

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Board of Directors Properties Committee
Meeting - October 17, 1961

The Properties Committee of the Board of Directors met at 4 PM on October 17, 1961, in the Board Room of the Decatur Public Library, 457 North Main Street, Decatur, Illinois.

Present were: Mr. Hart, chairman, Mrs. Stern, Mr. Cheeks, and Mr. Burnett. Mr. John Sweetnam, architect presented the informal bids for the repairs of the Main Bldg. The Plastering of the Lincoln Room was considered first. Two bids: \$60 from Mr. Hill and \$104 from Mr. Ballinger. The painting would be done by Mr. Burnon, library janitor. Mr. Burnett represented Mr. Cheeks and made the motion to accept the bid from Mr. Hill. Mrs. Stern seconded the motion. All present voted aye. Motion carried.

The next repair considered was the masonry work on the back entrance. Two proposals were made: one to repair the existing walls and the second to repair and turn the steps straight from the door and along the north wall of the bldg addition. The second proposal was six times the cost of the first proposal. After much discussion it was decided to hold over the masonry repair proposals until the Board meeting on Tuesday, October 24th.

The Committee was advised that the Librarian and her secretary were contemplating a move to the Lincoln Room. This would free the first office for the assistant librarian and the second office for the Chief of Central Public Services and her staff.

There being no further business the meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe, Secretary

Personnel Meeting, October 19, 1961

The Personnel Committee of the Board of Directors met at 4 PM on October 19, 1961, in the Board Room of the Decatur Public Library, 457 North Main Street, Decatur, Illinois. Present were: Mr. Cheeks, chairman, Mrs. Greider, Mr. Hart, and Mrs. Howe.

It was reported that the projected salary schedule showed \$1700 free for the hiring of two assistants in February to take the place of Mr. and Mrs. Boggess who are asking for a leave to attend school. They will leave in December but assistants will not be available until the end of the first semester. Mr. Bodnar has agreed to interviewing candidates October 30 and 31st at the University of Illinois. The Librarian reported she would be unable to have a raise until January and maybe not then.

It was agreed to refer some of this discussion to the long-range planning meeting.

There being no other business, the meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe, Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

THE MINUTES OF THE BOARD OF DIRECTOR'S MEETING, October 24, 1961

The regular meeting of the Board of Directors, of the Decatur Public Library was held October 24, 1961, in the Boyd Room, 457 North Main Street, Decatur, Illinois.

Members present: Mr. Burnett, Mr. Sommer, Mr. Cheeks, Mrs. Stern, Mrs. Greider, Mr. Hart, Mr. Koslofski, & Mrs. Moothart, Mrs. Goff, and Mr. Weimholt (newspaper reporter) & Mrs. Howe were present, in addition to several insurance agents.

The meeting was called to order at 4:00 PM. Insurance bids were opened and read by Mr. Francis Hart. Those submitting bids were:

Creighton & Jackson,	\$6,012.19 X 5 =	\$20,060.95
Jack Hector	4,638.86 X 5 =	23,194.30
Irish - Behnke	3,377.86 X 5 =	16,889.30
Rotz-Christner	4,234.22 X 5 =	21,171.10
Taft & Associates	3,585.61 X 5 =	17,928.05
Wells Insurance	4,234.22 X 5 =	21,171.10

All bids were based on \$1,585.852.58, total value of building, contents, and equipment for the Main Library, Evans Branch. The total value of building and equipment was \$709,348.42. These were for a Public and Institution form of insurance. In addition to the above bids, the agents were invited to suggest a bid for a valuable papers policy which would eliminate the book collection and catalog from the Public and Institution policy. Of the bids submitted, Irish-Behnke submitted the lowest PIP for buildings and equipment = \$5,142.80 five year policy or \$1,028.56 annual premium. The valuable papers policy was \$2,515.57 X 5 or \$12,577.85. The insurance bids were accepted, agents were thanked and the matter turned over to the Insurance Advisory Committee for the City of Decatur.

Mr. Burnett opened the regular board meeting. He asked for the approval of the Minutes of the September board meeting. Mr. Sommer moved the acceptance, Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

Mr. Koslofski presented the October bills for payment.

Salaries - Staff	\$13,114.99
Salaries - Janitor	<u>436.64</u>
Total salaries	\$13,551.63
Operating Expense	<u>6,106.20</u>
Total Salaries & Operating Expense	\$19,657.83

Roll call was taken for approval of the bill list. Mr. Koslofski moved the payment, Mr. Hart seconded the motion. Mr. Burnett, Mr. Sommer, Mr. Cheeks, Mrs. Stern, Mrs. Greider, Mr. Hart, Mr. Koslofski, and Mrs. Moothart voted aye. No abstentions or nays were cast. Motion carried.

Mr. Hart made the report for the Properties Committee, which met at 4 PM, October 17, 1961, in the Board Room. Present were: Mr. Hart, Mrs. Stern, Mr. Cheeks, and Mr. Burnett. Mr. Sweetnam and Mrs. Howe were present also. Mr. Sweetnam presented the informal bids for the repairs of the Main Library. The plastering of the Lincoln Room was considered first. Two bids: \$60 from Mr. Hill and \$104 from Mr. Ballinger were presented. Mr. Burnett represented Mr. Cheeks and made the motion to accept the bid from Mr. Hill. Mrs. Stern seconded the motion. All present voted aye. Motion carried. The Committee had been instructed previously to proceed with this work. The next repair considered was the masonry work on the back entrance. Two proposals were made: one to repair the existing walls and the second to repair the wall and turn the steps straight from the door and along the north wall of the building addition. The second proposal was six times the cost of the first. After discussion it was decided to refer the matter to the Board at its regular meeting.

Mr. Hart recommended the repairs on the back entrance be deferred until Spring or until the new budget would permit payment for the work. Mr. Sommer seconded the motion. All present voted aye. Motion carried.

Mr. Cheeks gave the report on the Personnel Committee which met October 19, 1961 at 4 PM in the Board Room. Those present were Mr. Cheeks, Mrs. Greider, Mr. Hart and Mrs. Howe. It was reported that an attempt would be made to find a replacement for Mr. and Mrs. John Beggess who would be taking a leave of absence on December 9, 1961. It was decided to defer some of the discussion to the long-range planning meeting.

The Policy Committee did not make a report because Mr. Pilcher, chairman was out of town.

The Librarian reported on the Flint, Michigan meeting by community representatives. The North Branch is progressing well. Shelves are being put into place by Mr. Traughber. Mr. Burnett, Mr. Hart and Mrs. Howe spoke to the Sertoma Club on the Library services and budget. Mrs. Howe also spoke to the Lions Club on the services of the library. It was reported that work with the blind was being planned with Miss Reece from the U.S. Office in Urbana and Mrs. Stern. Illinois Library Association will meet in Chicago October 26, 27, and 28th. Mr. Blasingame, State Librarian of the Commonwealth of Pennsylvania will visit in the library on November 4 and discuss the IBM installation. It was noted that Mrs. Margery Dobrinick was injured in an automobile accident and would away from work for a month. The Librarian was instructed to send a card to her from the Board members.

Mr. Sommer moved the meeting adjourn to the Decatur Club and the long range planning meeting. Mrs. Greider seconded the motion. All present voted aye.

Meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Librarian

JOHN F. SWEETNAM

ARCHITECT A. I. A. • STRUCTURAL ENGINEER • 759 WEST MACON ST. • DECATUR, ILL. • PHONE 3-4322

October 4, 1961

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

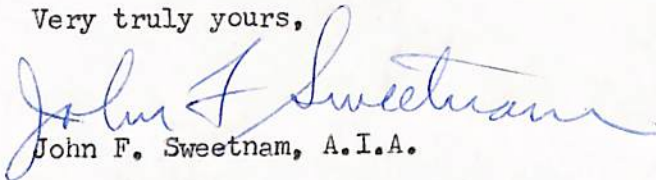
Dear Mrs. Howe:

I am enclosing herewith the Owner's Copy of Certificate for Payment No. 1 (Final) signed by F. W. Riedel Co., Contractor for Roof Drains and Piping, High Roof Area of the Main Building. Also enclosed is the Waiver of Lien executed by the above company.

The Owner's Copy of Certificate for Payment No. 1 (Final) in the name of Gates and Johnson Roofing and Sheet Metal Co., Contractor for Re-roofing the High Roof Area of the Main Building and their executed Waiver of Lien are also enclosed.

These are for your files.

Very truly yours,



John F. Sweetnam, A.I.A.

JFS:R
Encls. 4

CERTIFICATE FOR PAYMENT

OWNER'S COPY

JOHN F. SWEETNAM

ARCHITECT AND ENGINEER

759 West Macon • Decatur, Illinois

TO Board of Trustees OWNER

ARCHITECT'S JOB No. _____

Decatur Public Library

CERTIFICATE No. 1 (FINAL)

Decatur, Illinois

DATE September 18 19 61

THIS IS TO CERTIFY THAT IN ACCORDANCE WITH YOUR CONTRACT DATED August 14 19 61

Gates and Johnson Roofing and Sheet Metal Co. CONTRACTOR FOR

Reroofing of High Roof Area of Main Building IS ENTITLED TO THE first and final PAYMENT

WHICH IS FOR THE PERIOD August 14 19 61 THROUGH September 18 19 61 IN THE AMOUNT OF

Nine Hundred, Thirty-one and 50/100 DOLLARS (\$ 931.50)

THE PRESENT STATUS OF THE ACCOUNT FOR THE ABOVE CONTRACT IS AS FOLLOWS:

ORIGINAL CONTRACT SUM \$ 913.00

CHANGE ORDERS APPROVED IN PREVIOUS MONTH'S BY OWNER	TOTAL
CHANGE ORDER No. _____ APPROVED _____	19
CHANGE ORDER No. _____ APPROVED _____	19
CHANGE ORDER No. _____ APPROVED _____	19
CHANGE ORDER No. _____ APPROVED _____	19
CHANGE ORDER No. _____ APPROVED _____	19
CHANGE ORDER No. _____ APPROVED _____	19

TOTALS

ADDITIONS		DEDUCTIONS	
\$	18 50	\$	
\$	18 50	\$	

TOTAL ADDITIONS \$ 18.50

SUB TOTAL \$ 931.50

TOTAL DEDUCTIONS \$ --

REMARKS

\$18.50 addition is for extra
copper flashing at west side
of high roof area at stone
coping, where water has been
leaking into masonry wall.

TOTAL AMOUNT OF CONTRACT TO DATE \$ 931.50

WORK STILL TO FINISH (THIS DATE) \$ --

DUE CONTRACTOR TO DATE \$ 931.50

LESS RETAINAGE % \$ --

TOTAL TO BE DRAWN (TO DATE) \$ 931.50

CERTIFICATES PREVIOUSLY ISSUED \$ None

THIS CERTIFICATE \$ 931.50

\$ 931.50

This is to certify that all bills are paid for which previous certificates for payment were issued.

This certificate is based on the estimated amount of work completed in the period covered and any retainage shown is deducted therefrom.
This certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment and acceptance are without prejudice to any rights of the Owner or Contractor under their contract.

PER Harry Backster DATE Sept 23 19 61

By John F. Sweetnam ARCHITECT

STATE OF ILLINOIS)
COUNTY OF MACON) SS

ORIGINAL CONTRACTOR'S STATEMENT TO OWNER

UNDER SECTION 5, MECHANICS LIEN LAW

Joe I. Gates, being first duly sworn, on oath deposes and says that he is the Owner of Gates & Johnson, Roofing and Sheet Metal Co., who is the Contractor with Board of Trustees, Decatur Public Library, Decatur, Illinois as Owner, for the furnishing of Reroofing of High Roof Area of Main Building for the following described premises in the County of Macon and State of Illinois, to wit:

Decatur Public Library, 457 North Main, Decatur, Illinois

THAT for the purpose of said contract, certain persons, firms, or corporations have been contracted with to furnish and/or have furnished or prepared, labor, services, material, fixtures, apparatus and/or machinery, or are furnishing and preparing materials for the said improvement.

THAT this statement is made to the said Owner, or the agent of the Owner, for the purpose of procuring a first and final payment on said contract, leaving a balance of NONE Dollars still due on the said contract; that there are no contracts outstanding, and that there is nothing due or to become due, to any person, firm, or corporation for material, fixtures, apparatus, machinery and/or labor; that the amount set forth as being due upon completion is sufficient to complete performance of the above contract.

THAT set out immediately below is a full, true, and complete recapitulation of the said contract:

Amount of contract.	\$ 913.00
Extras.	\$ 18.50
Sub-Total	\$ 931.50
Deductions.	\$ NONE

Total.	..\$ 931.50
Amount heretofore drawn.	..\$ NONE
Balance unpaid under Contract and extras	..\$ 931.50
Amount now desired	..\$ 931.50
Thereafter amount to be paid to complete Contract.	..\$ NONE

(Signed)

Joe L Bates

Subscribed and sworn to
before me this 26 day
of Sept, A. D.,
1961.

William A Kaucher
Notary Public

CERTIFICATE FOR PAYMENT

OWNER'S COPY

JOHN F. SWEETNAM

ARCHITECT AND ENGINEER
759 West Macon • Decatur, Illinois

TO Board of Trustees OWNER

ARCHITECT'S JOB No. _____

Decatur Public Library

CERTIFICATE No. 1 (FINAL)

Decatur, Illinois

DATE September 18 1961

THIS IS TO CERTIFY THAT IN ACCORDANCE WITH YOUR CONTRACT DATED August 14 1961

F. W. Riedel Co. CONTRACTOR FOR

Roof Drains and Piping, High Roof Area of Main Building IS ENTITLED TO THE first and final PAYMENT

WHICH IS FOR THE PERIOD August 14 1961 THROUGH September 18 1961 IN THE AMOUNT OF

Three Hundred, Twenty-five and 51/100 - - - - - DOLLARS (\$ 325.51)

THE PRESENT STATUS OF THE ACCOUNT FOR THE ABOVE CONTRACT IS AS FOLLOWS:

ORIGINAL CONTRACT SUM \$ 334.00

CHANGE ORDERS APPROVED IN PREVIOUS MONTH'S BY OWNER	TOTAL
CHANGE ORDER No. _____ APPROVED	19
CHANGE ORDER No. _____ APPROVED	19
CHANGE ORDER No. _____ APPROVED	19
CHANGE ORDER No. _____ APPROVED	19
CHANGE ORDER No. _____ APPROVED	19
CHANGE ORDER No. _____ APPROVED	19

TOTALS

ADDITIONS		DEDUCTIONS	
\$	36 16	\$	44 65
\$	36 16	\$	44 65

TOTAL ADDITIONS \$ 36.16

SUB TOTAL \$ 370.16

TOTAL DEDUCTIONS \$ 44.65

REMARKS

Credit \$44.65 was for changing
type of roof drain with smaller
flange to allow installation
closer to corners.

Extra \$36.16 was for changing
to copper pipe for clearances
on northeast roof drain.

TOTAL AMOUNT OF CONTRACT TO DATE \$ 325.51

WORK STILL TO FINISH (THIS DATE) \$ None

DUE CONTRACTOR TO DATE \$ 325.51

LESS RETAINAGE % \$ None

TOTAL TO BE DRAWN (TO DATE) \$ 325.51

CERTIFICATES PREVIOUSLY ISSUED \$ None

THIS CERTIFICATE \$ 325.51

\$ 325.51

This is to certify that all bills are paid for which previous certificates for payment were issued.

This certificate is based on the estimated amount of work completed in the period covered and any retainage shown is deducted therefrom.
This certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment and acceptance are without prejudice to any rights of the Owner or Contractor under their contract.

F. W. RIEDEL Co. CONTRACTOR

John F. Sweetnam ARCHITECT

PER Edward L. Hill DATE Sept 25 1961

By _____

STATE OF ILLINOIS)
COUNTY OF MACON) SS

ORIGINAL CONTRACTOR'S STATEMENT TO OWNER

UNDER SECTION 5, MECHANICS LIEN LAW

Ed Hill, being first duly sworn, on oath deposes and says that he is ~~the~~ a partner of F. W. Riedel Co., who is the Contractor with Board of Trustees, Decatur Public Library, Decatur, Illinois as Owner, for the furnishing of Roof Drains and Piping, High Roof Area of Main Building for the following described premises in the County of Macon and State of Illinois, to wit:

Decatur Public Library, 457 North Main, Decatur, Illinois

THAT for the purpose of said contract, certain persons, firms, or corporations have been contracted with to furnish and/or have furnished or prepared, labor, services, material, fixtures, apparatus and/or machinery, or are furnishing and preparing materials for the said improvement.

THAT this statement is made to the said Owner, or the agent of the Owner, for the purpose of procuring a first and final payment on said contract, leaving a balance of NONE Dollars still due on the said contract; that there are no contracts outstanding, and that there is nothing due or to become due, to any person, firm, or corporation for material, fixtures, apparatus, machinery and/or labor; that the amount set forth as being due upon completion is sufficient to complete performance of the above contract.

THAT set out immediately below is a full, true, and complete recapitulation of the said contract:

Amount of contract.	\$	<u>334.00</u>
Extras.	\$	<u>36.16</u>
Sub-Total	\$	<u>370.16</u>
Deductions.	\$	<u>44.65</u>

Total.	.\$	<u>325.51</u>
Amount heretofore drawn.	.\$	<u>NONE</u>
Balance unpaid under Contract and extras	.\$	<u>325.51</u>
Amount now desired	.\$	<u>325.51</u>
Thereafter amount to be paid to complete Contract.	.\$	<u>NONE</u>

(Signed) Edward L. Hill

Subscribed and sworn to
before me this 26th day
of September, A. D.,
1961.

Leinse Branning Keck
Notary Public

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-1-

COMBINED BUDGET AND BILL LIST - OCTOBER 1961

Code	Expense Allocation	Amt. for Yr.	For Oct.	Year-to-date	Balance
100	SALARIES S	17500000		8179315	9320685
	BL CR AND		1000208		
	CITIZENS N		14304		
	DEC CITY C		200370		
	TREAS CIT		12875		
	TURNBO DOR		81144		
	UNITED FUN		1000		
			1598		
100		17500000	1311499	9490814	8009186*
150	SALARIES B	552000		228146	323854
	CITIZENS N		35674		
	TREAS CIT		5100		
	UNITED FUN		2790		
			100		
150		552000	43664	271810	280190*
	Total	18052000	1355163	9762624	8289376*
201	BINDING SU	140000		17810	122190
	GAYLORD BR		3400		
201		140000	3400	21210	118790*
202	CAT MATERI	161000		16450	144550
	GAYLORD BR		6510		
202		161000	6510	22960	138040*
203	FREIGHT EX	10000		3289	6711
	ERASMUS		500		
	JOHNNYS DE		1500		
203		10000	2000	5289	4711*
204	IBM SUPPLI	568000		256613	311387
	IBM		450		
	IBM		51500		
204		568000	51950	308563	259437*
205	OFFICE SUP	266000		110689	155311
	ALLIED OFF		300		
	BOWKER R R		4449		
	DEC PAPER		270		
	DEC PAPER		360		
	DEC PAPER		574		
	DEC PAPER		1315		
	GAYLORD BR		5160		
	INDUSTRIAL		11990		
	RECORDAK C		3937		
	BROOKS JOH		70		
	GOLDBLATTS		100		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-2-

Code	Expense Allocation	Amt. for Yr.	For Oct.	Year-to-date	Balance
	HAINES & E		49 ✓		
	HAINES & E		100 ✓		
	MC FADDENS		150 ✓		
	SCHUERMAN		105 ✓		
	VERIFAX		586 CR		
205		266000	28323	139012	126988*
206	POSTAGE	117500		57390	59610
	ALLYN & BA		24 ✓		
	AMER HERIT		29 ✓		
	BACON PAM		44 ✓		
	BACON PAM		34 ✓		
	E B FILMS		20 ✓		
	MCCLURG A		119 ✓		
	MCCLURG A		39 ✓		
	MCCLURG A		32 ✓ To 2294		
	MERRIAM G		154 ✓		
	POSTMASTER		9000 ✓		
	STAPPENBEC		44 ✓		
	STECHELT H		24 ✓		
	U CHICAGO		69 ✓		
	POSTMASTER		12 ✓		
	POSTMASTER		8 ✓		
	POSTMASTER		51 ✓		
	POSTMASTER		191 ✓		
	POSTMASTER		8 ✓		
	RESERVES		433 CR		
206		117500	9469	67359	50141*
207	PRINTING	100000		41065	58935
207		100000		41065	58935*
208	REP TO EQU	50000		19283	30717
208		50000		19283	30717*
209	TEL TOLLS	10000		5043	4957
	ILLINOIS B		1045 ✓		
209		10000	1045	6088	3912*
210	TEL SERVIC			11925	11925
	ILLINOIS B		1600 ✓		
210			1600	13525	13525* CR
211	TEL ALARM	3600			3600
211		3600			3600*
212	RENT OF MA	51600		38600	13000
212		51600		38600	13000*
213	SERV CONTR	34400		40208	5808
	DEC WINDOW		3350 CR		
213		34400	3350 CR TRANS TO 311	6708	27692*

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-3-

Code	Expense Allocation	Amt. for Yr.	For Oct.	Year-to-date	Balance
220	PROF DEVEL	1 10 000		7 8 1 7 0	3 1 8 3 0
	UNIV OF IL		2 2 0 0 ✓		
	UNIV OF IL		2 2 0 0 ✓		
	UNIV OF IL		2 2 0 0 ✓		
	UNIV OF IL		2 2 0 0 ✓		
	UNIV OF IL		2 2 0 0 ✓		
	UNIV OF IL		2 2 0 0 ✓		
220		1 1 0 0 0 0	1 3 2 0 0 ✓	9 1 3 7 0	1 8 6 3 0 *
221	COMM SERVI	1 0 0 0 0		8 9 2 4	1 0 7 6
221		1 0 0 0 0		8 9 2 4	1 0 7 6 *
222	EXHIBIT EX	6 5 0 0		1 8 6	6 3 1 4
222		6 5 0 0		1 8 6	6 3 1 4 *
223	HANDLING C	3 4 0 0		1 5 7 0	1 8 3 0
	ALLIED OFF		7 0 ✓		
	BACON PAM		2 1 4 ✓		
	BACON PAM		1 8 5 ✓		
223		3 4 0 0	4 6 9 ✓	2 0 3 9	1 3 6 1 *
224	ADVERTISIN	2 0 0 0			2 0 0 0
	DEC HERLD		5 4 0 ✓		
224		2 0 0 0	5 4 0 ✓	5 4 0	1 4 6 0 *
225	AUDITING	5 0 0 0 0		5 3 6 1 5	3 6 1 5
225		5 0 0 0 0		5 3 6 1 5	3 6 1 5 *
228	INVESTMENT	5 0 0 0			5 0 0 0
228		5 0 0 0			5 0 0 0 *
229	R O E			9 0 8 9	9 0 8 9
	G E DAY SO		7 ✓		
	IBM		2 ✓		
	IBM		1 6 ✓		
	IBM		2 0 6 0 ✓		
	MCCLURG A		1 5 6 ✓		
	MCCLURG A		5 8 ✓		
	MCCLURG A		8 4 ✓		
	NEW METHOD		8 7 ✓		
	NEW METHOD		5 9 ✓		
	NEW METHOD		1 5 1 ✓		
	NEW METHOD		5 9 2 ✓		
	NEW METHOD		1 3 ✓		
	NEW METHOD		4 8 ✓		
	NEW METHOD		6 0 3 ✓		
	RECORDAK C		1 4 0 ✓		
	STAPPENDEC		3 1 ✓		
	STAPPENDEC		1 0 6 ✓		
	GOLDBLATTS		4 ✓		
	HAINES & E		2 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

4-

Account	Expense Allocation	Amt. for Yr.	For Oct.	Year-to-date	Balance
229	HAINES & E MCFADDENS SCHUERMAN		4 ✓ 5 ✓ 4 ✓	13321	13321*
299	MISC	5000		2000	3000
299		5000		2000	3000*
	Total	1704000	89238	861657	842343*
301	BLDG SUPPL BLACK & CO GE DAY SO	160000	15 ✓ 176 ✓	73317	86683
301		160000	191 ✓	73508	86492*
302	CLEANING S	17500		3022	14478
302		17500		3022	14478*
304	GARBAGE & MAXEDON E	10000	500 ✓	4800	5200
304		10000	500 ✓	5300	4700*
305	HEAT & FUE ILL POWER	30000	9000 ✓	3136	26864
305		30000	9000 ✓	12136	17864*
306	INSURANCE ALLEN & CO NICHOLSON WELLS AGEN	260000	15494 ✓ 84060 ✓ 1458 ✓	18037	241963
306		260000	101012 ✓	119049	140951*
307	LIGHT & PO ILLINOIS P	260000	19344	96342	163158
307		260000	19344 ✓	116186	143814*
308	BLDG REPAI	100000		132433	32433
308		100000		132433	32433*
309	TRAVEL CONSUMER S	70000	3495 ✓	22362	47638
309		70000	3495 ✓	25857	44143*
310	HEALTH & S	12000		308	11692
310		12000		308	11692*
311	CONTRACT C DEC WINDOW DEC WINDOW DEC WINDOW DEC WINDOW DEC WINDOW	453200	33500 ✓ 33500 ✓ 33500 ✓ 33500 ✓ 33500 ✓	33500	419700
311		453200	167500 ✓	201000	252200*

✓

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-5-

Code	Expense Allocation	Amt. for Yr.	For Oct.	Year-to-date	Balance
312	ARCHITECT	100000		22000	78000
312		100000		22000	78000 *
313	REP AUTO E	200000		86337	113663
	EL DAUER		1434 ✓		
	EL BAUER		910 ✓		
	EL DAUER		6676 ✓		
	F HUBBARD		620 ✓		
	HAWKE GEN		350 ✓		
	TRU TEMP		14182 ✓		
313		200000	24172 ✓	110509	89491 *
314	CLEANING S	7500		102454	94954
	NORMANS		3082 ✓		
	NORMANS		4540 ✓		
	DEC WINDOW		33500 CR ✓		
	DEC WINDOW		33500 CR ✓		
	DEC WINDOW		33500 CR ✓		
314		7500	92878 CR ✓	9576	2076 *
315	APPRAISAL	15000			15000
315		15000			15000 *
399	MISC	5000			5000
	YE OLDE IR		225 ✓		
399		5000	225 ✓	225	4775 *
Total		1700200	232561 ✓	831109	869091 *
401	BINDING	300000		45882	254118
	STAPPENBEC		228 ✓		
	STAPPENBEC		770 ✓		
	STAPPENBEC		2650 ✓		
401		300000	3648 ✓	49530	250470 *
402	BOOKS	4300000		1239952	3060048
	ALLYN & BA		540 ✓		
	AM LIBRARY		293 ✓		
	AMER HERIT		895 ✓		
	BAKER & TA		21533 ✓		
	BAKER & TA		8642 ✓		
	BAKER & TA		127 ✓		
	BAKER & TA		12597 ✓		
	BAKER & TA		10387 ✓		
	BAKER & TA		13961 ✓		
	BAKER & TA		7641 ✓		
	BAKER & TA		488 CR ✓		
	BAKER & TA		292 ✓		
	BAKER & TA		8613 ✓		
	BAKER & TA		5560 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Code	Expense Allocation	Amt. for Yr.	For Oct.	Year-to-date	Balance
	BAKER & TA		1 1 8 1 5		
	BAKER & TA		1 0 1 1 9		
	BAKER & TA		2 2 8 2		
	BAKER & TA		9 2 7 9		
	BAKER & TA		3 9 0 CR		
	BOWKER R R		1 7 0 0		
	DOUBLEDAY		1 8 3		
	EDUC PROG		2 8 2 5		
	ELEC TEACH		5 9 5		
	ERASMUS		3 6 8 0 0		
	ILLINOIS B		3 3 5 0		
	IMPERIAL B		1 6 9 6 3		
	IMPERIAL B		1 4 0 5		
	IMPERIAL B		5 8 6 5		
	IMPERIAL B		1 2 8 5 5		
	IMPERIAL B		3 1 0		
	MCCLURG A		3 8 8 9		
	MCCLURG A		8 0 0		
	MCCLURG A		1 4 4 6		
	MCCLURG A		2 1 0 9		
	MERRIAM G		8 5 5 0		
	NEW METHOD		2 1 8 3		
	NEW METHOD		1 4 8 5		
	NEW METHOD		3 7 7 0		
	NEW METHOD		1 4 8 0 7		
	NEW METHOD		3 3 2		
	NEW METHOD		1 2 0 5		
	NEW METHOD		1 5 0 8 7		
	SCARECROW		3 1 5		
	SCARECROW		4 5 0		
	SHOE STRIN		4 5 0		
	STECHELT H		5 8 5		
	U CHICAGO		3 2 9 8		
	STAFF BOOK		2 1 2 0 CR		
	L AND D		1 6 2 9 CR		
4 0 2		4 3 0 0 0 0 0	2 6 3 6 1 1	1 5 0 3 5 6 3	2 7 9 6 4 3 7 *
4 0 5	FILMS 16 MM	1 0 0 0 0 0		1 8 7 5 0	8 1 2 5 0
	E B FILMS		5 5 0		
4 0 5		1 0 0 0 0 0	5 5 0	1 9 3 0 0	8 0 7 0 0 *
4 0 6	FILMS SLID	5 0 0 0		3 3 8	4 6 6 2
4 0 6		5 0 0 0		3 3 8	4 6 6 2 *
4 0 7	FILMS CP	1 0 0 0 0			1 0 0 0 0
4 0 7		1 0 0 0 0			1 0 0 0 0 *
4 0 8	FILMS MICR	1 5 0 0 0 0		3 3 2 1 5	1 1 6 7 8 5
	DEC HERLD		1 8 8 1		
	UNIV MICRO		3 3 6 0		
4 0 8		1 5 0 0 0 0	5 2 4 1	3 8 4 5 6	1 1 1 5 4 4 *

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Code	Expense Allocation	Amt. for Yr.	For Oct.	Year-to-date	Balance
409	FILMS RENT FILM RENTA FILM RENTA	5000	1065 CR 450 CR	2971 CR	7971
409		5000	1515 CR	4486 CR	9486 *
410	PAMPHLETS BACON PAM BACON PAM NEW YORK P	25000	2030 1675 175	9010	15990
410		25000	3880	12890	12110 *
412	PICTURES	10000		766	9234
412		10000		766	9234 *
414	RECORDS LP CHESTERFIE CHESTERFIE CHESTERFIE CHESTERFIE MUSIC DIV RECORDS	200000	3626 5649 349 1117 990 349 CR	52780	147220
414		200000	11382	64162	135838 *
416	RECORDS SR	45000			45000
416		45000			45000 *
419	PERIODICAL A A U W MCGRAW HIL DEC HERLD DEC HERLD SALE PERIO	150000	160 3409 75 180 35850 CR 32026 CR	29843	120157
419		150000		2183 CR	152183 *
420	MAPS	5000			5000
420		5000			5000 *
421	MEMBERSHIP N M A A	60000	2000	33650	26350
421		60000	2000	35650	24350 *
422	SERVICES AMER BK PU LIB PLACE	200000	1000 1200	7200	192800

✓

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-8-

Code	Expense Allocation	Amt. for Yr.	For Oct.	Year-to-date	Balance
422	N E A STANDARD &	2000000	21450 ✓ 8400 ✓ 32050 ✓	39250	160750 *
	Total	5565000	288821 ✓	1757236	3807764 *
502	ADD TO EQU	165000		30470	134530
502		165000		30470	134530 *
	Total	165000		30470	134530 *
	Grand Total	<u>27186200</u>	<u>1965783</u>	<u>13243096</u>	<u>13943104 *</u>

Balance in checking account

\$ 62,833.41

Bills presented for payment

Clary T. Howe

Approved for payment

Edward M. Moolhan V

Harold W. Koslofski

Alice P. Price

Finance Committee

700	BAL LAST M	4590143
	TAX INCOME	3600000 error
	FINES	32987
	NON RES FE	6650
	L AND D	1629
	RESERVES	433
	STAFF BOOK	2120
	FILM RENTA	1065
	FILM RENTA	450
	VERIFAX	586
	RECORDS	349
	SALE PERIO	35850
	BILL LIST	1946439 CR
	CASH CREDI	42482 CR
	Balance in check account	<u>6283341</u>

OCTOBER 1961

	GENERAL WORKS	100	48	39	187	703
		98	41	22	161	620
001	PHILOSOPHY	346	33	4	383	2488
		309	46		355	2078
002	RELIGION	473	9	128	610	3192
		435	27	89	551	2754
003	SOCIAL SCIENCE	1053	103	817	1973	10503
		880	117	655	1652	8524
004	LANGUAGE	91	3	16	110	787
		72	7	7	86	587
005	SCIENCE	440	137	988	1565	10052
		514	200	958	1672	8342
006	USEFUL ARTS	1260	150	654	2064	13710
		1324	199	583	2106	11774
007	FINE ARTS	1217	118	428	1763	11091
		1035	145	395	1575	8707
008	LITERATURE	675	40	266	981	5955
		780	74	216	1070	4759
009	HISTORY	715	205	389	1309	7729
		756	174	308	1238	5919
010	TRAVEL	416	25	337	778	4838
		557	29	281	867	4453
011	BIOGRAPHY	756	268	694	1718	10140
		807	299	619	1725	8653
012	FOREIGN NON F	27		52	79	369
		15		25	40	229
013	PERIODICALS	1038	80	125	1243	6732
		959	68	108	1135	5850
014	PAMPHLETS	81	1	3	85	469
		83	15	1	99	472
015	PAPERBACKS	18			18	65

8706	1220	4940	14866	88823
8706	1220	4940	14866	88823
8624	1441	4267	14332	73721
8624	1441	4267	14332	73721

115	FICTION	8028	2769	5147	15944	110313
		8046	2857	4725	15628	93854
116	FOREIGN FICT	135		36	171	864
		5		9	14	119
117	JE			8963	8963	58522
				9498	9498	52071 52123

115	FICTION	8163	2769	14146	25078	169699
		8163	2769	14146	25078	169699
		8051	2857	14232	25140	146096
		8051	2857	14232	25140	146096

4298
3989
309

RKS

16869	+194	3989	19086	+587	39944	258522
16869		3989	19086		39944	258522
16675		4298	18499		39472	219817
16675		4298	18499		39472	219817

+472

5399

38705

OCTOBER 1961

	GENERAL WORKS	100	48	39	187	703
001	PHILOSOPHY	98	41	22	161	620
		346	33	4	383	2488
002	RELIGION	309	46		355	2078
		473	9	128	610	3192
003	SOCIAL SCIENCE	435	27	89	551	2754
		1053	103	817	1973	10503
004	LANGUAGE	880	117	655	1652	8524
		91	3	16	110	787
005	SCIENCE	72	7	7	86	587
		440	137	988	1565	10052
006	USEFUL ARTS	514	200	958	1672	8342
		1260	150	654	2064	13710
007	FINE ARTS	1324	199	583	2106	11774
		1217	118	428	1763	11091
008	LITERATURE	1035	145	395	1575	8707
		675	40	266	981	5955
009	HISTORY	780	74	216	1070	4759
		715	205	389	1309	7729
010	TRAVEL	756	174	308	1238	5919
		416	25	337	778	4838
011	BIOGRAPHY	557	29	281	867	4453
		756	268	694	1718	10140
012	FOREIGN NON F	807	299	619	1725	8653
		27		52	79	369
013	PERIODICALS	15		25	40	229
		1038	80	125	1243	6732
014	PAMPHLETS	959	68	108	1135	5850
		81	1	3	85	469
015	PAPERBACKS	83	15	1	99	472
		18			18	65

8706	1220	4940	14866	88823
8706	1220	4940	14866	88823
8624	1441	4267	14332	73721
8624	1441	4267	14332	73721

115	FICTION	8028	2769	5147	15944	110313
		8046	2857	4725	15628	93854
116	FOREIGN FICT	135		36	171	864
		5		9	14	118
117	JE			8963	8963	58522
				9498	9498	52071
						52123

115	FICTION	8163	2769	14146	25078	169699
		8163	2769	14146	25078	169699
		8051	2857	14232	25140	146096
		8051	2857	14232	25140	146096

4298
3989
309

RKS

16869	3989	19086	39944	258522
16869	3989	19086	39944	258522
16675	4298	18499	39472	219817
16675	4298	18499	39472	219817

5399

38705

OCTOBER 1961

MAIN ADULT	8821		290	9111	53753
MAIN YOUTH	1625	2060		3685	27956
MAGIC CARPET			5711	5711	34775
REFERENCE	9			9	47
JUV COORDINATOR			95	95	236
	10455	2060	6096	18611	116767

EXTENSION DEPT

					135
B 1	1554	768	5416	7738	41549
B 2	1477	587	5309	7373	40154
EVANS BRANCH	1598	448	1859	3905	23416
MILLIKIN HOME					421
HOME SERVICE	655	36	50	741	4487
ST MARYS HOSP	284	22	9	315	1129
D M C	367	58	308	733	5427
T B SAN	189	10	39	238	1648
GIRLS HOME					806
BROWN BOOKMOBIL					20639
NURSES RESIDENC	290			290	1944
	6414	1929	12990	21333	141755
	16869	3989	19086	39944	258522

218	BIBLIOGRAPHIES	2		1	3	36
219	BOOKTALKS	3			3	7
220	CEILING PROJEC					6
221	CLASS VISITS	1		5	6	28
222	BOOK TALKS					21
223	INSTRUCTION			59	59	125
224	STORIES					15
225	ATTENDANCE	47		179	226	907
226	EXHIBITS	4			4	63
227	FILMS ATTEND	629		63	692	3924
228	SHOWINGS	13		1	14	163
229	16MM	10		2	12	64
230	C PROJECTOR					74
232	RECORDAK	124			124	559
235	GROUPS NOT CLA			16	16	59
236	ATTENDANCE			224	224	632
237	HOME SERVICE V	83		1	84	517
238	HOME SERVICE P	83		1	84	517
239	HOME SER NEW P					18
240	INTER LIBRARY	14			14	51
241	MAPS					21
242	MEETINGS IN BL	26		8	34	93
243	ATTENDANCE	288		84	372	902
244	MENDING	45	37	454	769	5612
245	OVERDUE BOOKS	100	30	244	374	2202
246	OVERDUE NOTICE	65	16	133	214	1160
247	PICTURES FRAME	9			9	75
248	PICTURES MOUNT	185		547	732	2727
249	PROFESSIONAL V	5			5	39
250	RADIO	2		2	4	18
251	RECORDS LP	664	6	16	686	4071
252	RECORDS S	5			5	55
253	RECORDS SR	63			63	266
256	READERS ADVISO	707	848	1199	2754	16543
257	REQUESTS	64	14	11	89	1092
259	STORY HOURS		5	5	10	56
260	ATTENDANCE		62	61	123	611
261	NUM OF STORIES		13	15	28	121
262	TELEPHONE INCO	656			1729	9202
264	VISITS IN COMM	4			4	4
265	RECORD BAGS	121			121	644
301	MABELS NURSING	3			3	195
302	VELWYN	48			48	164
306	WAKEFIELDS	25			25	274
307	MINOR NURSING	80	2	7	89	248
308	MINOR NURSING	3			3	3
401	18TH & E WILLI	60	44	501	605	4453
402	LARKDALE					894
403	NORTHLAND HEIG	532	252	1843	2627	14358
404	RAVINA PARK RD					1440
405	WATSON COURT <i>fairview</i>	309	102	764	1175	6407
406	HOME PARK					2195
407	GARFIELD & WAT	138	16	511	665	5302
408	SAWYER & MONRO	170	142	701	1013	8538
411	GRAND & SUMMIT	345	212	1096	1653	10071
501	OAKLAND & W WO	204	17	539	760	3690
503	FOREST & LINCO	114	35	420	569	2439
506	MT CALVARY CHU	543	281	2330	3154	15556
507	S ILLINOIS & E					872
508	S TAYLOR & W W	222	95	788	1105	8532
509	S FRANKLIN					1146
510	L BR RD & SOUT	25	36	258	319	2165
511	STALEY BRIDGE	10		49	59	798

512	22ND & E CLAY	69	12	30	111	3619
513	24TH & E WILLI	54	26	242	322	1887
514	16TH & LINCOLN	236	85	653	974	7980
601	AP	39	1	461	501	3033
602	AM			7	7	11
603	AT	19	77	274	370	2226
604	YP	4	23	159	186	1004
606	YT		3		3	17
607	JP	41		98	139	458
609	JT			1	1	24

OCTOBER 1961

MAIN ADULT

	GENERAL WORKS	28		28	151
001	PHILOSOPHY	254		254	1557
002	RELIGION	293	3	296	1353
003	SOCIAL SCIENCE	782	8	790	3908
004	LANGUAGE	61	1	62	398
005	SCIENCE	265		265	1625
006	USEFUL ARTS	880	5	885	5433
007	FINE ARTS	819	3	822	4477
008	LITERATURE	329	4	333	2142
009	HISTORY	363	1	364	2142
010	TRAVEL	180	2	182	1217
011	BIOGRAPHY	286	5	291	1652
012	FOREIGN NON F	19	2	21	106
013	PERIODICALS	341		341	1787
014	PAMPHLETS	58		58	304
015	PAPERBACKS	14		14	24
		4972	34	5006	28276
115	FICTION	3714	91	3805	24245
116	FOREIGN FICT	135		135	188
117	JE		165	165	1044
		3849	256	4105	25477
		8821	290	9111	53753
226	EXHIBITS	4		4	53
235	GROUPS NOT CLA				18
236	ATTENDANCE				37
241	MAPS				19
242	MEETINGS IN BL	7		7	36
243	ATTENDANCE	70		70	360
246	OVERDUE NOTICE				1
247	PICTURES FRAME	9		9	65
248	PICTURES MOUNT	177		177	721
250	RADIO				1
251	RECORDS LP	512	14	526	3095
252	RECORDS S	5		5	40
253	RECORDS SR	56		56	234
256	READERS ADVISO	225	85	310	1501
257	REQUESTS				14
262	TELEPHONE INCO	391		391	976
265	RECORD BAGS	121		121	517
		1577	85	1676	7688
		1577	85	1676	7688

OCTOBER 1961

MAIN YOUTH

	GENERAL WORKS	20	20	40	127
001	PHILOSOPHY	46	14	60	413
002	RELIGION	36	9	45	237
003	SOCIAL SCIENCE	128	68	196	1211
004	LANGUAGE	17	3	20	175
005	SCIENCE	119	102	221	1302
006	USEFUL ARTS	104	87	191	1721
007	FINE ARTS	130	77	207	1927
008	LITERATURE	129	36	165	1047
009	HISTORY	139	156	295	2008
010	TRAVEL	50		50	312
011	BIOGRAPHY	152	161	313	1456
012	FOREIGN NON F	8		8	45
013	PERIODICALS	76	20	96	608
014	PAMPHLETS	17	1	18	112
015	PAPERBACKS	4		4	41
		1175	754	1929	12742

115	FICTION	450	1306	1756	14994
116	FOREIGN FICT				220
		450	1306	1756	15214
		1625	2060	3685	27956

235	GROUPS NOT CLA				2
236	ATTENDANCE				14
241	MAPS				2
242	MEETINGS IN BL				2
243	ATTENDANCE				21
248	PICTURES MOUNT	8		8	294
251	RECORDS LP	84	5	1	90
252	RECORDS S				5
253	RECORDS SR	4		4	23
256	READERS ADVISO		181	181	1396
262	TELEPHONE INCO				1
265	RECORD BAGS				127
		96	186	1	283
		96	186	1	283

601	AP		2	2	15
604	YP		129	129	847
606	YT				7
607	JP				1
			131	131	870
			131	131	870

OCTOBER 1961

MAGIC CARPET

	GENERAL WORKS			26	26	115
001	PHILOSOPHY			3	3	6
002	RELIGION			37	37	249
003	SOCIAL SCIENCE			358	358	1437
004	LANGUAGE			6	6	22
005	SCIENCE			371	371	2034
006	USEFUL ARTS			181	181	1110
007	FINE ARTS			139	139	779
008	LITERATURE			116	116	455
009	HISTORY			118	118	642
010	TRAVEL			107	107	508
011	BIOGRAPHY			215	215	1417
012	FOREIGN NON F			12	12	64
013	PERIODICALS			33	33	137
014	PAMPHLETS			3	3	14
				1725	1725	8989
115	FICTION			1546	1546	10994
116	FOREIGN FICT			9	9	61
117	JE			2431	2431	14731
				3986	3986	25786
				5711	5711	34775
218	BIBLIOGRAPHIES			1	1	3
219	BOOKTALKS					2
221	CLASS VISITS			4	4	18
222	BOOK TALKS					21
223	INSTRUCTION			59	59	90
224	STORIES					9
225	ATTENDANCE			163	163	564
226	EXHIBITS					1
235	GROUPS NOT CLA			2	2	3
236	ATTENDANCE			17	17	63
242	MEETINGS IN BL			1	1	3
243	ATTENDANCE			3	3	11
244	MENDING			22	22	311
245	OVERDUE BOOKS			80	80	766
246	OVERDUE NOTICE			46	46	383
248	PICTURES MOUNT			39	39	245
249	PROFESSIONAL V					2
250	RADIO			2	2	2
256	READERS ADVISO	10	2	180	192	1706
257	REQUESTS	2		11	13	117
259	STORY HOURS		2	2	4	10
260	ATTENDANCE		38	43	81	212
261	NUM OF STORIES		8	6	14	36
		12	50	681	743	4578
		12	50	681	743	4578
601	AP	29		17	46	127
603	AT	6		7	13	120
604	YP			10	10	24
606	YT					1
607	JP	34		97	131	377
609	JT			1	1	24
		69		132	201	673
		69		132	201	673

OCTOBER 1961

REFERENCE

002	RELIGION						3
003	SOCIAL SCIENCE	4			4		9
005	SCIENCE	1			1		3
006	USEFUL ARTS	1			1		11
007	FINE ARTS						4
008	LITERATURE						2
009	HISTORY						7
011	BIOGRAPHY						3
		6			6		42
115	FICTION	3			3		5
		3			3		5
		9			9		47
218	BIBLIOGRAPHIES	1			1		28
219	BOOKTALKS						2
221	CLASS VISITS	1			1		3
223	INSTRUCTION						30
225	ATTENDANCE	47			47		106
226	EXHIBITS						1
232	RECORDAK	124			124		559
240	INTER LIBRARY	14			14		51
250	RADIO	1			1		1
251	RECORDS LP						1
256	READERS ADVISO	227	288	4	519	1833	
		415	288	4	707	2615	
		415	288	4	707	2615	
601	AP	1	1	440	442	2822	
602	AM			7	7	11	
603	AT	11	77	267	355	2086	
604	YP		5	12	17	17	
		12	83	726	821	4936	
		12	83	726	821	4936	

OCTOBER 1961
2ND OFFICE

242 MEETINGS IN BL
243 ATTENDANCE
249 PROFESSIONAL V
262 TELEPHONE INCO

	4
	21
	4
345	6236
345	6265
345	6265

OCTOBER 1961
MARY T HOWE

219	BOOKTALKS	3	3	3
242	MEETINGS IN BL	19	19	34
243	ATTENDANCE	218	218	345
249	PROFESSIONAL V	5	5	29
250	RADIO			1
262	TELEPHONE INCO	34	34	34
264	VISITS IN COMM	4	4	4
		283	283	450
		283	283	450

OCTOBER 1961
TECHNICAL PROCE

244 MENDING

233	1499
233	1499
233	1499

OCTOBER 1961
LINCOLN ROOM

227	FILMS ATTEND	629	629	3746
228	SHOWINGS	13	13	77
229	16MM	10	10	62
262	TELEPHONE INCO		728	728
		652	1380	4613
		652	1380	4613

OCTOBER 1961
EXTENSION DEPT
GENERAL WORKS

002	RELIGION	2
003	SOCIAL SCIENCE	5
006	USEFUL ARTS	14
008	LITERATURE	9
009	HISTORY	2
011	BIOGRAPHY	3
013	PERIODICALS	4

19

58

115	FICTION
117	JE

74

3

77

135

242	MEETINGS IN BL
243	ATTENDANCE
244	MENDING

5

46

189

240

240

OCTOBER 1961

B 1

	GENERAL WORKS	22	17		39	96
001	PHILOSOPHY	12	9		21	116
002	RELIGION	28		17	45	171
003	SOCIAL SCIENCE	33	14	119	166	756
004	LANGUAGE	3		2	5	37
005	SCIENCE	14	15	229	258	1273
006	USEFUL ARTS	70	26	204	300	1602
007	FINE ARTS	60	15	118	193	1057
008	LITERATURE	57	2	34	93	447
009	HISTORY	45	16	104	165	789
010	TRAVEL	29	7	70	106	510
011	BIOGRAPHY	58	36	164	258	1288
012	FOREIGN NON F			5	5	16
013	PERIODICALS	136	19	25	180	773
014	PAMPHLETS	3			3	9
		570	176	1091	1837	8940
115	FICTION	984	592	1592	3168	17354
116	FOREIGN FICT			11	11	124
117	JE			2722	2722	15131
		984	592	4325	5901	32609
		1554	768	5416	7738	41549
221	CLASS VISITS			1	1	4
223	INSTRUCTION					2
224	STORIES					6
225	ATTENDANCE			16	16	159
226	EXHIBITS					1
235	GROUPS NOT CLA					1
236	ATTENDANCE					23
244	MENDING			106	106	536
245	OVERDUE BOOKS	34	2	23	59	348
246	OVERDUE NOTICE	27		15	42	166
251	RECORDS LP	2			2	19
252	RECORDS S					4
256	READERS ADVISO	136	170	365	671	3157
257	REQUESTS	20	14		34	145
259	STORY HOURS			1	1	7
260	ATTENDANCE			5	5	139
261	NUM OF STORIES			4	4	25
		219	186	536	941	4742
		219	186	536	941	4742
401	18TH & E WILLI	60	44	501	605	4453
403	NORTHLAND HEIG	532	252	1843	2627	14303
405	WATSON COURT	309	102	764	1175	6407
407	GARFIELD & WAT	138	16	511	665	5302
408	SAWYER & MONRO	170	142	701	1013	1013
411	GRAND & SUMMIT	345	212	1096	1653	10071
601	AP	2		1	3	3
604	YP		2	3	5	5
607	JP					1
		1556	770	5420	7746	41558
		1556	770	5420	7746	41558

OCTOBER 1961

B 2

	GENERAL WORKS	15	4	8	27	71
001	PHILOSOPHY	4	5	1	10	86
002	RELIGION	21		47	68	281
003	SOCIAL SCIENCE	34	9	185	228	1195
004	LANGUAGE	3		5	8	58
005	SCIENCE	10	8	246	264	1497
006	USEFUL ARTS	82	25	171	278	1367
007	FINE ARTS	64	18	115	197	1046
008	LITERATURE	22		59	81	462
009	HISTORY	49	18	111	178	831
010	TRAVEL	24	10	87	121	660
011	BIOGRAPHY	62	29	211	302	1545
012	FOREIGN NON F			9	9	52
013	PERIODICALS	94	10	42	146	801
014	PAMPHLETS					9
		484	136	1297	1917	9961
115	FICTION	993	451	1350	2794	16282
116	FOREIGN FICT			13	13	87
117	JE			2649	2649	13824
		993	451	4012	5456	30193
		1477	587	5309	7373	40154
218	BIBLIOGRAPHIES					1
221	CLASS VISITS					1
223	INSTRUCTION					1
225	ATTENDANCE					24
226	EXHIBITS					4
235	GROUPS NOT CLA			12	12	32
236	ATTENDANCE			183	183	438
244	MENDING	45	37	307	389	1050
245	OVERDUE BOOKS	34	21	85	140	389
246	OVERDUE NOTICE	17	10	43	70	212
250	RADIO					2
251	RECORDS LP					72
256	READERS ADVISO	67	60	425	552	3297
257	REQUESTS	31			31	388
		194	128	1055	1377	5911
		194	128	1055	1377	5911
501	OAKLAND & W WO	204	17	539	760	3690
503	FOREST & LINCO	114	35	420	569	2439
506	MT CALVARY CHU	543	281	2330	3154	15556
508	S TAYLOR & W W	222	95	788	1105	8532
509	S FRANKLIN					1146
510	L BR RD & SOUT	25	36	258	319	319
511	STALEY BRIDGE	10		49	59	59
512	22ND & E CLAY	69	12	30	111	111
513	24TH & E WILLI	54	26	242	322	322
514	16TH & LINCOLN	236	85	653	974	7980
601	AP					13
604	YP		2		2	28
607	JP					66
		1477	589	5309	7375	40261
		1477	589	5309	7375	40261

OCTOBER 1961

EVANS BRANCH

	GENERAL WORKS	13	7	5	25	84
001	PHILOSOPHY	23	5		28	120
002	RELIGION	24		10	34	208
003	SOCIAL SCIENCE	51	8	92	151	757
004	LANGUAGE	7		2	9	47
005	SCIENCE	11	8	99	118	764
006	USEFUL ARTS	79	9	57	145	1013
007	FINE ARTS	74	8	49	131	811
008	LITERATURE	55	2	27	84	433
009	HISTORY	37	10	42	89	476
010	TRAVEL	41	6	35	82	296
011	BIOGRAPHY	58	34	42	134	720
012	FOREIGN NON F			9	9	52
013	PERIODICALS	214	31	25	270	1209
014	PAMPHLETS	3			3	20
		690	128	494	1312	7010

115	FICTION	908	320	500	1728	10718
116	FOREIGN FICT					54
117	JE			865	865	5634
		908	320	1365	2593	16406
		1598	448	1859	3905	23416

218	BIBLIOGRAPHIES	1			1	2
221	CLASS VISITS					2
223	INSTRUCTION					2
225	ATTENDANCE					54
227	FILMS ATTEND			63	63	63
228	SHOWINGS			1	1	1
229	16MM			2	2	2
244	MENDING			19	19	837
245	OVERDUE BOOKS	32	7	56	95	526
246	OVERDUE NOTICE	21	6	29	56	296
247	PICTURES FRAME					10
248	PICTURES MOUNT			508	508	1457
249	PROFESSIONAL V					1
250	RADIO	1			1	9
251	RECORDS LP	66	1	1	68	334
252	RECORDS S					6
253	RECORDS SR	3			3	9
256	READERS ADVISO	42	62	225	329	1914
257	REQUESTS	2			2	22
259	STORY HOURS		3	2	5	38
260	ATTENDANCE		24	13	37	255
261	NUM OF STORIES		5	5	10	58
262	TELEPHONE INCO	231			231	1227
		399	108	924	1431	7125
		399	108	924	1431	7125

601	AP	7		1	8	47
603	AT	2			2	20
604	YP	4	14	5	23	78
606	YT		3		3	9
607	JP	7		1	8	12
		20	17	7	44	166
		20	17	7	44	166

MILLIKIN HOME
GENERAL WORKS

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

115	FICTION	162
		162
		421

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

HOME SERVICE

	GENERAL WORKS	1			1	9
001	PHILOSOPHY	4			4	27
002	RELIGION	37			37	195
003	SOCIAL SCIENCE	8	4		12	105
004	LANGUAGE					7
005	SCIENCE	13	1	2	16	16
006	USEFUL ARTS	18			18	151
007	FINE ARTS	20			20	97
008	LITERATURE	35		3	38	278
009	HISTORY	56		3	59	231
010	TRAVEL	39	1	9	49	342
011	BIOGRAPHY	77	5	3	85	544
012	FOREIGN NON F			5	5	9
013	PERIODICALS	72			72	391
		380	11	25	416	2402
115	FICTION	275	25	3	303	1936
116	FOREIGN FICT			1	1	1
117	JE			21	21	148
		275	25	25	325	2085
		655	36	50	741	4487
227	FILMS ATTEND					30
228	SHOWINGS					10
230	C PROJECTOR					10
237	HOME SERVICE V	82		1	83	418
238	HOME SERVICE P	82		1	83	418
239	HOME SER NEW P					15
249	PROFESSIONAL V					1
250	RADIO					1
257	REQUESTS					83
		164		2	166	986
		164		2	166	986
301	MABELS NURSING	3			3	195
302	VELWYN	48			48	164
306	WAKEFIELDS	25			25	274
307	MINOR NURSING	80	2	7	89	248
308	MINOR NURSING	3			3	3
		159	2	7	168	884
		159	2	7	168	884

ST MARYS HOSP

001	PHILOSOPHY	1			1	6
002	RELIGION	3			3	39
003	SOCIAL SCIENCE					3
005	SCIENCE			1	1	4
006	USEFUL ARTS	12	1		13	23
007	FINE ARTS	5			5	10
008	LITERATURE	26			26	64
009	HISTORY	10	5	1	16	49
010	TRAVEL	11			11	43
011	BIOGRAPHY	24	1		25	80
013	PERIODICALS	25			25	62
		117	7	2	126	383
115	FICTION	167	15	4	186	729
117	JE			3	3	17
		167	15	7	189	746
		284	22	9	315	1129
237	HOME SERVICE V	1			1	1
238	HOME SERVICE P	1			1	1
249	PROFESSIONAL V					2
257	REQUESTS	8			8	31
		10			10	35
		10			10	35
601	AP					1
						1
						1

OCTOBER 1961

D M C

	GENERAL WORKS	1			1	13
001	PHILOSOPHY	2			2	31
002	RELIGION	21		3	24	128
003	SOCIAL SCIENCE	1		34	35	227
004	LANGUAGE					5
005	SCIENCE			40	40	351
006	USEFUL ARTS	4	2	26	32	275
007	FINE ARTS	33		4	37	316
008	LITERATURE	4		12	16	139
009	HISTORY	2		7	9	90
010	TRAVEL	16	1	5	22	252
011	BIOGRAPHY	23	1	25	49	320
013	PERIODICALS	44			44	184
		151	4	156	311	2331
115	FICTION	216	54	45	315	2355
116	FOREIGN FICT					37
117	JE			107	107	704
		216	54	152	422	3096
		367	58	308	733	5427
218	BIBLIOGRAPHIES					1
220	CEILING PROJEC					6
227	FILMS ATTEND					85
228	SHOWINGS					75
230	C PROJECTOR					64
237	HOME SERVICE V					1
238	HOME SERVICE P					1
239	HOME SER NEW P					1
250	RADIO					1
257	REQUESTS	1			1	39
		1			1	274
		1			1	274

OCTOBER 1961

T B SAN

	GENERAL WORKS					2
001	PHILOSOPHY					2
002	RELIGION	2			2	22
003	SOCIAL SCIENCE	5			5	31
005	SCIENCE	2	3		5	35
006	USEFUL ARTS	1		3	4	47
007	FINE ARTS	11			11	64
008	LITERATURE	16			16	79
009	HISTORY	11		2	13	88
010	TRAVEL	18		22	40	221
011	BIOGRAPHY	7	1		8	65
012	FOREIGN NON F			10	10	10
013	PERIODICALS	36			36	228
		109	4	37	150	894
115	FICTION	80	6		86	734
116	FOREIGN FICT			2	2	2
117	JE					18
		80	6	2	88	754
		189	10	39	238	1648
248	PICTURES MOUNT					10
257	REQUESTS					21
						31
						31

OCTOBER 1961

GIRLS HOME

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

115	FICTION	536
117	JE	97
		633
		806

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

OCTOBER 1961

BROWN BOOKMOBIL

GENERAL WORKS

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

5862

115 FICTION

7648

116 FOREIGN FICT

23

117 JE

7106

14777

20639

226 EXHIBITS

3

235 GROUPS NOT CLA

1

236 ATTENDANCE

33

244 MENDING

1190

245 OVERDUE BOOKS

173

246 OVERDUE NOTICE

102

251 RECORDS LP

1

256 READERS ADVISO

1608

257 REQUESTS

155

3266

3266

402 LARKDALE

894

403 NORTHLAND HEIG

55

404 RAVINA PARK RD

1440

406 HOME PARK

2195

408 SAWYER & MONRO

7525

507 S ILLINOIS & E

872

510 L BR RD & SOUT

1846

511 STALEY BRIDGE

739

512 22ND & E CLAY

3508

513 24TH & E WILLI

1565

601 AP

5

604 YP

5

607 JP

1

20650

20650

OCTOBER 1961
JUV COORDINATOR

002	RELIGION	11	11	11
003	SOCIAL SCIENCE	21	21	49
005	SCIENCE			11
006	USEFUL ARTS	7	7	12
007	FINE ARTS			8
008	LITERATURE	11	11	16
011	BIOGRAPHY	29	29	30
		79	79	137
115	FICTION	16	16	34
117	JE			65
		16	16	99
		95	95	236
235	GROUPS NOT CLA	2	2	2
236	ATTENDANCE	24	24	24
242	MEETINGS IN BL	7	7	9
243	ATTENDANCE	81	81	98
		114	114	133
		114	114	133

OCTOBER 1961
NURSES RESIDENC

001	PHILOSOPHY			8
002	RELIGION	8	8	40
003	SOCIAL SCIENCE	7	7	36
004	LANGUAGE			9
005	SCIENCE	5	5	34
006	USEFUL ARTS	9	9	49
007	FINE ARTS	1	1	8
008	LITERATURE	2	2	28
009	HISTORY	3	3	29
010	TRAVEL	8	8	61
011	BIOGRAPHY	9	9	62
		52	52	364
115	FICTION	238	238	1513
116	FOREIGN FICT			67
		238	238	1580
		290	290	1944

Mary Howe

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST - OCTOBER, 1961

Prentice-Hall, Inc.
70 Fifth Avenue
New York 11, New York

10/2/61

Schwarz, Dr. Fred - You can trust
the communists

Ambassade de France
972 Fifth Avenue
New York 21, New York

10/2/61

11 brochures on French-speaking
African Republics

W. M. Thompson
916 East Lincoln Avenue
Decatur, Illinois

10/4/61

Aqui se habla espanol
Roseler - German in review
Guggenheim - Wilder urlaub
Lipsky - Easy German book I
Curts - Allerlei menschen
Meyer - Genialische jugend
Barton - Heath standard french readings
Bond - Deuxieme etape
Diamond - Knulp
Hagboldt - Allerlei
Wooley - Storm immensee
Bond - premiere etape

C. H. Grady
1722 North Edward
Decatur, Illinois

10/5/61

150 miscellaneous volumes

Television Information Office
666 Fifth Avenue
New York 19, New York

10/5/61

Interaction; television public affairs
programming...at the community level

L. J. Sparks
3303 East Cedar
Decatur, Illinois

10/10/61

15 miscelleaneous volumes

PAYROLL - October 1961

DECATUR PUBLIC LIBRARY

Decatur, Illinois

NAME	ANNUAL	NO.	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Artze, Carol	\$3518.	30	22282	1393	3070				4463	17819
* Atchison, Russell	4442.	37	37017	2684	2340	500	1430		7454	29563
Ayers, Myrna	2462.	33	20517	1282	3780		534		5596	14921
Bogard, Russell	3410.	79	28417	2060	4260				6320	22097
Boggess, Jenny Lind	6060.	3	50500	3156	9540				12696	37804
Boggess, John	4905.	9	40875	2963	5740		1430		10133	30742
Dobrinick, Marjorie	3518.	29	29317	1832	4400			100	6332	22985
Ensign, Eunice	2462.	31	20517	1282	1780		534		3596	16921
Goff, Patricia A.	4046.	27	33717	2107	6260	4000		98	12465	21252
Honnold, Opal	4410.	20	36750	2297	6660				8957	27793
Houck, Hattie	4310.	26	35917	2245	6550			100	8895	27022
Howe, Mary T.	9500.	1	79167	4948	12100	6375	1430	500	25353	53814
Hunk, Clara E.	3254.	34	27117	1695	2970		534		5199	21918
Johnson, Carolyn S.	2330.	53	19417	1214	2560				3774	15643
Jones, Edna F.	4410.	16	36750	2297	5700				7997	28753
Puhek, Esther B.	6893.	4	57442	3590	9620				13210	44232
Larmon, Margaret E.	3518.	30	29317	1632	4400		534		6766	22551
Leonard, Mildred	7157.	7	59642	3728	11160				14888	44754
McMillan, Harold	4310.	39	35917	2604	550				3154	32763
McNabb, Nellie	7157.	3	22366	1398	4070		534		6002	16364
Mitchell, Frances	3235.	23	26983	1686	5070		1430		8186	18797
O'Dell, Gladys	4019.	21	33492	2093	5470		1430		8993	24499
Read, Mary A.	4740.	15	39500	2469	7560		534		10563	28937
Ruedger, Ora E.	4740.	19	39500	2469	6550				9019	30481
Stafford, Marjorie	8175.	2	68125	4258	12320		384	500	17462	50663
Turnbo, Dorthia.	3320.	28	27667	1729	2110				3839	23828
Vogler, Ozella	2330.	35	20517	1282	3780			100	5162	15355
Ward, Emery	3905.	38	32542	2359	3980				6339	26203
Weidner, Mary Kay	4574.	25	38117	2382	3980		1430		7792	30325
White, Carola	3634.	22	30284	1893	4540	1000	534	100	8067	22217
Williams, Charlotte	4740.	18	39500	2469	6550				9019	30481
Williams, Nancy	2924.	32	24367	1523	3540		534	100	5697	18670
Yamamoto, M. Catherine	7421.	5	61822	3864	11880	1000	534		17278	44544
Total			1205377	77083	185340	12875	13770	1598	290665	914711
Aldridge, Larry 152h @ 1.00		42	15200	456	1840				2296	12904
Arisman, Susan 36½h @ 2.00		65	7300	219	1400				1619	5681
Collinsworth, James 78 3/4h @ 1.38		60	10868	326	1050				1376	9492

PAYROLL - October 1961

DECATUR PUBLIC LIBRARY

Decatur, Illinois

NAME	ANNUAL	NO.	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Artze, Carol	\$3518.4	30	22262	1393	3070				4463	17819
* Atchison, Russell	4442.	37	37017	2684	2840	500	1430		7454	29563
Ayers, Myrna	2462.	33	20517	1282	3780		534		5596	14921
Bogard, Russell	3410.	79	28417	2060	4260				6320	22097
Boggess, Jenny Lind	6060.	3	50500	3156	9540				12696	37804
Boggess, John	4905.	9	40875	2963	5740		1430		10133	30742
Dobrinick, Marjorie	3518.	29	29317	1832	4400			100	6332	22985
Ensign, Eunice	2462.	31	20517	1282	1780		534		3596	16921
Goff, Patricia A.	4046.	27	33717	2107	6260	4000		98	12465	21252
Honnold, Opal	4410.	20	36750	2297	6660				8957	27793
Houck, Hattie	4310.	26	35917	2245	6550			100	8895	27022
Howe, Mary T.	9500.	1	79167	4948	12100	6375	1430	500	25353	53814
Hunk, Clara E.	3254.	34	27117	1695	2970		534		5199	21918
Johnson, Carolyn S.	2330.	53	19417	1214	2560				3774	15643
Jones, Edna F.	4410.	16	36750	2297	5700				7997	28753
Puhek, Esther B.	6893.	4	57442	3590	9620				13210	44232
Larmon, Margaret E.	3518.	30	29317	1832	4400		534		6766	22551
Leonard, Mildred	7157.	7	59642	3728	11160				14888	44754
McMillan, Harold	4310.	39	35917	2604	550				3154	32763
McNabb, Nellie	7157.	3	22366	1398	4070		534		6002	16364
Mitchell, Frances	3236.	23	26983	1686	5070		1430		8186	18797
O'Dell, Gladys	4019.	21	33492	2093	5470		1430		8993	24499
Read, Mary A.	4740.	15	39500	2469	7560		534		10563	28937
Ruedger, Ora E.	4740.	19	39500	2469	6550				9019	30481
Stafford, Marjorie	8175.	2	68125	4258	12320		384	500	17462	50663
Turnbo, Dorthia.	3320.	28	27667	1729	2110				3839	23828
Vogler, Ozella	2330.	35	20517	1282	3780			100	5162	15355
Ward, Emery	3905.	38	32542	2359	3980				6339	26203
Weidner, Mary Kay	4574.	25	38117	2382	3980		1430		7792	30325
White, Carola	3634.	22	30284	1893	4540	1000	534	100	8067	22217
Williams, Charlotte	4740.	18	39500	2469	6550				9019	30481
Williams, Nancy	2924.	32	24367	1523	3540		534	100	5697	18670
Yamamoto, M. Catherine	7421.	5	61822	3864	11830	1000	534		17278	44544
Total			1205377	77083	185340	12875	13770	1598	290666	914711
Aldridge, Larry 152h @ 1.00		42	15200	456	1840				2296	12904
Arisman, Susan 36½h @ 2.00		65	7300	219	1400				1619	5681
Collinsworth, James 78 3/4h @ 1.38		60	10868	326	1050				1376	9492

NAME	ANNUAL	NO.	MONTHLY	RET.&S.S.	INC.TAX	C.U.	B.C.&B.S.	U.F.	TOT.DED.	NET SALARY
Key, James 64h @ .66		61	4224	127	1040				1167	3057
Langenberg, David 76h @ .83		69	6308	189	1190				1379	4929
McBride, Jim 78h @ .83		70	6474	194	1260				1454	5020
Petersen, Dora 73 2/3h @ 2.00		47	14733	921	2700				3621	11112
Schultz, Verna 88 1/2h @ 1.65		75	14603	438	1700				2138	12465
Spittler, Helen 80h @ 1.65		49	13200	825	1480		534		2839	10361
Stuke, Sally 56h @ 1.27		64	7112	213	330				543	6569
Woodard, Glenda 51h @ 1.00		73	5100	153	1040				1193	3907
Total			105122	4061	15030		534		19625	85497
Burton, Lynn 4180.		40	34833	2525	3410			100	6035	28793
Hendrian, Don 59 2/3h @ 1.48		41	6831	265	1690				1955	6876
Janitors Salaries			45664	2790	5100			100	7990	35674
Staff Salaries			1310499	81144	200370	12875	14304	1598	310291	1000203
GRAND TOTAL			1354163	83934	205470	12875	14304	1698	318281	1035882

*Atchison - raised to \$4,442 per year effective October 1, 1961

DECATUR PUBLIC LIBRARY

Decatur, Illinois

Circulation Statistics October 1961

		Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS		100	48	39	187	703
	*	98	41	22	161	620
001 PHILOSOPHY		346	33	4	383	2488
	*	309	46		355	2078
002 RELIGION		473	9	128	610	3192
	*	435	27	89	551	2754
003 SOCIAL SCIENCE		1053	103	817	1973	10503
	*	880	117	655	1652	8524
004 LANGUAGE		91	3	16	110	787
	*	72	7	7	86	587
005 SCIENCE		440	137	988	1565	10052
	*	514	200	958	1672	8342
006 USEFUL ARTS		1260	150	654	2064	13710
	*	1324	199	583	2106	11774
007 FINE ARTS		1217	118	428	1763	11091
	*	1035	145	395	1575	8707
008 LITERATURE		675	40	266	981	5955
	*	780	74	216	1070	4759
009 HISTORY		715	205	389	1309	7729
	*	756	174	308	1238	5919
010 TRAVEL		416	25	337	778	4838
	*	557	29	281	867	4453
011 BIOGRAPHY		756	268	694	1718	10140
	*	807	299	619	1725	8653
012 FOREIGN NON F		27		52	79	369
	*	15		25	40	229
013 PERIODICALS		1038	80	125	1243	6732
	*	959	68	108	1135	5850
014 PAMPHLETS		81	1	3	85	469
	*	83	15	1	99	472
015 PAPERBACKS		18			18	65
	*					

Total Non-Fiction

	8706	1220	4940	14866	88323
*	8624	1441	4267	14332	73721

115 FICTION	8028	2769	5147	15944	110313
	8046	2857	4725	15628	93854
116 FOREIGN FICT	135		36	171	864
	5		9	14	119
117 JE			8963	8963	58522
			9498	9498	52123

Total Fiction

	8163	2769	14146	25078	169699
*	8051	2857	14232	25140	146096

Grand Total Books

	16869	3989	19086	39944	258522
*	16675	4298	18499	39472	219817

Total Increase
October 1960 figures

472 38705

MAIN ADULT	8821		290	9111	53753
MAIN YOUTH	1625	2060		3685	27956
MAGIC CARPET			5711	5711	34775
REFERENCE	9			9	47
JUV COORDINATOR			95	95	236
	10455	2060	6096	18611	116767

EXTENSION DEPT

B 1	1554	768	5416	7738	41549
B 2	1477	587	5309	7373	40154
EVANS BRANCH	1598	448	1859	3905	23416
MILLIKIN HOME					421
HOME SERVICE	655	36	50	741	4487
ST MARYS HOSP	284	22	9	315	1129
D M C	367	58	308	733	5427
T B SAN	189	10	39	238	1648
GIRLS HOME					806
BROWN BOOK MOBIL					20639
NURSES RESIDENC	290			290	1944
	6414	1929	12990	21333	141755
	16869	3989	19086	39944	258522

218	BIBLIOGRAPHIES	2		1	3	36
219	BOOKTALKS	3			3	7
220	CEILING PROJEC					6
221	CLASS VISITS	1		5	6	28
222	BOOK TALKS					21
223	INSTRUCTION			59	59	125
224	STORIES					15
225	ATTENDANCE	47		179	226	907
226	EXHIBITS	4			4	63
227	FILMS ATTEND	629		63	692	3924
228	SHOWINGS	13		1	14	163
229	16MM	10		2	12	64
230	C PROJECTOR					74
232	RECORDAK	124			124	559
235	GROUPS NOT CLA			16	16	59
236	ATTENDANCE			224	224	632
237	HOME SERVICE V	83		1	84	517
238	HOME SERVICE P	83		1	84	517
239	HOME SER NEW P					18
240	INTER LIBRARY	14			14	51
241	MAPS					21
242	MEETINGS IN BL	26		8	34	93
243	ATTENDANCE	288		84	372	902
244	MENDING	45	37	454	769	5612
245	OVERDUE BOOKS	100	30	244	374	2202
246	OVERDUE NOTICE	65	16	133	214	1160
247	PICTURES FRAME	9			9	75
248	PICTURES MOUNT	185		547	732	2727
249	PROFESSIONAL V	5			5	39
250	RADIO	2		2	4	18
251	RECORDS LP	664	6	16	686	4071
252	RECORDS S	5			5	55
253	RECORDS SR	63			63	266
256	READERS ADVISO	707	848	1199	2754	16543
257	REQUESTS	64	14	11	89	1092
259	STORY HOURS		5	5	10	56
260	ATTENDANCE		62	61	123	611
261	NUM OF STORIES		13	15	28	121
262	TELEPHONE INCO	656			1729	9202
264	VISITS IN COMM	4			4	4
265	RECORD BAGS	121			121	644
301	MABELS NURSING	3			3	195
302	VELWYN	48			48	164
306	WAKEFIELDS	25			25	274
307	MINOR NURSING	80	2	7	89	246
308	MINOR NURSING	3			3	3
401	18TH & E WILLI	60	44	501	605	4453
402	LARKDALE					894
403	NORTHLAND HEIG	532	252	1843	2627	14358
404	RAVINA PARK RD					1440
405	WATSON COURT Fairview	309	102	764	1175	6407
406	HOME PARK					2195
407	GARFIELD & WAT	138	16	511	665	5302
408	SAWYER & MONRO	170	142	701	1013	8538
409	GRAND & SUMMIT	345	212	1096	1653	10071
501	OAKLAND & W WO	204	17	539	760	3690
503	FOREST & LINCO	114	35	420	569	2439
506	MT CALVARY CHU	543	281	2330	3154	15556
507	S ILLINOIS & E					872
508	S TAYLOR & W W	222	95	788	1105	8532
509	S FRANKLIN					1146
510	L BR RD & SOUT	25	36	258	319	2165
511	STALEY BRIDGE	10		49	59	798
512	22ND & E CLAY	69	12	30	111	3619
513	24TH & E WILLI	54	26	242	322	1887
514	16TH & LINCOLN	236	85	653	974	7980
601	AP	39	1	461	501	3033
602	AM			7	7	11
603	AT	19	77	274	370	2226
604	YP	4	23	159	186	1004
606	YT		3		3	17
607	JP	41		98	139	458
609	JT			1	1	24

1207
ref.

6773
ref.

PAYROLL - October 1961

DECATUR PUBLIC LIBRARY
Decatur, Illinois

NAME	ANNUAL	NO.	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Artze, Carol	\$3518.	30	22262	1393	3070				4463	17819
* Atchison, Russell	4442.	37	37017	2684	2840	500	1430		7454	29563
Ayers, Myrna	2462.	33	20517	1282	3780		534		5596	14921
Bogard, Russell	3410.	79	28417	2060	4260				6320	22097
Bogges, Jenny Lind	6060.	3	50500	3156	9540				12696	37804
Bogges, John	4905.	9	40875	2963	5740		1430		10133	30742
Dobrinick, Marjorie	3518.	29	29317	1832	4400			100	6332	22985
Ensign, Eunice	2462.	31	20517	1282	1780		534		3596	16921
Goff, Patricia A.	4046.	27	33717	2107	6260	4000		98	12465	21252
Honnold, Opal	4410.	20	36750	2297	6660				8957	27793
Houck, Hattie	4310.	26	35917	2245	6550			100	8895	27022
Howe, Mary T.	9500.	1	79167	4948	12100	6375	1430	500	25353	53814
Hunk, Clara E.	3254.	34	27117	1695	2970		534		5199	21918
Johnson, Carolyn S.	2330.	53	19417	1214	2560				3774	15643
Jones, Edna F.	4410.	16	36750	2297	5700				7997	28753
Puhek, Esther B.	6893.	4	57442	3590	9620				13210	44232
Larmon, Margaret E.	3518.	30	29317	1832	4400		534		6766	22551
Leonard, Mildred	7157.	7	59642	3728	11160				14888	44754
McMillan, Harold	4310.	39	35917	2604	550				3154	32763
McNabb, Nellie	7157.	3	22366	1398	4070		534		6002	16364
Mitchell, Frances	3235.	23	26963	1686	5070		1430		8186	18797
O'Dell, Gladys	4019.	21	33492	2093	5470		1430		8993	24499
Read, Mary A.	4740.	15	39500	2469	7560		534		10563	28937
Ruedger, Ora E.	4740.	19	39500	2469	6550				9019	30481
Stafford, Marjorie	8175.	2	68125	4258	12320		384	500	17462	50663
Turnbo, Dorthia.	3320.	28	27667	1729	2110				3839	23820
Vogler, Ozella	2330.	35	20517	1282	3780			100	5162	15355
Ward, Emery	3905.	38	32542	2359	3980				6339	26203
Weidner, Mary Kay	4574.	25	38117	2382	3980		1430		7792	30325
White, Carola	3634.	22	30284	1893	4540	1000	534	100	8067	22217
Williams, Charlotte	4740.	18	39500	2469	6550				9019	30481
Williams, Nancy	2924.	32	24367	1523	3540		534	100	5697	18670
Yamamoto, M. Catherine	7421.	5	61822	3864	11880	1000	534		17278	44544
Total			1205377	77083	185340	12875	13770	1598	290666	914711
Aldridge, Larry 152h @ 1.00		42	15200	456	1840				2296	12904
Arisman, Susan 36 1/2h @ 2.00		65	7300	219	1400				1619	5681
Collinsworth, James 78 3/4h @ 1.38		60	10868	326	1050				1376	9492

218	BIBLIOGRAPHIES	2		1	3	36
219	BOOKTALKS	3			3	7
220	CEILING PROJEC					6
221	CLASS VISITS	1		5	6	28
222	BOOK TALKS					21
223	INSTRUCTION			59	59	125
224	STORIES					15
225	ATTENDANCE	47		179	226	907
226	EXHIBITS	4			4	63
227	FILMS ATTEND	629		63	692	3924
228	SHOWINGS	13		1	14	163
229	16MM	10		2	12	64
230	C PROJECTOR					74
232	RECORDAK	124			124	559
235	GROUPS NOT CLA			16	16	59
236	ATTENDANCE			224	224	632
237	HOME SERVICE V	83		1	84	517
238	HOME SERVICE P	83		1	84	517
239	HOME SER NEW P					18
240	INTER LIBRARY	14			14	51
241	MAPS					21
242	MEETINGS IN BL	26		8	34	93
243	ATTENDANCE	288		84	372	902
244	MENDING	45	37	454	769	5612
245	OVERDUE BOOKS	100	30	244	374	2202
246	OVERDUE NOTICE	65	16	133	214	1160
247	PICTURES FRAME	9			9	75
248	PICTURES MOUNT	185		547	732-	2727-
249	PROFESSIONAL V	5			5	39
250	RADIO	2		2	4	18
251	RECORDS LP	664	6	16	686	4071
252	RECORDS S	5			5	55
253	RECORDS SR	63			63	266
256	READERS ADVISO	707	848	1199	2754	16543-
257	REQUESTS	64	14	11	89	1092
259	STORY HOURS		5	5	10	56
260	ATTENDANCE		62	61	123	611
261	NUM OF STORIES		13	15	28	121
262	TELEPHONE INCO	656			1729	9202-
264	VISITS IN COMM	4			4	4
265	RECORD BAGS	121			121	644
301	MABELS NURSING	3			3	195
302	VELWYN	48			48	164
306	WAKEFIELDS	25			25	274
307	MINOR NURSING	80	2	7	89	248
308	MINOR NURSING	3			3	3
401	18TH & E WILLI	60	44	501	605	4453
402	LARKDALE					894
403	NORTHLAND HEIG	532	252	1343	2627	14358
404	RAVINA PARK RD					1440
405	WATSON COURT Fairview	309	102	764	1175-	6407
406	HOME PARK					2195
407	GARFIELD & WAT	138	16	511	665	5302
408	SAWYER & MONRO	170	142	701	1013-	8538
409	GRAND & SUMMIT	345	212	1096	1653-	10071
501	OAKLAND & W WO	204	17	539	760	3690
503	FOREST & LINCO	114	35	420	569	2439
506	MT CALVARY CHU	543	281	2330	3154-5	15556
507	S ILLINOIS & E					872
508	S TAYLOR & W W	222	95	788	1105-	8532
509	S FRANKLIN					1146
510	L DR RD & SOUT	25	36	258	319	2165
511	STALEY BRIDGE	10		49	59	798
512	22ND & E CLAY	69	12	30	111	3619
513	24TH & E WILLI	54	26	242	322	1887
514	16TH & LINCOLN	236	85	653	974	7980
601	AP	39	1	461	501	3033
602	AM			7	7	11
603	AT	19	77	274	370	2226
604	YP	4	23	159	186	1004
606	YT		3		3	17
607	JP					
609	JT	41		98	139	458
				1	1	24

1207
ref.

6773
ref.

DECATUR PUBLIC LIBRARY
Decatur, Illinois
Circulation Statistics October 1961

		Adult	Youth	Juv.	Total	Y-Date
	GENERAL WORKS	100	48	39	187	703
	*	98	41	22	161	620
001	PHILOSOPHY	346	33	4	383	2488
0	*	309	46		355	2078
002	RELIGION	473	9	128	610	3192
0	*	435	27	89	551	2754
003	SOCIAL SCIENCE	1053	103	817	1973	10503
0	*	880	117	655	1652	8524
004	LANGUAGE	91	3	16	110	787
0	*	72	7	7	86	587
005	SCIENCE	440	137	988	1565	10052
0	*	514	200	958	1672	8342
006	USEFUL ARTS	1260	150	654	2064	13710
0	*	1324	199	583	2106	11774
007	FINE ARTS	1217	118	428	1763	11091
0	*	1035	145	395	1575	8707
008	LITERATURE	675	40	266	981	5955
	*	780	74	216	1070	4759
009	HISTORY	715	205	389	1309	7729
	*	756	174	308	1238	5919
010	TRAVEL	416	25	337	778	4838
	*	557	29	281	867	4453
011	BIOGRAPHY	756	268	694	1718	10140
	*	807	299	619	1725	8653
012	FOREIGN NON F	27		52	79	369
	*	15		25	40	229
013	PERIODICALS	1038	80	125	1243	6732
	*	959	68	108	1135	5850
014	PAMPHLETS	81	1	3	85	469
	*	83	15	1	99	472
015	PAPERBACKS	18			18	65
	*					
Total Non-Fiction		8706	1220	4940	14866	88323
	*	8624	1441	4267	14332	73721
115	FICTION	8028	2769	5147	15944	110313
	*	8046	2857	4725	15628	93854
116	FOREIGN FICT	135		36	171	864
	*	5		9	14	119
117	JE			8963	8963	58522
	*			9498	9498	52123
Total Fiction		8163	2769	14146	25078	169699
	*	8051	2857	14232	25140	146096
Grand Total Books		16869	3989	19086	39944	258522
	*	16675	4298	18499	39472	219817
Total Increase October 1960 figures					472	38705
MAIN ADULT		8821		290	9111	53753
MAIN YOUTH		1625	2060		3685	27956
MAGIC CARPET				5711	5711	34775
REFERENCE		9			9	47
JUV COORDINATOR				95	95	236
		10455	2060	6096	18611	116767
EXTENSION DEPT						135
B 1		1554	768	5416	7738	41549
B 2		1477	587	5309	7373	40154
EVANS BRANCH		1598	448	1859	3905	23416
MILLIKIN HOME						421
HOME SERVICE		655	36	50	741	4487
ST MARYS HOSP		284	22	9	315	1129
D M C		367	58	308	733	5427
T B SAN		189	10	39	238	1648
GIRLS HOME						806
BROWN BOOKMOBIL						20639
NURSES RESIDENC		290			290	1944
		6414	1929	12990	21333	141755
		16869	3989	19086	39944	258522

NAME	ANNUAL	NO.	MONTHLY	RET.&S.S.	INC.TAX	C.U.	B.C.&B.S.	U.F.	TOT.DED.	NET SALARY
Key, James 64h @ .66		81	4224	127	1040				1167	3057
Langenberg, David 76h @ .83		69	6308	189	1190				1379	4929
McBride, Jim 78h @ .83		70	6474	194	1260				1454	5020
Petersen, Dora 73 2/3h @ 2.00		47	14733	921	2700				3621	11112
Schultz, Verna 88 1/2h @ 1.65		75	14603	438	1700				2138	12465
Spittler, Helen 80h @ 1.65		49	13200	825	1480		534		2839	10361
Stuke, Sally 56h @ 1.27		64	7112	213	330				543	6569
Woodard, Glenda 51h @ 1.00		73	5100	153	1040				1193	3907
Total			105122	4061	15030		534		19625	85497
Burton, Lynn 4180.		40	34833	2525	3410			100	6035	28798
Hendrian, Don 59 2/3h @ 1.42		41	8831	265	1690				1955	6876
Janitors Salaries			43664	2790	5100			100	7990	35674
Staff Salaries			1310499	81144	200370	12875	14304	1598	310291	11000208
GRAND TOTAL			1354163	85934	205470	12875	14304	1698	318281	11035882

*Atchison - raised to \$4,442 per year effective October 1, 1961

PAYROLL - October 1961

DECATUR PUBLIC LIBRARY

Decatur, Illinois

NAME	ANNUAL	NO.	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Artze, Carol	\$3518.	30	22262	1393	3070				4463	17819
* Atchison, Russell	4442.	37	37017	2684	2340	500	1430		7454	29563
Ayers, Myrna	2462.	33	20517	1282	3780		534		5596	14921
Bogard, Russell	3410.	79	28417	2060	4260				6320	22097
Boggess, Jenny Lind	6060.	8	50500	3156	9540				12696	37804
Boggess, John	4905.	9	40875	2963	5740		1430		10133	30742
Dobrinick, Marjorie	3518.	29	29317	1832	4400			100	6332	22985
Ensign, Eunice	2462.	31	20517	1282	1780		534		3596	16921
Goff, Patricia A.	4046.	27	33717	2107	6260	4000		98	12465	21252
Honnold, Opal	4410.	20	36750	2297	5660				8957	27793
Houck, Hattie	4310.	25	35917	2245	6550			100	8895	27022
Howe, Mary T.	9500.	1	79167	4948	12100	6375	1430	500	25353	53814
Hunk, Clara E.	3254.	34	27117	1695	2970		534		5199	21918
Johnson, Carolyn S.	2330.	53	19417	1214	2560				3774	15643
Jones, Edna F.	4410.	16	36750	2297	5700				7997	28753
Puhek, Esther B.	6893.	4	57442	3590	9620				13210	44232
Larmon, Margaret E.	3518.	30	29317	1832	4400		534		6766	22551
Leonard, Mildred	7157.	7	59642	3728	11160				14888	44754
McMillan, Harold	4310.	39	35917	2604	550				3154	32763
McNabb, Nellie	7157.	3	22366	1398	4070		534		6002	16364
Mitchell, Frances	3236.	23	26963	1686	5070		1430		8186	18797
O'Dell, Gladys	4019.	21	33492	2093	5470		1430		8993	24499
Read, Mary A.	4740.	15	39500	2469	7560		534		10563	28937
Ruedger, Ora E.	4740.	19	39500	2469	6550				9019	30481
Stafford, Marjorie	8175.	2	68125	4258	12320		384	500	17462	50663
Turnbo, Dorthia.	3320.	28	27667	1729	2110				3839	23828
Vogler, Ozella	2330.	35	20517	1282	3780			100	5162	15355
Ward, Emery	3905.	38	32542	2359	3980				6339	26203
Weidner, Mary Kay	4574.	25	38117	2382	3980		1430		7792	30325
White, Carola	3634.	22	30284	1893	4540	1000	534	100	8067	22217
Williams, Charlotte	4740.	10	39500	2469	6550				9019	30481
Williams, Nancy	2924.	32	24367	1523	3540		534	100	5697	18670
Yamamoto, M. Catherine	7421.	5	61822	3864	11880	1000	534		17278	44544
Total			1205377	77083	185340	12875	13770	1598	290665	914711
Aldridge, Larry 152h @ 1.00		42	15200	456	1840				2296	12904
Arisman, Susan 36½h @ 2.00		65	7300	219	1400				1619	5681
Collinsworth, James 78 3/4h @ 1.38		60	10868	326	1050				1376	9492

PAYROLL - October 1961

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-2-

NAME	ANNUAL	NO.	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Key, James 64h @ .66		61	4224	127	1040				1167	3057
Langenberg, David 76h @ .83		69	6308	189	1190				1379	4929
McBride, Jim 78h @ .83		70	6474	194	1260				1454	5020
Petersen, Dora 73 2/3h @ 2.00		47	14733	921	2700				3621	11112
Schultz, Verna 88 1/2h @ 1.65		75	14603	438	1700				2138	12465
Spittler, Helen 80h @ 1.65		49	13200	825	1480		534		2839	10361
Stuke, Sally 56h @ 1.27		64	7112	213	330				543	6569
Woodard, Glenda 51h @ 1.00		78	5100	153	1040				1193	3907
Total			105122	4061	15030		534		19625	85497
Burton, Lynn 4180.		40	34833	2525	3410			100	6035	28798
Hendrian, Don 59 2/3h @ 1.48		41	8831	265	1690				1955	6876
Janitors Salaries			43664	2790	5100			100	7990	35674
Staff Salaries			1310499	81144	200370	12875	14304	1598	310291	1000208
GRAND TOTAL			1354163	83934	205470	12875	14304	1698	318281	1035880

*Atchison - raised to \$4,442 per year effective October 1, 1961

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Board of Directors Properties Committee
Meeting - October 17, 1961

The Properties Committee of the Board of Directors met at 4 PM on October 17, 1961, in the Board Room of the Decatur Public Library, 457 North Main Street, Decatur, Illinois.

Present were: Mr. Hart, chairman, Mrs. Stern, Mr. Cheeks, and Mr. Burnett. Mr. John Sweetnam, architect presented the informal bids for the repairs of the Main Bldg. The Plastering of the Lincoln Room was considered first. Two bids: \$60 from Mr. Hill and \$104 from Mr. Ballinger. The painting would be done by Mr. Burnon, library janitor. Mr. Burnett represented Mr. Cheeks and made the motion to accept the bid from Mr. Hill. Mrs. Stern seconded the motion. All present voted aye. Motion carried.

The next repair considered was the masonry work on the back entrance. Two proposals were made: one to repair the existing walls and the second to repair and turn the steps straight from the door and along the north wall of the bldg addition. The second proposal was six times the cost of the first proposal. After much discussion it was decided to hold over the masonry repair proposals until the Board meeting on Tuesday, October 24th.

The Committee was advised that the Librarian and her secretary were contemplating a move to the Lincoln Room. This would free the first office for the assistant librarian and the second office for the Chief of Central Public Services and her staff.

There being no further business the meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe, Secretary

Personnel Meeting, October 19, 1961

The Personnel Committee of the Board of Directors met at 4 PM on October 19, 1961, in the Board Room of the Decatur Public Library, 457 North Main Street, Decatur, Illinois. Present were: Mr. Cheeks, chairman, Mrs. Greider, Mr. Hart, and Mrs. Howe.

It was reported that the projected salary schedule showed \$1700 free for the hiring of two assistants in February to take the place of Mr. and Mrs. Boggess who are asking for a leave to attend school. They will leave in December but assistants will not be available until the end of the first semester. Mr. Bodnar has agreed to interviewing candidates October 30 and 31st at the University of Illinois. The Librarian reported she would be unable to have a raise until January and maybe not then.

It was agreed to refer some of this discussion to the long-range planning meeting.

There being no other business, the meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe, Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

THE MINUTES OF THE BOARD OF DIRECTOR'S MEETING, October 24, 1961

The regular meeting of the Board of Directors, of the Decatur Public Library was held October 24, 1961, in the Boyd Room, 457 North Main Street, Decatur, Illinois.

Members present: Mr. Burnett, Mr. Sommer, Mr. Cheeks, Mrs. Stern, Mrs. Greider, Mr. Hart, Mr. Koslofski, & Mrs. Moothart, Mrs. Goff, and Mr. Weimholt (newspaper reporter) & Mrs. Howe were present, in addition to several insurance agents.

The meeting was called to order at 4:00 PM. Insurance bids were opened and read by Mr. Francis Hart. Those submitting bids were:

Creighton & Jackson,	\$6,012.19 X 5 =	\$20,060.95
Jack Hector	4,638.86 X 5 =	23,194.30
Irish - Behnke	3,377.86 X 5 =	16,889.30
Rotz-Christner	4,234.22 X 5 =	21,171.10
Taft & Associates	3,585.61 X 5 =	17,928.05
Wells Insurance	4,234.22 X 5 =	21,171.10

All bids were based on \$1,585.852.58, total value of building, contents, and equipment for the Main Library, Evans Branch. The total value of building and equipment was \$709,348.42. These were for a Public and Institution form of insurance. In addition to the above bids, the agents were invited to suggest a bid for a valuable papers policy which would eliminate the book collection and catalog from the Public and Institution policy. Of the bids submitted, Irish-Behnke submitted the lowest PIP for buildings and equipment = \$5,142.80 five year policy or \$1,028.56 annual premium. The valuable papers policy was \$2,515.57 X 5 or \$12,577.85. The insurance bids were accepted, agents were thanked and the matter turned over to the Insurance Advisory Committee for the City of Decatur.

Mr. Burnett opened the regular board meeting. He asked for the approval of the Minutes of the September board meeting. Mr. Sommer moved the acceptance, Mr. Cheeks seconded the motion. All present voted aye. Motion carried.

Mr. Koslofski presented the October bills for payment.

Salaries - Staff	\$13,114.99
Salaries - Janitor	<u>436.64</u>
Total salaries	\$13,551.63
Operating Expense	<u>6,106.20</u>
Total Salaries & Operating Expense	\$19,657.83

Roll call was taken for approval of the bill list. Mr. Koslofski moved the payment, Mr. Hart seconded the motion. Mr. Burnett, Mr. Sommer, Mr. Cheeks, Mrs. Stern, Mrs. Greider, Mr. Hart, Mr. Koslofski, and Mrs. Moothart voted aye. No abstentions or nays were cast. Motion carried.

Mr. Hart made the report for the Properties Committee, which met at 4 PM, October 17, 1961, in the Board Room. Present were: Mr. Hart, Mrs. Stern, Mr. Cheeks, and Mr. Burnett. Mr. Sweetnam and Mrs. Howe were present also. Mr. Sweetnam presented the informal bids for the repairs of the Main Library. The plastering of the Lincoln Room was considered first. Two bids: \$60 from Mr. Hill and \$104 from Mr. Ballinger were presented. Mr. Burnett represented Mr. Cheeks and made the motion to accept the bid from Mr. Hill. Mrs. Stern seconded the motion. All present voted aye. Motion carried. The Committee had been instructed previously to proceed with this work. The next repair considered was the masonry work on the back entrance. Two proposals were made: one to repair the existing walls and the second to repair the wall and turn the steps straight from the door and along the north wall of the building addition. The second proposal was six times the cost of the first. After discussion it was decided to refer the matter to the Board at its regular meeting.

Mr. Hart recommended the repairs on the back entrance be deferred until Spring or until the new budget would permit payment for the work. Mr. Sommer seconded the motion. All present voted aye. Motion carried.

Mr. Cheeks gave the report on the Personnel Committee which met October 19, 1961 at 4 PM in the Board Room. Those present were Mr. Cheeks, Mrs. Greider, Mr. Hart and Mrs. Howe. It was reported that an attempt would be made to find a replacement for Mr. and Mrs. John Boggess who would be taking a leave of absence on December 9, 1961. It was decided to defer some of the discussion to the long-range planning meeting.

The Policy Committee did not make a report because Mr. Pilcher, chairman was out of town.

The Librarian reported on the Flint, Michigan meeting by community representatives. The North Branch is progressing well. Shelves are being put into place by Mr. Traughber. Mr. Burnett, Mr. Hart and Mrs. Howe spoke to the Sertoma Club on the Library services and budget. Mrs. Howe also spoke to the Lions Club on the services of the library. It was reported that work with the blind was being planned with Miss Reece from the U.S. Office in Urbana and Mrs. Stern. Illinois Library Association will meet in Chicago October 26, 27, and 28th. Mr. Blasingame, State Librarian of the Commonwealth of Pennsylvania will visit in the library on November 4 and discuss the IBM installation. It was noted that Mrs. Margery Dobrinick was injured in an automobile accident and would away from work for a month. The Librarian was instructed to send a card to her from the Board members.

Mr. Sommer moved the meeting adjourn to the Decatur Club and the long range planning meeting. Mrs. Greider seconded the motion. All present voted aye.

Meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe
Librarian