803
		783	404	1853	3040	19827
		1381	554	2516	4451	27658
218	BIBLIOGRAPHIES					3
221	CLASS VISITS			5	5	11
223	INSTRUCTION			1	1	3
224	STORIES			9	9	10
225	ATTENDANCE			111	111	242
226	EXHIBITS	2		2	4	5
227	FILMS ATTENDANC			173	173	312
228	SHOWINGS			3	3	6
229	16 MM			2	2	4
235	GROUPS NOT CLAS					1
241	MAPS		1		1	3
242	MEETINGS IN BLD	1			1	5
243	ATTENDANCE	6			6	33
244	MENDING	15		11	26	209
245	OVERDUE BOOKS	53		30	83	510
246	OVERDUE NOTICES	40		15	55	277
247	PICTURES FRAMED					1
248	PICTURES MOUNTE			298	298	1218
250	RADIO	2			2	5
251	RECORDS LP	59	2	3	64	321
253	RECORDS SR	2			2	21
256	READERS ADVISOR	56	84	176	316	1709
257	REQUESTS	7			7	31
259	STORY HOURS			4	4	11
260	ATTENDANCE			98	98	153
261	NUM OF STORIES			11	11	26
262	TELEPHONE INCOM	201			201	1296
		444	87	952	1483	6426
		444	87	952	1483	6426
601	AP	14			14	61
603	AT	1			1	8
604	YP	1	32		33	125
606	YT					2
607	JP					3
		16	32		48	199
		16	32		48	199

NOVEMBER 62
HOME SERVICE
GENERAL WORKS

001	PHILOSOPHY	1			1	13
002	RELIGION	26			26	235
003	SOCIAL SCIENCE	12	1		13	64
005	SCIENCE	10	2	1	13	106
006	USEFUL ARTS	9			9	105
007	FINE ARTS	7			7	33
008	LITERATURE	65	1		66	404
009	HISTORY	23	3	1	27	154
010	TRAVEL	41	5	7	53	379
011	BIOGRAPHY	57	13	1	71	444
013	PERIODICALS	71			71	297
		322	25	10	357	2236
115	FICTION	273	61	1	335	2150
116	FOREIGN FICTION					9
117	J E			7	7	104
		273	61	8	342	2263
		595	86	18	699	4499
218	BIBLIOGRAPHIES					1
237	HOME SERVICE VI	94			94	359
238	HOME SERVICE PA	153			153	410
239	HOME SER NEW PA	3			3	6
250	RADIO					1
257	REQUESTS	7			7	85
		257			257	862
		257			257	862
302	VELWYN	67			67	358
306	WAKEFIELD NO 2					44
307	MINOR NURSING H	71			71	407
308	LAKESHORE MANOR	54			54	359
309	RANKIN NURSING	26			26	31
		218			218	1199
		218			218	1199

NOVEMBER 62

ST MARYS HOSP
GENERAL WORKS

					4
001	PHILOSOPHY	1		1	2
002	RELIGION		1	1	25
003	SOCIAL SCIENCE		1	1	10
004	LANGUAGE				1
005	SCIENCE				16
006	USEFUL ARTS	6		6	9
007	FINE ARTS	4		4	25
008	LITERATURE	14		14	111
009	HISTORY	11		11	43
010	TRAVEL				7
011	BIOGRAPHY	9		9	64
013	PERIODICALS				44
		45	2	47	361
115	FICTION	148	33	181	990
116	FOREIGN FICTION				22
117	J E				9
		148	33	181	1021
		193	35	228	1382
257	REQUESTS	10		10	25
		10		10	25
		10		10	25

NOVEMBER 62

D M C

GENERAL WORKS

1

001	PHILOSOPHY					11
002	RELIGION					35
003	SOCIAL SCIENCE	4			4	90
005	SCIENCE	16	1		17	188
006	USEFUL ARTS	13			13	193
007	FINE ARTS	43			43	306
008	LITERATURE	15			15	101
009	HISTORY					43
010	TRAVEL	8		8	16	90
011	BIOGRAPHY	25			25	173
013	PERIODICALS					41
014	PAMPHLETS					3

124 1 8 133 1275

115	FICTION	158	56	68	282	1735
116	FOREIGN FICTION					81
117	J E			187	187	788

158 56 255 469 2604
282 57 263 602 3879

220	CEILING PROJECT	1			1	2
227	FILMS ATTENDANC					10
228	SHOWINGS	11			11	21
230	C PROJECTOR	11			11	21
257	REQUESTS	4			4	31

27 27 85
27 27 85

NOVEMBER 62

T B SAN

001	PHILOSOPHY	1			1	1
002	RELIGION	2			2	4
003	SOCIAL SCIENCE		1		1	9
004	LANGUAGE					1
005	SCIENCE	1	2	1	4	13
006	USEFUL ARTS	1	1		2	11
007	FINE ARTS	4			4	26
008	LITERATURE	2		1	3	23
009	HISTORY	2	1	1	4	45
010	TRAVEL	9	2	1	12	72
011	BIOGRAPHY	6	3	1	10	29
013	PERIODICALS	24			24	87
		52	10	5	67	321
115	FICTION	49	5		54	380
		49	5		54	380
		101	15	5	121	701
257	REQUESTS	7			7	24
		7			7	24
		7			7	24

NOVEMBER 62

JUV COORDINATOR

001	PHILOSOPHY			3
002	RELIGION	15	15	15
003	SOCIAL SCIENCE			106
005	SCIENCE			33
006	USEFUL ARTS			72
007	FINE ARTS			32
008	LITERATURE			7
010	TRAVEL			16
011	BIOGRAPHY	16	16	34
014	PAMPHLETS			2
		31	31	320
115	FICTION	32	32	166
117	J E			51
		32	32	217
		63	63	537
218	BIBLIOGRAPHIES	2	2	2
242	MEETINGS IN BLD	7	7	10
243	ATTENDANCE	111	111	135
249	PROFESSIONAL VI	1	1	2
250	RADIO	1	1	1
264	VISITS IN COMM	3	3	3
		125	125	153
		125	125	153

NOVEMBER 62
NURSES RESIDENC

001	PHILOSOPHY				9
002	RELIGION				46
003	SOCIAL SCIENCE				11
005	SCIENCE				1
006	USEFUL ARTS				20
007	FINE ARTS				17
009	HISTORY				1
010	TRAVEL				4
011	BIOGRAPHY	5		5	93
		5		5	202
115	FICTION	10	2	12	276
		10	2	12	276
		15	2	17	478

NOVEMBER 62
DILL BRANCH

	GENERAL WORKS	1	9	10	20	81
001	PHILOSOPHY	6	4	1	11	75
002	RELIGION	10	3	8	21	128
003	SOCIAL SCIENCE	17	8	68	93	578
004	LANGUAGE	3		1	4	47
005	SCIENCE	5	9	80	94	651
006	USEFUL ARTS	27	12	47	86	635
007	FINE ARTS	31	20	65	116	663
008	LITERATURE	21	5	12	38	248
009	HISTORY	13	14	98	125	596
010	TRAVEL	6	10	76	92	409
011	BIOGRAPHY	25	24	90	139	769
012	FOREIGN NON FIC			1	1	7
013	PERIODICALS	35		22	57	301
015	PAPERBACKS					4
		200	118	579	897	5192
115	FICTION	396	249	561	1206	9455
116	FOREIGN FICTION			2	2	25
117	J E			1302	1302	8395
		396	249	1865	2510	17875
		596	367	2444	3407	23067
221	CLASS VISITS			3	3	11
223	INSTRUCTION			1	1	4
224	STORIES			1	1	1
225	ATTENDANCE			72	72	295
244	MENDING	32			32	275
256	READERS ADVISOR	11	26	89	126	727
257	REQUESTS					12
262	TELEPHONE INCOM	30			30	202
601	AP			4	4	18
603	AT			1	1	5
604	YP			20	20	35
607	JP					10
		73	26	191	290	1595
		73	26	191	290	1595

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING - NOVEMBER 15, 1962

The special meeting of the Board of Directors was called to study the Budgets for 1963/64, 1964/65, and to discuss the procedure for the building improvement fund.

The members met for dinner in the Decatur Club at 6 PM, November 15, 1962.

Members Present -

Mr. Jack Burnett
Mr. Francis Hart
Mrs. Roger Pogue
Mrs. Erich Stern
Mrs. Dwight Nelson
Mr. John Cheeks
Mr. Harold Koslofski

Members Absent -

Mr. James Sommer
Mr. David Pilcher

Also Present -

Mrs. Mary T. Howe
Mr. Robert Kirchgraber

Mr. Burnett read a letter from Mr. William Bryan, Librarian, Peoria Public Library and President of the Illinois Library Association. Mr. Bryan wrote that he and Mr. Don Dickinson would come to Decatur, December 13th for the purpose of inspecting facilities for the 1964 ILA Conference.

It was agreed the Conference would be a good one for Decatur and the idea was approved.

The 1963/64 budget was inspected and generally approved as accepted in July for the tax levy. The 1964/65 budget was then presented by the Librarian who explained the necessary increase in the salary allocation to keep pace with the City recommendations. No cost of living was included in the figure. The library materials budget was increased to include the rise in book costs and other materials. All other items remained the same as for 1962/63 - 1963/64.

It was agreed to take action on the 1964/65 budget before the next levy.

Mr. Burnett said he wrote to Governor Kerner two weeks ago, but had received no answer. He also talked to Mr. Gary Gray concerning the South Shores Branch. The matter was referred to the Properties Committee with Mr. Hart, chairman. Mr. Hart suggested he contact Mr. Irvin, City Planner, and inspect possible sites.

The Main Building plans were discussed and the possible amount that could be set aside for a building improvement fund.

Mr. Burnett suggested a plan of procedure -

- (1) The officers of the Friends of the Library and the Board of Directors of the public library will meet soon.
- (2) The whole group of the Friends of the Library and the Board of Directors should meet and explain the need of a new building.
- (3) The Board of Directors should meet informally with the City Council to explain the need and ask for reaction.

Minutes-Special Board of Directors Meeting,
November 15, 1962.

Decatur Public Library
Decatur, Illinois

The three meetings should be held before March 1, 1963.

All present agree to Mr. Burnett's plan.

Mrs. Pogue urged the consideration of a County or Regional library in the long range plans. The Board members asked Mrs. Howe to secure a member of the State Library for the Board meeting, November 23rd. This person should present the pros and cons of Regional Libraries and where Decatur would fit in the system.

The Librarian and the Assistant Librarian were asked to leave the meeting while the Board discussed salaries.

Meeting adjourned at 10PM.

Respectfully submitted,

Mary T. Howe,
Secretary.