

C I R C S T A T
S E P T 1 9 6 3
T B S A N

002	RELIGION					16
003	SOCIAL SCIENCE					2
005	SCIENCE	4	6		10	23
006	USEFUL ARTS					6
007	FINE ARTS	15	5		20	61
008	LITERATURE	3			3	15
009	HISTORY	4			4	10
010	TRAVEL	16		1	17	53
011	BIOGRAPHY	9	2		11	50
013	PERIODICALS	40	2		42	128
		91	15	1	107	364
115	F I C T I O N	34	2		36	229
		34	2		36	229
		125	17	1	143	593
257	R E Q U E S T S	2			2	9
		2			2	9
		2			2	9

SEPT 1963					
JUV COORDINATOR					
002	RELIGION		1	1	1
003	SOCIAL SCIENCE		2	2	2
011	BIOGRAPHY		3	3	3
015	PAPERBACKS		1	1	1
			7	7	7
115	FICTION		5	5	5
			5	5	5
			12	12	12
218	BIBLIOGRAPHIES				1
235	GROUPS NOT CLAS				1
236	ATTENDANCE				13
242	MEETINGS IN BLD				21
243	ATTENDANCE				49
249	PROFESSIONAL VI		2	2	3
250	RADIO				1
259	STORY HOURS	3		3	3
260	ATTENDANCE	59		59	59
261	NUM OF STORIES	13		13	13
264	VISITS IN COMM		1	1	2
		75	3	78	166
		75	3	78	166

C I R C S T A T
S E P T 1 9 6 3
A D M A S S I S T

218	B I B L I O G R A P H I E S			1
219	B O O K T A L K S			1
235	G R O U P S N O T C L A S	1	1	1
236	A T T E N D A N C E	16	16	16
249	P R O F E S S I O N A L V I	1	1	1
250	R A D I O	1	1	1
		19	19	21
		19	19	21

	C I R C S T A T			
	S E P T 1 9 6 3			
	N U R S E S R E S I D E N C			
0 0 1	P H I L O S O P H Y			5
0 0 2	R E L I G I O N			5
0 0 3	S O C I A L S C I E N C E	1 1	1 1	1 3
0 0 6	U S E F U L A R T S	4	4	1 1
0 0 7	F I N E A R T S			3
0 0 8	L I T E R A T U R E			8
0 1 1	B I O G R A P H Y	3	3	6
		1 8	1 8	5 1
1 1 5	F I C T I O N	7 3	7 3	2 3 2
		7 3	7 3	2 3 2
		9 1	9 1	2 8 3

	C I R C S T A T					
	S E P T 1 9 6 3					
	D I L L B R A N C H					
	G E N E R A L W O R K S	6	4	9	19	59
001	P H I L O S O P H Y	4	5		9	34
002	R E L I G I O N	10	2	3	15	57
003	S O C I A L S C I E N C E	19	6	42	67	433
004	L A N G U A G E	8		5	13	32
005	S C I E N C E	11	10	68	89	519
006	U S E F U L A R T S	20	11	46	77	490
007	F I N E A R T S	21	16	42	79	489
008	L I T E R A T U R E	23	4	16	43	220
009	H I S T O R Y	11	21	70	102	523
010	T R A V E L	9	13	36	58	278
011	B I O G R A P H Y	24	28	78	130	586
012	F O R E I G N N O N F I C			1	1	1
013	P E R I O D I C A L S	52		2	54	255
014	P A M P H L E T S					4
015	P A P E R B A C K S					2
		218	120	418	756	3982
115	F I C T I O N	402	324	465	1191	7790
116	F O R E I G N F I C T I O N			11	11	33
117	J E			955	955	6664
		402	324	1431	2157	14487
		620	444	1849	2913	18469
218	B I B L I O G R A P H I E S					1
221	C L A S S V I S I T S			2	2	5
223	I N S T R U C T I O N			2	2	4
225	A T T E N D A N C E			73	73	149
235	G R O U P S N O T C L A S					2
236	A T T E N D A N C E					54
241	M A P S					2
244	M E N D I N G	13			13	87
250	R A D I O					1
251	R E C O R D S L P	39		8	47	203
252	R E C O R D S S					5
253	R E C O R D S S R	10			10	43
256	R E A D E R S A D V I S O R	3	17	96	116	622
257	R E Q U E S T S					4
259	S T O R Y H O U R S		3		3	3
260	A T T E N D A N C E		50		50	50
261	N U M O F S T O R I E S		7		7	7
262	T E L E P H O N E I N C O M	103			103	435
263	T V					6
601	A P			1	1	4
603	A T		1	1	2	6
604	Y P			9	9	10
606	Y T					1
607	J P			4	4	5
		168	78	196	442	1709
		168	78	196	442	1709

CIRC STAT
SEPT 1963

Howe

GENERAL WORKS		Adult	Youth	Juv.	Total	Y-Date
	*	90	24	67	181	592
001	PHILOSOPHY	55	46	68	169	516
	*	382	53	1	436	2133
002	RELIGION	312	54		366	1911
	*	328	11	83	422	2098
	*	330	9	92	431	2335
003	SOCIAL SCIENCE	877	102	469	1448	8553
	*	809	113	484	1406	8589
004	LANGUAGE	91	7	24	122	595
	*	93	5	17	115	637
005	SCIENCE	471	214	841	1526	7913
	*	499	177	781	1457	7855
006	USEFUL ARTS	1308	245	443	1996	11197
	*	1250	193	437	1880	10927
007	FINE ARTS	1193	171	261	1625	9599
	*	1035	125	309	1469	8849
008	LITERATURE	817	60	158	1035	5263
	*	702	51	165	918	5114
009	HISTORY	766	195	299	1260	6641
	*	725	127	291	1143	6315
010	TRAVEL	484	91	217	792	3967
	*	482	85	264	831	4140
011	BIOGRAPHY	585	298	517	1400	7730
	*	569	225	543	1339	8072
012	FOREIGN NON FIC	13		18	31	249
	*	24		17	41	304
013	PERIODICALS	711	92	107	910	4890
	*	724	42	84	850	4562
014	PAMPHLETS	47			47	333
	*	50	1	3	54	253
015	PAPERBACKS	132		1	133	236
	*	46			46	368
Total Non-fiction		8295	1563	3506	13364	71989
	*	7705	1253	3557	12515	70747
115	FICTION	8573	3471	4488	16532	102598
	*	8418	3229	4787	16434	96439
116	FOREIGN FICTION	3		42	45	233
	*	29	4	94	127	683
117	J E			7255	7255	49482
	*			7418	7418	48051
Fiction		8576	3471	11785	23832	152313
	*	8447	3233	12299	23979	145173
Total Books		15871	5034	15291	37196	224302
	*	16152	4486	15856	36494	215920
*1962 figures					+702	+8382
MAIN ADULT		8821	760	220	9801	50996
MAIN YOUTH		2650	1528	4	4182	27272
MAGIC CARPET		15		4177	4192	33106
REFERENCE		7			7	60
2ND OFFICE						60
JUV COORD				12	12	12
		11493	2288	4413	18194	111506
B 1		1134	682	2853	4669	31503
B 2		1356	905	4385	6646	36886
EVANS BRANCH		1283	576	1435	3294	19342
HOME SERVICE		507	80	17	604	2718
ST MARYS HOSP		147	9		156	718
D M C		115	33	338	486	2284
T D SAN		125	17	1	143	593
NURSES RES		91			91	283
DILL BRANCH		620	444	1849	2913	18469
		5378	2746	10878	19002	112796
		16871	5034	15291	37196	224302

218	BIBLIOGRAPHIES	1			1	13
219	BOOK TALKS	1			1	5
221	CLASS VISITS			5	5	18
223	INSTRUCTION			5	5	12
224	STORIES					30
225	ATTENDANCE			137	137	458
226	EXHIBITS	11	7		18	61
227	FILMS ATTENDANCE	412			412	1742
228	SHOWINGS	12			12	41
229	16 MM	12			12	48
232	RECORDAK	84			84	569
235	GROUPS NOT CLAS	3		1	4	73
236	ATTENDANCE	34		18	52	795
237	HOME SERVICE VI	50			50	227
238	HOME SERVICE PA	66			66	330
239	HOME SERVICE PA					4
240	INTER LIBRARY L	9			9	88
241	MAPS					14
242	MEETINGS IN BLD	6			6	63
243	ATTENDANCE	72			72	564
244	MENDING	49	73	155	277	2680
245	OVERDUE BOOKS	586	61	326	973	4963
246	OVERDUE NOTICES	335	37	177	549	3104
247	PICTURES FRAMED	8			8	29
248	PICTURES MOUNTE	118		229	347	1508
249	PROFESSIONAL VI	1		2	3	13
250	RADIO	22		1	23	33
251	RECORDS LP	778		32	810	4725
252	RECORDS S	14			14	23
253	RECORDS SR	139			139	827
254	READERS ADVISOR	1448	801	871	3120	15760
257	REQUESTS	52	17	25	94	431
258	SCHOOL VISITS					22
259	STORY HOURS		11		11	41
260	ATTENDANCE		214		214	306
261	NUM OF STORIES		32		32	45
262	TELEPHONE INCOM	2016			2651	7572
263	TV	2			2	17
264	VISITS IN COMM			1	1	5
265	RECORD BAGS	69			69	365
302	VELWYN	18			18	160
306	WAKEFIELD NO 2	31			31	181
307	MINOR NURSING H	85			85	394
308	LAKESHORE MANOR	44			44	218
309	RANKIN NURSING	36			36	72
401	18TH & E WILLIA	52	61	436	549	3587
402	CARDINAL & PIPI	24	5	17	46	1233
405	FAIRVIEW PLAZA	289	144	427	860	5546
407	GARFIELD & WATE					303
408	SAWYER & MONROE	248	130	496	874	7075
411	GRAND & SUMMIT	332	232	1214	1778	10443
501	BLUE MILL					145
502	MACON & LINDEN	38	4	125	167	1368
503	FOREST & LINCOL	69	28	286	383	2324
504	32ND & DUCHESS	115	66	498	679	4186
506	MT CALVARY CHUR	572	393	1827	2792	13726
508	MC CLELLAN	263	158	899	1320	6820
510	MC CLELLAN					289
512	22ND & E CLAY	189	110	263	562	3330
513	24TH & E WILLIA	63	41	171	275	1395
514	EISNERS	236	215	579	1030	6619
601	AP		1	387	388	2229
602	AM					18
603	AT	4	52	336	392	1932
604	YP			305	305	1110
605	YM					2
606	YT					1
607	JP	2		44	46	108
609	JT	1	3	18	22	46

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, SEPTEMBER 27, 1963

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, Decatur, Illinois.

Members Present:

Mr. Francis Hart, President
Mr. David Pilcher, Vice President
Mrs. Dwight Nelson
Mrs. Roger Pogue
Mrs. Joseph Russell
Mr. W. A. Sappington

Members Absent:

Mr. Jack Burnett
Mrs. Erich Stern
Mr. Harold Koslofski

Others Present:

Mrs. Mary T. Howe, Secretary-Librarian
Mrs. Edith McNabb, Staff
Mrs. Judith Hansen, Staff
Mr. Rex Spires, Reporter, Herald-Review

The meeting was called to order at 4:30 P.M. by Mr. Francis Hart, president. The minutes of the July 26, 1963 meeting were read and corrected on page 2, paragraph 2 to read: "A meeting was held with the City Council at which time it was suggested that a committee of construction engineers be formed to determine the actual cost of a new Main Library building or renovation of the old one. The building construction committee of professional engineers: Mr. Frank Beinhauer, Mr. Robert Wood, Mr. Leo Foltz and Mr. John Sweetnam met and completed their assignment. The Committee toured the library on July 10 at 1:30. One other meeting was held. They felt we should actually lay out our building proposal. They discussed the renovation of the electrical system, heating and plumbing and floor system. The Properties Committee recommended an additional \$7,000 to be added to the 1964/65 Budget to secure schematic plans." The Minutes were then approved as corrected.

The Librarian reported circulation up in August-- 7,680 books over this time last year. The Staff Institute will be held Saturday, October 12 at Hott Memorial Center, Monticello, Illinois from 9 a.m. to 5 p.m. Dr. Paul McKay will give the keynote address: "Trends in Literature of the 1960's." Mr. D. Kirk of the Civil Service Commission will be certifying persons for positions on the staff. Mrs. Honnold and Mrs. Griffin are enrolled in the University of Illinois Graduate Course in Library Science. There are 28 persons enrolled in the class. United Fund will canvass library employees next week. It was decided several years ago there would be a payroll deduction for this but no other fund raising will be done through the library. We have a request from the Post Office to put zip code numbers on all of the mail going out, including overdue book notices. This will be mandatory. Professor Miller of Normal is conducting classes on Saturdays and Tuesdays to teach high school students how to improve their reading.

There are 26 persons enrolled in Eighth Year Great Books, and one section of Junior Great Books is filled. Mr. and Mrs. Owen will lead this section and Mr. R. McCreary and Mrs. I. Melnick will lead a second section.

During the month of September the Travel collection was weeded. Mrs. Weidner ran a complete listing for all titles of the Travel section copyrighted before 1950. We all examined these lists and made recommendations for those we thought should be discarded. If discarded books have any value at all they go to Menard Prison. We also sent a shipment of children's books to a school in Tennessee, another one to

a Kentucky school and one to Ellyn Read in the Philippines. If they are of no value we sell them for pulp. We are going to review one section a month.

We should recommend two members of the board to be on Mayor's Committee on Tourism. Mr. Sappington would like to be on that committee.

Mrs. Nelson reported the Finance Committee met and checked the September bills for payment. Mrs. Nelson moved the bills for September be approved for payment. Mrs. Pogue seconded the motion. Roll call vote was taken. Mr. Hart, Mr. Pilcher, Mrs. Russell, Mrs. Pogue, Mrs. Nelson, Mr. Sappington voted aye. Motion carried.

Bills for September, 1963

Staff Salaries	\$ 15,654.79
Operating Expenses	7,351.33
Total Expenditures	\$ 23,006.12

Properties Committee met Tuesday, September 24th. Mrs. Russell and Mr. Pilcher were the only members present, so they could not take any action. A letter was written to the committee of engineers on library stationery and mailed. It was reported the verifax book copying unit, Transistor tape recorder and electric numbering machine were discussed. Mrs. McNabb reported on the tape recorder. The machine she proposed is expensive but quality is needed for radio and television. Radio Station WSOY will give us two spots a day, five days a week, for short book reviews. The electric numbering machine costs \$50.50 more than previously anticipated.

Termites were discovered in the Data Processes area. Six companies have been asked to submit bids. Three have submitted already. We will hold off until we get all six. It was recommended that a thorough search be made to see if there might be other damage.

The top of the charging desk downstairs needs recovering in formica. One bid has been received from Brinkoetter Tiling Company. We should get more bids in by our next meeting.

The front doors need to be rehung because they are sagging and tearing out insulation. The lawn at Dill Branch has been inspected by McManus with recommendations to follow. Mr. Jim Montedonico, Illinois State Library, was over and had a very interesting proposition regarding bookmobile service to Argenta (and twenty-four towns we could possibly serve). Mr. Montedonico felt certain state and federal government could contribute funds.

Mr. Pilcher moved the board approve the purchase of the following items of equipment:

Verifax Book Copying Unit	\$ 185.00
Bates electric numbering machine	238.00
Transistor Tape Recorder (Includes price of headphones, magneraser and microphone)	541.13

Mrs. Nelson seconded the motion. Roll call vote taken. Mr. Hart, Mr. Pilcher, Mrs. Russell, Mrs. Pogue, Mrs. Nelson, Mr. Sappington voted aye. Motion carried.

Mr. Pilcher moved the necessary work in rehangng and reinsulating the front doors be done by Mr. Traughber. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mrs. Pogue made a motion to defer the decision of the board regarding the \$7,000 Conditions Survey until the next meeting. Mr. Pilcher seconded the motion. Mrs. Pogue, Mrs. Russell, Mrs. Nelson, Mr. Pilcher voted aye. Mr. Sappington voted nay.

Mr. Sappington moved Mrs. Howe canvass board members to find date satisfactory for most members for a special meeting regarding the Conditions Survey. Item 6 on the Properties Committee Agenda will be discussed at the special meeting also. Mr. Pilcher seconded the motion. All present voted aye. Motion passed.

Mrs. Nelson moved that Mr. J. Montedonico, Illinois State Library, be authorized to explore the matter of a state-owned vehicle to provide library service in Argenta and report back to the board. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Staff Institute will be Saturday, October 12th. All board members are invited to attend.

Mr. Pilcher moved adjournment and Mrs. Pogue seconded the motion. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Mary T. Howe
Secretary

MINUTES OF PROPERITY COMMITTEE MEETING
September 24, 1963

Members Present:

Mr. David Pilcher, Chairman
Mrs. Joseph Russell

Others Present:

Mr. Jim Montedonico
Mrs. Mary T. Howe
Mrs. Edith McNabb

The meeting was called to order at 4:15 P.M. The attached agenda was discussed. General agreement was reached among those present, but no recommendations were prepared as a quorum was not present.

MINUTES OF FINANCE COMMITTEE MEETING
September 25, 1963

Members Present:

Mr. Jack Burnett, Chairman
Mrs. Dwight Nelson
Mr. Harold Koslofski
Mrs. Roger Pogue

Others Present:

Mrs. Mary T. Howe
Mrs. Edith McNabb

The meeting was called to order at 4 P.M. The attached agenda of the Properties Committee was discussed. General agreement was reached to recommend purchase of the three items requested. The bills were checked against the Vendor List because the Budget and Bill List was not completed. The drawer account items were not included in the Vendor List. The completed list arrived before the meeting adjourned. Mr. Burnett and Mrs. Howe will check before the Board Meeting. Meeting adjourned at 5:45 P.M.

MINUTES OF POLICY COMMITTEE MEETING
September 26, 1963

Members Present:

Mrs. Dwight Nelson, Chairman
Mr. W. A. Sappington

Others Present:

Mrs. Mary T. Howe

Three items were discussed and two recommendations made.

- (1) Proposal for library services project.
- (2) Illinois Senate Bill No. -30.

Minutes of Policy Committee Meeting (Continued)

(3) Schematic plans for the Main Library building.

I Recommendation:

The members of the Properties Committee talked with a representative of the Illinois State Library, Mr. Jim Montedonico, about the Friends Creek Township Library in Argenta and the use of a State owned vehicle. He stated the Illinois State Library is willing to furnish a Bookmobile, a driver, and books for the service. Further investigation by Mr. Jim Montedonico is required. He needs authorization from the Board of Directors to continue the inquiry. Therefore,

"I move that Mr. Montedonico be requested to explore this matter further and report back to the Board."

II Recommendation:

The Policy Committee recommends to the Board of Directors that it obtain schematic plans for improving the Main Library facilities. These plans should entail the remodeling of the existing building as well as the construction of new additions and also schematic plans for a new Main Library building. In addition, a cost analysis for each proposal should be obtained.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING - JULY 26, 1963

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

Members Present:

Mr. Francis Hart, President
Mr. David Pilcher, Vice-President
Mr. John Cheeks
Mr. Harold Koslofski
Mrs. Dwight Nelson
Mrs. Erich Stern
Mr. W. A. Sappington
Mrs. Roger Pogue

Members Absent:

Mr. Jack Burnett

Others Present:

Mrs. Mary T. Howe, Secretary - Librarian
Mrs. Edith McNabb, Staff
Mr. John Sweetnam, Architect
Mrs. Mary K. Weidner, Staff
Mrs. Judith Hansen, Staff
Mr. Rex Spires, Herald Reporter

The meeting was called to order at 4:00 P.M. by Mr. Francis Hart, President. The Minutes for June 28th were corrected to read "the lowest bid for merchandise of quality" on page 2, paragraph 3. The Minutes were then approved as corrected.

The Librarian reported June circulation down over June, 1962. Several personnel changes were noted for September as staff returns to school. Nine persons attended American Library Association Conference at various times during the week. Mr. Hart attended the Pre-Conference Institute on Buildings.

Mr. Hart reported the Buildings Institute was divided into four parts (1) How to plan to go about getting ready to build (2) How to finance building programs (3) Examination of library building plans and (4) The role of the building consultant in the building program. Decatur seems to be proceeding on schedule according to the A.L.A. outline of procedure. Elkhart and South Bend libraries invited us to visit their new buildings.

Mrs. Howe said the Conference within a Conference concentrated on the student use problem. The student population will double by 1970. The accessibility report will be made available as soon as possible. It was a controversial report.

The University of Chicago, Graduate Library School Institute will be held August 4-7. Miss Stafford and Mrs. Howe will attend. The Allerton Conference of the University of Illinois Library School will be held in September. Four persons will attend sessions of special interest and drive back and forth.

The Seminars on "How to Use the Library," will be held August 11-17, 1963. Five librarians will conduct these sessions. Radio, TV and the newspapers are co-operating with us to publicize the meetings.

Mr. Hart and Mrs. Howe will appear August 12, 1963 on "Mid-day," a radio program of WSOY, 12:30 - 2:00 P.M.

The Columbia Record Company gave the library three sets of sixty records each of the Masterworks series. An old photograph of the Wabash Railroad Depot has been given the library by a man from Arthur, Illinois.

Mrs. Nelson reported she and Mr. Burnett checked the July bills and recommended the bills be paid. Mr. Koslofski seconded the motion. Roll call vote was taken: Mr. Hart, Mr. Pilcher, Mrs. Nelson, Mr. Sappington, Mrs. Pogue, Mr. Koslofski, Mrs. Stern and Mr. Cheeks voted aye. Motion carried.

Mr. Pilcher reported on the Properties Committee meeting held at the Evans Branch. He said they were impressed with the building's appearance and condition. The building construction committee of professional engineers: Mr. Frank Beinhauer, Mr. Robert Wood, Mr. Leo Foltz and Mr. John Sweetnam met and completed their assignment. A subsequent meeting was held with the City Council. The Committee toured the library on July 10 at 1:30. One other meeting was held. They felt we should actually lay out our building proposal. They discussed the renovation of the electrical system, heating and plumbing and floor system. The Properties Committee recommended an additional \$7,000 to be added to the 1964/65 Budget to secure schematic plans.

Mr. Pilcher suggested the members of the committee be thanked and asked to serve again as we continue the project.

Mr. Sappington reported on Senate Bill No. 30 that provides "the library board of any public library may accumulate and set apart as reserve funds for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings, etc..." He said in his opinion "that this means that we must apply to the City Council for the accumulation of such a fund. The statute or act reads 'so long as the Board of Trustees applies for a specific fund to be accumulated.' "It is my opinion that all we have to do is apply for such a fund, then we may use any unexpended balance."

Mr. Cheeks gave out copies of the Bill No. 30.

The Properties Committee asked that a copy of the library letter of request to the Construction Committee be attached to our budget recommendation as additional information for the City Council. The State Library has volunteered to extend the use of a Bookmobile to Decatur Public Library. There is no charge or obligation to smaller outlying libraries such as Argenta.

Other Properties Committee business included (1) fire alarm system be set up (2) the yards at Dill, Evans, and Main be fertilized (3) Decatur Window Cleaners to estimate cost of washing walls at Main (4) electric accessioning machine (5) tape recorder to be used in connection with interviews.

~~Mr. Pilcher called attention to the fact that the Board should be authorized to purchase a tape recorder since the Board will not meet in August. Mrs. Nelson seconded the motion. All present voted aye. Motion carried.~~

Mr. Pilcher moved the Board give the Properties Committee authority to act on the purchase of a tape recorder since the Board will not meet in August. Mrs. Nelson seconded the motion. All present voted aye. Motion carried.

The Policy Committee made a report on the revision of the Bylaws. After much discussion Mr. Pilcher moved a change in the section - "Attendance : Non attendance of Directors at regularly scheduled meetings of either the Board and the standing Committees of which he is a member for three successive months shall be regarded as a resignation, and it shall be the duty of the president to report same to the Mayor." Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

The Finance Committee recommended Code No. 303 be zeroed, Code No. 308 be raised to \$950, and \$7,000 be added to the 1964/65 Budget to take care of an architectural survey.

The Policy Committee was instructed to examine the new Senate Bill No. 30 and draft a recommendation for requesting building funds at the October board meeting.

Mr. Pilcher moved the Operating Budget for 1964/65 be approved by the Board and submitted to the City Council. Mrs. Nelson seconded the motion. Roll call was taken. Mr. Hart, Mr. Pilcher, Mrs. Nelson, Mrs. Stern, Mrs. Pogue, Mr. Koslofski and Mr. Sappington voted aye. Motion carried.

Mrs. Nelson moved adjournment, Mrs. Stern seconded the motion. The meeting was adjourned at 5:50 P.M.

Respectfully submitted,

Mary T. Howe,
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois
MINUTES OF THE BOARD OF DIRECTOR'S MEETING
June 28, 1963

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

Members Present:

Mr. Francis Hart, President
Mr. David Pilcher, Vice-President
Mrs. Erich Stern
Mr. W. A. Sappington
Mr. Jack Burnett

Members Absent:

Mr. Harold Koslofski
Mrs. Dwight Nelson
Mrs. Roger Pogue
Mr. John Cheeks

Others Present:

Mrs. Mary T. Howe, Secretary-Librarian
Mr. Ralph Sanders, Reporter, Herald-Review
Mrs. Judith Hansen, Staff Member

The meeting was called to order at 4 P.M. by Mr. Francis Hart, president.

The minutes of the May 31st meeting were approved as received by mail.

Mr. Burnett reported he personally checked the June bills for payment and he moved the bills be paid. Mr. Sappington seconded the motion. Roll call was taken: Mr. Hart, Mr. Pilcher, Mrs. Stern, Mr. Sappington, and Mr. Burnett voted aye. Motion carried.

The Librarian reported on the request from the "People to People" program for information. After some discussion it was decided to answer the questions on the basis of staff and directors. Information about patrons would not be included.

The American Library Association's annual conference will be held in Chicago, July 14-20, 1963. Six staff members will attend. Mr. Hart and Mrs. Howe will attend the pre-conference, Building's Institute, July 12-13, 1963. The Trustee's Institute would be a valuable meeting for the directors to attend. Mr. Burnett and Mrs. Stern will try to attend. Five to six thousand persons are expected for the conference.

The University of Chicago, Graduate Library School conference is August 5-7, 1963. It will be concerned with "Library Catalogs, Changing Dimensions." Miss Stafford and Mrs. Howe will attend.

The University of Illinois, Graduate School of Library Science conference will be held in September at Allerton Park, Monticello. It will be on "Research Methods in Librarianship." Decatur staff will drive back and forth each day.

The 60th anniversary of the Association of Commerce will be July 3rd at a luncheon in the ballroom of the Decatur Club. Mr. Sappington will attend and Mr. Pilcher will be there if in town.

Mrs. Howe read the financial report for the library, May-June 1963. She reported the library will operate the 400 code account for collections on a 10 month basis inasmuch as orders cannot be placed after March 1st and expect to be received by the end of the fiscal year.

She reported a talk with George Slater, economist for the Citizen's National Bank. He suggested some projection of figures for different age groups, using 1960 for the index base.

Mr. Pilcher gave the report for the Properties Committee. The members met last Friday afternoon and toured the building. He requested a survey report on the basement floor levels. The committee members talked about the need for new file cabinets in the Reference Room. Since last Friday bids have been taken from local sources of supply. The Lincoln Illinois Office Supply Company has also submitted a bid on the Globe-Wernicke, five drawer, legal size files. This was a low bid of \$118.99 for files with locks and \$108.22 for files without locks. The Decatur bids were \$178.00 and \$160.00 for the same files. The library needs six files without locks and one file with locks. The Lincoln bid was next to the lowest bid for the Grade A files of any type. Mr. Pilcher moved the bid from Lincoln be accepted. Mr. Sappington seconded the motion. Roll call vote was taken. Mr. Hart, Mr. Pilcher, Mrs. Stern, Mr. Sappington, and Mr. Burnett voted aye. Motion carried.

The Properties Committee agreed to tour Evans Branch on Friday, July 26, 1963 at 2:30 P.M. prior to the Board meeting.

Mr. Sappington reported on the revision of the By-Laws by the Policy Committee. All directors received the revisions ten days prior to the present meeting. After a discussion of the By-Laws, a vote will be taken at the July Board meeting.

Three major changes were made:

(1) Term of office -- it was felt the president and the vice-president's term should not end until the end of his trustee term.

(2) "Missing three successive meetings constitutes a resignation-- it was the opinion of the committee, a person should not miss three meetings consecutively, and if he did, he is not showing interest so we eliminated "without cause" clause. This means an automatic resignation. Under the terms of the By-laws the librarian would then send a letter to the Mayor informing him of the resignation. Mr. Pilcher thought there were many possibilities where a good member very much interested would be forced to miss three meetings and couldn't do anything about it because of sickness, vacation, etc. Mr. Sappington thought the "without cause" placed a burden on Mrs. Howe and the Board that neither should carry.

(3) Instead of enumerating duties of various committees we have indicated that the Board may direct the appointment of such other committees from time to time as it may deem necessary or desirable.

Mr. Pilcher said he would like Article 6 changed to read: "The City Librarian shall be responsible for carrying out policies of the Board both as to their instruction and to their intent." The first sentence of the article is too hard and should be changed.

Mr. Burnett reported on the budget meeting with the City Council. Mr. Hart, Mr. Pilcher, Mr. Sappington, and Mr. Burnett were present. The Board had met with the Finance Committee and decided to present a suggestion at the June Board meeting to include in the levy request a request for "a special levy of 5¢ or $\frac{1}{2}$ mill that may be set aside for a number of years for the sole purpose of constructing a new library building." This suggestion was submitted to the Council for their reaction. Mr. Morey had spent the afternoon touring the building and was shocked at the conditions. The Council came back with a counter-proposal. They thought a referendum vote could not be held until Spring, 1965. The alternate proposal was a special levy of 3¢ for three years, the money to be used to completely renovate the Main Library. There was discussion as to whether it is worth the money. They hated to see a landmark torn down. Another suggestion was to sell the present land and use the money to build elsewhere. Mr. Burnett reminded the members that all of the consultants had agreed the library building should stay at the present location because of its central position. The Council seemed to think there was a possibility of the 3¢ request being approved.

There was a very high compliment to the administrative staff and Board of Directors of the Library. The library funds available have actually diminished when services have actually increased.

The regular budget submitted for \$302,528 would be approved.

The Council suggested a committee of construction engineers look at the Main Library and see whether the present building can be used. Mr. Pilcher agreed to contact several men and form a committee to proceed immediately and be able to bring recommendations to the July Board Meeting.

Mr. Kopetz doubted the quarter of a million dollar figure for repairs and maintenance. Mrs. Howe was instructed to prepare the list for the past fifteen years. One should be mailed to the Mayor and ask him if other council members want copies.

The suggested budget for levy purposes was held over for the July meeting until the building recommendations could be included in the request.

The meeting adjourned at 5:35 P.M.

Respectfully submitted,

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

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING, MAY 31, 1963

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 451 North Main St., Decatur, Illinois.

Members present:

Mr. Francis Hart, president
Mrs. Dwight Nelson
Mr. David Pilcher
Mrs. Erich Stern
Mr. Harold Koslofski
Mr. W.A. Sappington
Mr. John Cheeks

Members absent:

Mr. Jack Burnett
Mrs. Roger Pogue

Other persons present:

Mrs. Mary T. Howe, Secretary-Librarian
Mr. Ralph Sanders, newspaper reporter

The meeting was called to order at 4:15 PM by Mr. Francis Hart, president. The minutes of the April 26, 1963 meeting were approved as received in the mail, with correction: "Warren A. Sappington" instead of Walter A.

Mr. Koslofski presented the report of the Finance Committee. Bills for May were reported checked by Mrs. Nelson, Mr. Pilcher and Mr. Koslofski. Mrs. Nelson moved the bills for May be approved for payment. Mr. Cheeks seconded the motion. Roll call was taken. Mr. Hart, Mrs. Nelson, Mr. Pilcher, Mrs. Stern, Mr. Koslofski, Mr. Sappington, and Mr. Cheeks voted aye. Motion carried.

Mr. Pilcher, chairman of the Properties Committee called a meeting for June 21, 1963 at 4PM. The floors on the Main Floor were reported repaired. Mr. Hart will speak to the Kiwanis Club, June 18th on building needs of the Library. After some discussion on the care of the lawn and shrubs at the Dill Branch, Mr. Hart said he knew a young man (Dennis Purdue) who would do the job for \$20 per month. Mrs. Stern moved that Mr. Purdue be hired to take care of the lawn and shrubs at the Dill Branch. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mrs. Howe explained the need for a decision on the 1964/65 budget in order to make the request for the levy by August 1st. It was decided to meet June 13th at 4 PM for a discussion of the 1964/65 budget. All members of the Board were invited to attend.

Mrs. Nelson, chairman of the Policy Committee reported on the need to revise the By-Laws of the Library. She suggested a meeting for June 12, 1963 at 4 PM. If the revisions could be worked out in one session, the revised edition would be mailed to the members by Monday which would be 10 days before the regular monthly board meeting. She pointed out the "stolen and lost book" ordinance has not been approved by the City Council. Some discussion was held on the legislation just passed on the accumulated building fund.

The Personnel Committee report was made by Mr. Cheeks, chairman. Miss Morris is going to London at the end of July to join her family. Two Man-Power employees have been working on over-due notices and shelving books. Mrs. Howe said all of our pages at the Main Library will leave for college at end of summer. The examination for Library Assistant I has been given and the eligible list will be known next week. A training school for library science courses has been requested through the University of Illinois Extension Division. The five courses will cover, book selection, cataloging, reference, administration and organization of libraries, and children's literature. These would be offered for one year. The summer reading club for children will be centered around "Read a Mile". It will begin next Monday. Mrs. Howe met with Mr. Kirk, secretary of the Civil Service Commission and reviewed some of the problems of the library.

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The Friends Creek Township Library Board has hired a librarian, rented a building, and is waiting to hear from Decatur on the cost of serving their library once every two weeks. However, the Brown bookmobile was used last week while the B-2 vehicle was in the garage for major repairs.

There being no other business, the meeting was adjourned at 5:20 PM.

Respectfully submitted,

Mary T. Howe
Secretary