

DECATUR PUBLIC LIBRARY
Decatur, Illinois

PROPERTIES COMMITTEE MEETING
August 2, 1962

The Properties Committee met August 2, 1962 at 3:30 PM in the Board Room of the Decatur Public Library, 457 North Main, Decatur, Illinois.

Members present:

Mr. Francis Hart
Mr. John Cheeks
Mrs. Erich Stern

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

Others present:

Mr. Byron Merris, Corporation Coun~~561~~
Mary T. Howe
Mr. Robert Kirchgraber
Mrs. Nellie McNabb
Mrs. Esther Puhek

Mr. Hart asked about the public schools borrowing B-3 for use at the Lakeview High School library during the 1st term or until the construction on the library was finished. Mrs. Howe reported a conversation with Mr. Norman Gore, of the public schools. He has had assurance from the construction company that the library will be completed by September 1. The public schools have some temporary shelves that we may use to put the B-3 collection on while Lakeview is using the bookmobile. We will wait until we know how the construction is progressing.

Mr. Cheeks moved the library loan bookmobile three (B-3) to the public schools, at no cost to the library including moving books and stacks. Mrs. Pogue seconded the motion. All voted aye. Motion carried.

Mr. Hart asked Mr. Merris for a decision on whether the library could set aside funds for a capital improvement program. Mr. Merris said that libraries are one of the very few institutions that have the ability to accumulate building funds. A plan should be developed and presented with the budget. This should be incorporated in the appropriation ordinance each year. He said that he was willing to work this out with the library to get all of the legal technicalities completed.

Mr. Merris was then asked about the tax levy needed for 1963/64. He said that the tax levy had to be passed by September 2, 1962. Mrs. Howe noted that for the past two years the tax levy ordinance had been passed on August 14 and 15. Mr. Merris affirmed it must be done immediately. The library situation was explained to him. There would be no cash balance carried over from 1962/63 to next year's budget. Therefore, it is necessary to levy for the full amount - \$271,000.

Mr. Merris cautioned that \$260,000 could be levied without any criticism. The committee members pointed out that the library could not be run on \$268,000. We would probably collect about \$8,000 in fines, fees, etc. but we had to make the salary adjustment which will raise the present budget \$7,000.

Mr. Hart commented on the fact that the maintenance program would have to be cut in half if we keep the budget on the lower level.

Mr. Merris said that he had lost the file on the station wagon and asked for a duplicate copy.

There was discussion on the ordinance to collect overdue books. There are \$8,000 worth of books out that have not been returned. Mrs. Puhek explained the procedure for books overdue. The messenger collects books once a week. In 1962, 347 cases were cleared or 496 books returned and 277 cases not cleared or 469 books not returned after the collector had worked on the cases. In 1961, 518 cases were cleared or 824 books returned and 238 cases were not cleared or 440 books not returned.

There was discussion of who should do this collecting, the Credit Bureau, a policeman, or go ahead with the present procedure of having Mr. Atchison make the collections.

Mr. Cheeks wondered if Mr. Atchison could be put on full time for six weeks and clear these outstanding accounts. Mr. Atchison should try to collect only books the patrons might have and not try to collect the money. He could leave a self addressed envelope so they could mail in their money or come into the library and pay their fines. It was thought that the patron would be more willing to find the books and give them back to him if they didn't have to find a dollar or two to pay him at the time.

Mr. Merris said that he would work on the ordinance for collecting overdue books.

A policy for Records Retirement that was developed in 1957 was examined by the committee members. It was explained that some of these should have legal opinion on what we have to keep. Mr. Merris said he would examine the records and give his legal opinion.

The library asked for the legal procedure to develop a multi-county library. Mr. Merris said there ~~is~~ no county library now and this was acknowledged. The county has a law library now but it had run out of space and many of the books that they own are in other offices.

Mrs. Howe said she had visited the county law library and agreed it needed more space. She had had the law libraries course at Kent Law School, Columbia University and she would like to see the Macon County Law Library catalogued, classified, and housed properly.

The County Medical Library was housed in the Main Library many years ago but released it to the hospitals when space became limited. It was hoped a multi-county system would correct many problems of service and economies.

Mr. Merris was thanked for his advice and time spent in talking with the Board members.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Mary T. Howe
Mary T. Howe,
Librarian

After the meeting the Special Board meeting for considering the 1962 levy was discussed. It was decided to hold it at 8:30 a.m. Saturday, August 4, 1962, in the Board Room.

The University of Chicago Conference was mentioned. Mr. Burnett will attend and possibly Mrs. Pogue.

JOHN F. SWEETNAM

ARCHITECT • STRUCTURAL ENGINEER • 759 WEST MACON ST. • DECATUR, ILL. • PHONE 423-4322

July 24, 1962

Board of Directors
Decatur Public Library
457 North Main
Decatur, Illinois

Gentlemen:

The present building has a total floor area of 22,200 square feet and is fifty-nine years old. The structure is requiring increasingly more and more repair and maintenance to keep it in a usable condition. This repair and maintenance will increase because of the type of building and the age. Within the next ten to fifteen years it will reach the stage where a new building with more useful areas and constructed with material requiring less maintenance would prove more economical.

Since the present floor area is only about half what is recommended for a library serving a community the size of Decatur, some planning should be done to provide additional space.

A complete new building on the site would put the library out of service for some time and be quite an expenditure. Additional space could be planned in two stages by constructing a new wing of approximately 22,000 square feet to the south over the parking lot (but retaining the parking at grade) with a connection to the old building. This new wing would provide additional floor area to operate for eight to ten years, when a center area and a north wing replacing the old building could be constructed. The building could also be designed for a future floor if additional area is required when the city grows and it is needed. The cost of a new south wing including building and equipment would be \$440,000.00.

Very truly yours,


John F. Sweetnam

JFS:R

DECATUR PUBLIC LIBRARY
Decatur, Illinois

1. The proposed plan for the development of the physical plant of the Decatur Public Library withing the next 20 years has been considered carefully by the Properties Committee and the Board of Directors. This plan is based on the assumption that the Board Members refer to the previous draft submitted by the Librarian.

The Main Library has 22,200 sq. ft. of floor space as compared to the minimum requirements of 42,902 sq. ft. By 1980 the minimum would be 55,770 sq. ft. needed.

The attached figures show the size and cost figures.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE SPECIAL BOARD OF DIRECTOR'S MEETING
August 4, 1962

A special 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, August 4, 1962 at 8:30 AM. Coffee and donuts were served.

Members Present:

Mr. Jack Burnett, president
Mrs. Dwight Nelson
Mrs. Erich Stern
Mr. John Cheeks

Mrs. Roger Pogue
Mr. Francis Hart
Mr. Harold Koslofski

Members Present:

Mr. David Pilcher
Mr. James Sommer

Others Present: Mrs. Mary T. Howe, Librarian and Mr. Robert Kirchgraber, Asst. Lib.

Mr. Burnett called the meeting to order at 8:30 AM. He asked if the Board was favorable to go ahead with the long range plans.

It was suggested that the publicity reflect that no bonds will be used but the library will accumulate the money which will in turn earn money. This capital expenditure will not be requested now but should go into the 1963/64 budget request.

The special meeting was called in order to request a larger appropriation for 1963/64; and, therefore, a higher levy for the library must be requested now. A letter should be sent to the Council by the following Monday. The letter should include a clear definition of no carry over of funds this fiscal year 1962/63. The only addition or estimated expense is the salary increase (\$7,000) brought about by the salary adjustment, based on the new Civil Service Classification Plan and subsequent placing employees in the correct position.

The attached statement of estimated expenses was presented.

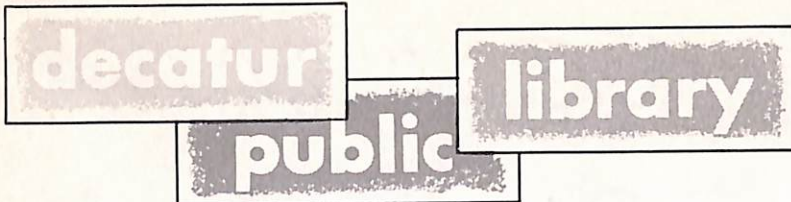
Mr. Hart moved the letter be written and estimated statement be sent to the Council. Mrs. Nelson seconded the motion. All present voted aye.

Meeting adjourned at 9:15 AM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

August 4, 1962

The Board of Directors of the Decatur Public Library have the pleasure of presenting the estimated statement of cash receipts, disbursements, and balance for the fiscal year 1963/64 which will show the necessity for a higher tax levy for 1962.

The Board of Directors unanimously approved this statement at a special meeting, August 4, 1962.

The estimated statement shows clearly there will be no cash balance on April 30, 1963. The only addition to the budget is the increase in the salary item of \$7000. to cover the salary adjustment necessary under the suggested City payroll schedule as previously presented (May 18, 1962) by Mr. Ernest Bodnar, secretary to the municipal Civil Service Commission. This City payroll schedule was subsequently adopted by the Library Board of Directors. The other items in the 1963/64 Public Library budget will remain the same as for 1962/63. It is estimated that the collection of fines and fees will be less in 1963/64.

The increase necessary in the tax levy for 1962 would be .00817 or less than 1¢ on the \$100 assessed valuation for the City. This raises the tax levy for the Public Library Fund from .10383 for 1961 to .1120 for 1962. The County collection costs are included in this levy estimate.

The Directors of the Decatur Public Library take this opportunity to thank the members of the City Council for their interest and cooperation in carrying out the work of library services to the residents of Decatur.

Yours very sincerely,

Jack R. Burnett, President
Board of Directors
Decatur Public Library

DECATUR PUBLIC LIBRARY
Decatur, Illinois

AN ESTIMATED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND BALANCE
FOR THE FISCAL YEAR 1963/64

RECEIPTS:

Taxes to be collected in 1963 (1962 levy)	\$ 270,969. ¹⁸⁶	
Cash balance, estimated April 30, 1963	<u>0.</u>	\$270,969. ¹⁸⁶
 Fines to be collected in 1963/64		 5,854.
Fees, non-resident in 1963/64		560.
Interest on investments (U.S. Treasury bills)		900.
Cash credits and reimbursements		<u>500.</u>
Total Receipts estimated, 1963/64		\$278,785. ^{000.}

DISBURSEMENTS:

100 Salaries	\$ 180,520.	
Salary adjustment	7,000.	
200 Library Services & Maintenance	16,255.	Same as 1962/63
300 Building Maintenance	22,033.	" " "
400 Properties - Library Materials Collection	49,315.	" " "
500 " - Equipment	1,650.	" " "
600 " - Building - rental Dill Branch	<u>2,010.</u>	" " "
Total disbursement estimated for 1963/64.....		\$278,785. ^{000.}

Based on the assessed valuation:

\$249,670,279.00 = 1961	
<u>5,000,000.00</u> =	- increase
\$254,670,279.00 = 1962	

DECATUR PUBLIC LIBRARY

Decatur, Illinois

COMBINED BUDGET AND BILL LIST - AUGUST 1962

CODE	ALLOCATION	AMT. FOR YR.	FOR AUGUST	YEAR-TO-DATE	BALANCE
100	SALARIES S	17500000	1188992 ✓	4512446	12987554
	TREAS CIT		90496 ✓		
	BL CR AND		16268 ✓		
	DEC CITY C		12500 ✓		
	NATL BK DE		232560 ✓		
	UNITED FUN		700 ✓		
100		17500000	1541516	6053962	11446038*
150	SALARIES B	552000	28754 ✓	109543	442457
	TREAS CIT		2569 ✓		
	NATL BK DE		3410 ✓		
	UNITED FUN		100 ✓		
150		552000	34833	144376	407624*
		18052000	1576349	6198338	11853662*
201	BINDING SU	82200		7640	74560
201		82200		7640	74560*
202	CAT MATERI	84000		5700	78300
202		84000		5700	78300*
203	FREIGHT EX	14400		2243	12157
	MACRAES BL		85 ✓		
	THOMAS C C		26 ✓		
203		14400	111	2354	12046*
204	IBM SUPPLI	535000		158704	376296
	IBM		51500 ✓		
	QUEST MFG		292 ✓		
204		535000	51792	210496	324504*
205	OFFICE SUP	292100		38297	253803
	VERIFAX		433CR ✓		
	DEC PAPER		1344 ✓		
	IBM		367 ✓		
	IBM		183 ✓		
	PFILES CAM		1310 ✓		
	ROGERS G M		885 ✓		
205		292100	3656	41953	250147*
206	POSTAGE	129300		39050	90250
	RESERVES		816CR ✓		
	AM PERS &		9 ✓		
	AMER BK PR		24 ✓		
	BRITISH BK		9 ✓		
	CHEM ELEME		14 ✓		

CODE	ALLOCATION	AMT. FOR YR.	FOR AUGUST	YEAR-TO-DATE	BALANCE
	COACH HOUS		24 ✓		
	E B FILMS		10 ✓		
	INTERSTATE		14 ✓		
	MCCLURG A		24 ✓		
	QUEST MFG		16 ✓		
	RESEARCH C		24 ✓		
	STECHELT H		55 ✓		
	STECHELT H		50 ✓		
	STECHELT H		95 ✓		
	U OF I PRE		14 ✓		
	YEAR BK ME		19 ✓		
	N O M A		260 ✓		
	POSTMASTER		104 ✓		
	POSTMASTER		11 ✓		
	POSTMASTER		2000 ✓		
	POSTMASTER		89 ✓		
	POSTMASTER		4 ✓		
	POSTMASTER		41 ✓		
	POSTMASTER		38 ✓		
	POSTMASTER		7 ✓		
	POSTMASTER		17 ✓		
	POSTMASTER		263 ✓		
	POSTMASTER		4000 ✓		
206		129300	6419	45469	83831*
207	PRINTING	82000		50600	31400
207		82000		50600	31400*
208	REP TO EQU	66400		29593	36807
	BURDICK PL		812 ✓		
	BURDICK PL		2665 ✓		
	DECATUR RE		4580 ✓		
	F HUBBARD		630 ✓		
	KINGLAR CO		2180 ✓		
208		66400	10867	40460	25940*
209	TEL TOLLS	14000		1730	12270
	ILLINOIS B		549 ✓		
209		14000	549	2279	11721*
210	TEL SERVIC	8900		608CR	9508
	ILLINOIS B		100 ✓		
210		8900	100	508CR	9408*
212	RENT OF MA	75700		31800	43900
	PITNEY BOW		1800 ✓		
212		75700	1800	33600	42100*
213	SERV CONTR	21800		14000	7800
213		21800		14000	7800*

CODE	ALLOCATION	AMT. FOR YR.	FOR AUGUST	YEAR-TO-DATE	BALANCE
214	SERV CONTR			10865	10865
214				10865	10865*CR
220	PROF DEVEL	117700		20800	96900
	KIRCHGRABE		293CR ✓		
	MCNABB NEL		708CR ✓		
	PUHEK ESTH		715CR ✓		
	STAFFORD M		1103CR ✓		
	YAMAMOTO M		667CR ✓		
	BURNETT JA		7000 ✓		
	HOWE MRS M		2929 ✓		
	KIRCHGRABE		2929 ✓		
	KIRCHGRABE		2400 ✓		
	MCNABB NEL		2929 ✓		
	POGUE MRS		6529 ✓		
	PUHEK ESTH		2568 ✓		
	STAFFORD M		2929 ✓		
	UNIV OF CH		8000 ✓		
	YAMAMOTO M		2929 ✓		
220		117700	37656	58456	59244*
221	COMM SERVI	15900		4780	11120
	HI HAT GRI		58 ✓		
	N O M A		150 ✓		
	N O M A		150 ✓		
221		15900	358	5138	10762*
222	EXHIBIT EX	8600			8600
222		8600			8600*
223	HANDLING C	3000		926	2074
	ARFOR PROD		15 ✓		
	INTERSTATE		5 ✓		
	MCCLURG A		10 ✓		
223		3000	30	956	2044*
224	ADVERTISIN	1200		17950	16750
224		1200		17950	16750*CR
225	AUDITING	50000			50000
	MURPHY JEN		50350 ✓		
225		50000	50350	50350	350*CR
299	MISC	23300		3271	20029
299		23300		3271	20029*
		1625500	163688	601029	1024471*
301	BLDG SUPPL	117900		31866	86034
	G E DAY SO		575 ✓		
	JAGER SUPP		196 ✓		
301		117900	771 ✓	32637	85263*
302	CLEANING S	16100		3834	12266
	DEC INDUST		325 ✓		
302		16100	325	4159	11941*

CODE	ALLOCATION	AMT. FOR YR.	FOR AUGUST	YEAR-TO-DATE	BALANCE
303	CONTRACT R	500000			500000
303		500000			500000*
304	GARBAGE &	11400		3850	7550
	MAXEDON E		400 ✓		
304		11400	400	4250	7150*
306	INSURANCE	465800		100	465700
	BENNETT SH		11168 ✓		
306		465800	11168	11268	454532*
307	LIGHT & PO	79200		70463	8737
	ILL POWER		24250 ✓		
307		79200	24250	94713	15513*CR
308	BLDG REPAI	83500		12900	70600
	FISHER SIG		2000 ✓		
	MIRACLE MO		1310 ✓		
308		83500	3310 ✓	16210	67290*
309	TRAVEL	62800		431	62369
309		62800		431	62369*
310	HEALTH & S	4900			4900
	RAMBO PHAR		627 ✓		
310		4900	627	627	4273*
311	CONTRACT C	552800		147900	404900
311		552800		147900	404900*
312	ARCHITECT	60000			60000
312		60000			60000*
313	REP AUTO E	221000		28365	192635
	BLACK & CO		150 ✓		
	KILBORNS		10000 ✓		
	NATL CITY		8258 ✓		
	NATL CITY		11979 ✓		
	NATL CITY		1199 ✓		
	NATL CITY		891 ✓		
	NATL CITY		3038 ✓		
	NATL CITY		585 ✓		
313		221000	36100 ✓	64465	156535*
314	CLEANING S	9500		499	9001
	DEC WINDOW		7100 ✓		
	DEC WINDOW		12100 ✓		
	DEC WINDOW		33500 ✓		
	NORMANS		504 ✓		
314		9500	53204 ✓	53703	44203*CR
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	3400			3400
399		3400			3400*
		2203300	130155	430363	1772937*

CODE	ALLOCATION	AMT. FOR YR.	FOR AUGUST	YEAR-TO-DATE	BALANCE
401	BINDING	1000000		66430	33570
	STECHELT H		400		
401		1000000	400	66830	33170*
402	BOOKS	3819100		921645	2897455
	L AND D		4437CR		
	STAFF BOOK		1418CR		
	MEMORIAL B		400CR		
	AM PERS &		250		
	AMER BK PR		1750		
	ARFOR PROD		295		
	BAKER & TA		17298		
	BAKER & TA		8625		
	BAKER & TA		1040		
	BAKER & TA		17930		
	BAKER & TA		10311		
	BAKER & TA		26663		
	BAKER & TA		23412		
	BAKER & TA		808		
	BAKER & TA		6866		
	BAKER & TA		2506		
	BAKER & TA		15253		
	BOWKER R R		1000		
	BRITISH BK		337		
	CARNEGIE L		100		
	CHEM ELEME		316		
	COACH HOUS		1050		
	H W WILSON		700		
	ILL CONS T		75		
	ILLINOIS B		3700		
	IMPERIAL B		7443		
	IMPERIAL B		1794		
	IMPERIAL B		3977		
	IMPERIAL B		90338		
	INTERSTATE		337		
	LINCOLN J		200		
	MACRAES BL		2000		
	MCCLURG A		540		
	MCCLURG A		712		
	MCNAUGHTON		10500		
	MCNAUGHTON		3120		
	NEW METHOD		3330		
	NEW METHOD		951		
	OKLA STATE		75		
	RESEARCH C		1000		
	SCARECROW		450		
	SCARECROW		427		
	SCARECROW		1890		
	STECHELT H		950		
	STECHELT H		1175		

CODE	ALLOCATION	AMT. FOR YR.	FOR AUGUST	YEAR-TO-DATE	BALANCE
	STECHERT H		1300		
	THOMAS C C		1328		
	U OF I PRE		236		
	US GPO		320		
	WHOS WHO A		1435		
	YEAR BK ME		698		
402		3819100	270556	1192201	2626899*
405	FILMS 16MM	30000		23565	6435
	E B FILMS		18000		
405		30000	18000	41565	11565*CR
408	FILMS MICR	177000		22067	154933
	DEC HERLD		2153		
	UNIV MICRO		6475		
408		177000	8628	30695	146305*
409	FILMS RENT			2431CR	2431
	FILM RENTA		785CR		
409			785CR	3216CR	3216*
410	PAMPHLETS	20000		950	19050
410		20000		950	19050*
412	PICTURES	10000		3500	6500
412		10000		3500	6500*
414	RECORDS LP			9117	9117
414				9117	9117*CR
415	RECORDS S	120000			120000
	CHESTERFIE		21211		
415		120000	21211	21211	98789*
419	PERIODICAL	300000		25320	274680
	LIB PLACE		1200		
	SPEECH ASS		1000		
	DEC HERLD		30		
	DEC HERLD		30		
	DEC HERLD		45		
	DEC HERLD		45		
	DEC HERLD		30		
	DEC HERLD		45		
	DEC HERLD		30		
	DEC HERLD		45		
	DEC HERLD		30		
	DEC HERLD		30		
419		300000	2560	27880	272120*
420	MAPS	5000			5000
420		5000			5000*

CODE	ALLOCATION	AMT. FOR YR.	FOR AUGUST	YEAR-TO-DATE	BALANCE
421	MEMBERSHIP	70000		9900	60100
	A OF C DEC		4800 ✓		
421		70000	4800	14700	55300*
422	SERVICES	200000		17280	182720
	PRENTICE H		10247 ✓		
	PRENTICE H		899 ✓		
422		200000	11146	28426	171574*
499	MISCELLANE	2100			2100
499		2100			2100*
		4853200	336516	1433859	3419341*
502	ADD TO EQU	165000		6350	158650
502		165000		6350	158650*
603	RENTALS	201000		50250	150750
	SWARTZ HOM		16750 ✓		
603		201000	16750	67000	134000*
		201000	16750	67000	134000*
		27100000	2223458	8736939	18363061*

Bills presented for payment

Mary T. Howe

Approved for payment

Harold W. Koslofski

Louise H. Nelson

James M. Amman

David Piller

Finance Committee

BAL LAST M	4835418
TAX INCOME	5700000
FINES	69027
NON RES FE	5600
L AND D	4437 ✓
RESERVES	816 ✓
FILM RENTA	785 ✓
VERIFAX	433 ✓
STAFF BOOK	1418 ✓
MEMORIAL B	400 ✓
KIRCHGRABE	293 ✓
PUHEK ESTH	715 ✓
MCNABB NEL	708 ✓
STAFFORD M	1103 ✓
YAMAMOTO M	667 ✓
CASH CREDI	11775 CR
NATL BK DE	9947329 CR ✓
NATL BK DE	1500000
BILL LIST	2199208 CR
	36492 CR

4/16/90 - Aug
 4/16/90 - Aug
 675.15 July
 997.89 June
 525.11 May
 12/10/90
 82451 94
 12/10/90
 12/10/90

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE FOR AUGUST - 1962

Code	Expense Allocation	Amt. for Yr.	Enc. for August	Tot. Enc.	Balance
100	SALARIES S	17500000		6053962	11446038
100		17500000		6053962	11446038*
150	SALARIES B	552000		144376	407624
150		552000		144376	407624*
201	BINDING SU	82200		7640	74560
201		82200		7640	74560*
202	CAT MATER I	84000		5700	78300
202		84000		5700	78300*
203	FREIGHT EX	14400		2354	12046
203		14400		2354	12046*
204	IBM SUPPLI	535000		210496	324504
	MIRABELLA		9290		
204		535000	9290	219786	315214*
205	OFFICE SUP	292100		41953	250147
	CHILDRENS		3110		
	PFILES CAM		900		
	RECORDAK C		900		
205		292100	4910	46863	245237*
206	POSTAGE	129300		45469	83831
206		129300		45469	83831*
207	PRINTING	82000		50600	31400
207		82000		50600	31400*
208	REP TO EQU	66400		40460	25940
	DECATUR RE		17500		
208		66400	17500	57960	8440*
209	TEL TOLLS	14000		2279	11721
209		14000		2279	11721*
210	TEL SERVIC	8900		508CR	9408
210		8900		508CR	9408*
212	RENT OF MA	75700		33600	42100
212		75700		33600	42100*
213	SERV CONTR	21800		14000	7800
213		21800		14000	7800*
214	SERV CONTR			10865	10865
214				10865	10865*CR
220	PROF DEVEL	117700		58456	59244
220		117700		58456	59244*

Code	Expense Allocation	Amt. for Yr.	Enc. for August	Tot. Enc.	Balance
221	COMM SERVI	15900		5138	10762
221		15900		5138	10762*
222	EXHIBIT EX	8600			8600
222		8600			8600*
223	HANDLING C	3000		956	2044
223		3000		956	2044*
224	ADVERTISIN	1200		17950	16750
224		1200		17950	16750*CR
225	AUDITING	50000		50350	350
225		50000		50350	350*CR
299	MISC	23300		3271	20029
299		23300		3271	20029*
301	BLDG SUPPL	117900		32637	85263
301		117900		32637	85263*
302	CLEANING S	16100		4159	11941
302		16100		4159	11941*
303	CONTRACT R FAIRLAWN N	500000			500000
303		500000	25020	25020	474980*
304	GARBAGE &	11400		4250	7150
304		11400		4250	7150*
306	INSURANCE IRISH BEHN	465800		11268	454532
306		465800	221557	232825	232975*
307	LIGHT & PO	79200		94713	15513
307		79200		94713	15513*CR
308	BLDG REPAI	83500		16210	67290
308		83500		16210	67290*
309	TRAVEL	62800		431	62369
309		62800		431	62369*
310	HEALTH & S	4900		627	4273
310		4900		627	4273*
311	CONTRACT C	552800		147900	404900
311		552800		147900	404900*
312	ARCHITECT	60000			60000
312		60000			60000*

Code	Expense Allocation	Amt. for Yr.	Enc. for August	Tot. Enc.	Balance
313	REP AUTO E	221000		64465	156535
313		221000		64465	156535*
314	CLEANING S	9500		53703	44203
314		9500		53703	44203*CR
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	3400			3400
399		3400			3400*
401	BINDING	100000		66830	33170
	OUTSTANDIN		32260		
	STAPPENBEC		48740		
401		100000	81000	147830	47830*CR
402	BOOKS	3819100		1192201	2626899
	OUTSTANDIN		365004		
	STANDING O		246305		
402		3819100	611309	1803510	2015590*
405	FILMS 16MM	30000		41565	11565
	CONTEMPORA		2370		
	CONTEMPORA		1595		
	FILM CENTE		2500		
	INTNL FILM		800		
	S REYNOLDS		2700		
	UNIV OF IL		5195		
405		30000	15160	56725	26725*CR
408	FILMS MICR	177000		30695	146305
408		177000		30695	146305*
409	FILMS RENT			3216CR	3216
409				3216CR	3216*
410	PAMPHLETS	20000		950	19050
410		20000		950	19050*
412	PICTURES	10000		3500	6500
412		10000		3500	6500*
414	RECORDS LP			9117	9117
414				9117	9117*CR
415	RECORDS S	120000		21211	98789
	OUTSTANDIN		3484		
415		120000	3484	24695	95305*
419	PERIODICAL	300000		27880	272120
419		300000		27880	272120*

Code	Expense Allocation	Amt. for Yr.	Enc. for August	Tot. Enc.	Balance
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000		14700	55300
421		70000		14700	55300*
422	SERVICES	200000		28426	171574
422		200000		28426	171574*
499	MISCELLANE	2100			2100
499		2100			2100*
502	ADD TO EQU	165000		6350	158650
502		165000		6350	158650*
603	RENTALS	201000		67000	134000
603		201000		67000	134000*
		27100000	989230	9726169	17373831*

PAYROLL - August, 1962

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Decatur, Illinois

NAME	ANNUAL	CODE	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOTDED	NET SALARY
Atchison, Russell	\$4442.	37	37017	2730	6840	500	1430		11500	25517
*Ayers, Myrna	2741.40	33	22845	1456	4210		534		6200	16645
Bogard, Russell	3457.32	79	29233	2156	2400				4556	24677
Carrick, Sharon	3852.	95	32100	2046	4980				7026	25074
Dobrinick, Marjorie	3518.	29	29317	1869	4400				6269	23048
Ensign, Eunice	2741.40	31	22845	1456	2210		534		4200	18645
Goff, Patricia A.	4046.	27	33717	1612	5120	4000			10732	22985
Honnold, Opal	4410.	20	36750	2343	6660				9003	27747
Howe, Mary T.	9500.	1	79167	5146	13200	6000	1430		25776	53391
Hunk, Clara E.	3254.	34	27117	1729	3970		534		6233	20884
Johnson, Carolyn	2613.36	53	21778	1388	3000		534		4922	16856
*Jones, Edna	4410.	16	22932	1462	3210				4672	18260
Kelley, Neva	3518.	87	29317	1869	4400				6269	23048
*Kirchgraber, Robert	8505.	11	70875	5316	7600		1430		14346	56529
Larmon, Margaret	3609.36	30	30078	1918	4540		534		6992	23086
Leonard, Mildred	7157.	7	59642	3877	11160				15037	44605
*Lonnon, Wilma	2661.36	50	11704	746			1430		2176	9528
McMillan, Harold	4310.	39	35917	2649	550				3199	32718
McNabb, Nellie	7157.	3	59642	3877	11160		534		15571	44071
Mitchell, Frances	3346.68	23	27889	1778	5110		1430		8318	19571
O'Dell, Gladys	4019.	21	33492	2135	5470		1430		9035	24457
Puhek, Esther	6983.40	4	58195	3201	11160				14361	43834
Ruedger, Ora	5006.04	19	41717	2295	6740				9035	32682
Seitz, Barbara	4019.	51	33492	2135	5120		534		7789	25703
Shafer, Meredythe	4019.	82	29472	1879	5400				7279	22193
Stafford, Marjorie	8175.	2	68125	4428	12320		334	500	17632	50493
Turnbo, Dorthia	3320.	28	27667	1764	2110				3874	23793
Vogler, Ozella	2701.44	35	22512	1435	4140			100	5675	16837
Wade, Doris E.	2940.	96	24500	766	540				1306	23194
*Weidner, Mary K.	4596.	25	38300	2442	3980		1430		7852	30448
White, Carola	3770.76	22	31423	2003	4830	1000	534	100	8467	22956
Williams, Charlotte	4740.	18	39500	2518	6550				9068	30432
Williams, Nancy	3093.36	32	27060	1725	3860		534		6119	20941
Yamamoto, M. Catherine	7421.	5	61822	4018	11880	1000	534		17432	44390

TOTAL FULL TIME EMPLOYEES

\$1257159 \$80167

\$188820 \$12500 \$15734 \$700\$ 297921 \$959238

