

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois October 30, 1962. The meeting had been postponed from the previous Friday because of the Illinois State Library Association conference in Springfield.

The meeting was called to order at 4:05 PM by Mr. Francis H. Hart, vice-president.

Members present:

Mr. Burnett
Mr. Hart
Mr. Cheeks
Mrs. Pogue
Mrs. Nelson
Mrs. Stern
Mr. Koslofski

Members absent:

Mr. Pilcher
Mr. Sommer

Also present:

Mrs. Howe
Mr. Kirchgraber
Miss Sandy Sulenski

The minutes of the September meeting were approved as received by mail with three changes: Mrs. Roger Pogue (not Harold); Mr. Latendresse was present (not Mrs. Latendresse); Mrs. Nelson asked "other people will question why the library does not use the old building."

Mr. Burnett came in and resumed chairmanship of the meeting. NCH
The financial report was given by Mr. Harold Koslofski, chairman. The committee met on Monday and checked the bills. He moved the bills for October be approved for payment. Mrs. Nelson seconded the motion. Roll call was taken. Mr. Hart, Mr. Cheeks, Mr. Koslofski, Mrs. Pogue, Mrs. Nelson, and Mrs. Stern voted aye. Motion carried.

Staff Salaries	\$14,137.10	
Janitor's Salary	348.33	
Total Salaries		\$14,485.43
Operating Expenses		11,291.62
Total Bills		\$25,777.05

It was agreed to hold a study budget meeting for the entire Board, November 15, 1962 at 6 PM in the Decatur Club.

Mrs. Howe explained the investments to date. Short term investments with the local banks were studied and it was found that more money could be earned through investing in U.S. Treasury bills. She was instructed to proceed with the usual investments. She reported that fines are being paid promptly because the bookkeeping is in good order. When patrons incur a fine and do not pay, they are sent a bill which they either bring to the library or send by mail. The library has taken in about \$200 more per month this year than it did last year. This means we will have approximately \$1000 more than anticipated. Mr. David has been hired temporarily, for two+ hours per day, to make the collections and do messenger work. This releases Mr. Atchison to work on the bookmobiles and permits us to catch up on the collection work.

The Librarian reported on the Professional Salary Survey, 1962. This is the third year that the Decatur Public Library has made the survey. It is hoped the U.S. HEW will do it in the future. 675 libraries were canvassed and 325 responded. Copies of the report were mailed to all participating libraries.

The IBM "Application Brief" was shown to the Board members. It is a three fold, six

page summary of the circulation control and related applications of the data processes installation in the Decatur Public Library. The International Business Machines, Corp. paid for and published the folder. The text at the bottom of the page explains the summary flow charts. The Library has received 50 copies and more will be provided.

At this point in the meeting the Librarian called Miss Sulenski at the Herald to remind her of the Board meeting in case she had forgotten.

Mr. Francis Hart gave the report for the Properties Committee. He asked why the power pole had not been moved in the parking lot. Mrs. Howe explained the cost of moving it would have to be paid before the Illinois Power Co. would do the job. She explained the Collins Construction Co. will patch the hole.

Mr. Burnett announced there would be a meeting with the officers of the Friends of the Library after the election. Lloyd Latendresse will invite the Library Directors and call the meeting. It will be strictly on the building program which we will have to discuss quite a bit before we go into it and make up our minds. Then there will be a subsequent meeting with the entire group of the Friends of the Library. He asked if we should wait to ask Mr. Koslofski to start approaching Mr. Merris and Mr. Dever to see what legal steps we should take. He said he didn't know how the Board felt about putting this into the upcoming budget. He would like for everyone to attend the Friends meeting although it will not be a regular meeting of the Board.

Mr. Koslofski said he would rather Mr. Burnett would approach Mr. Dever. Mr. Burnett said he would be glad to go but it might be better to approach the Council members one at a time to get their attitude. The Librarian affirmed the meeting with Mr. Merris, corporation counsel, Mr. Pilcher and herself. Mr. Merris promised to provide the legal steps necessary to put the Library's plan into operation. He agrees with the Board members' original thinking on the building improvement plan.

The Board discussed the Library referendum held in 1947 which gave the Director's permission to use a 2¢ on the \$100 levy. This would take 6 - 7 years before the building is completed if the money is accumulated.

Mr. Burnett asked for the Policy Committee report. Mr. Pilcher, chairman was absent. Mrs. Howe said they had asked Mr. Merris to draw up an ordinance and to rule on the Records Retirement schedule. He promised to do so.

Mr. Cheeks, chairman of the Personnel Committee gave a detailed report on the vacancies, examinations and lists made by the Civil Service Commission. He talked with Mr. Bodnar, executive secretary of the CSC and they have agreed the messenger-collector must be 25 years or older. The other matter of pages and clerks will be settled.

Mr. Burnett read a letter from Mr. Gary Gray of the Walrus Mfg. Co. who lives in South Shores. His wife is president of the South Shores PTA.

"I have noticed in the last few months that the library is contemplating an expansion of the Main Library downtown. Undoubtedly you have looked into the possibility I want to submit to you, but I am wondering what amount of study has been given to the possibility of a branch in our part of town. I know you have done this in Northland Heights. I thought it would be interesting to know how successful this has been and whether the trend of libraries has been to the smaller branches such as the one in Northland Heights or whether it is toward the

expansion of large central facilities. I am wondering if there might be merit to the expansion library concept. I was wondering how deeply this has been explored?"

It was recalled that Franzy Egan had made an offer through Bill Sproat to build a branch (similar to Dill Branch) in South Shores; however, we objected to the location and requested space near the shopping center. The library has heard no more about the matter. Mr. Burnett asked permission to answer the letter and acquaint him with the facts.

Mr. Burnett then read a letter from Governor Kerner.

"As you know, President Kennedy recently signed a law under Public Works Acceleration Act. This legislation will be of great benefit to many areas of our State. The funds available through this act are restricted to those areas which have had serious unemployment problems. According to the standards prescribed in the bill, your public agency is eligible for assistance. Although regulations have not as yet been established for this program, we do know the following. All public works projects except schools will be eligible. This includes such things as roads, hospitals, sewerage.....etc."

It was thought the library would be unable to meet the conditions: necessary funds and being able to substantially complete the project within one year. The Board asked Mr. Burnett to write the Governor and ask for a representative to meet with the Board. He was asked also to follow up on the fall-out shelter that Mr. Sweetnam suggested.

Mrs. Howe explained briefly about the new Library Services Act pending in Congress which would provide money to libraries serving populations larger than 10,000.

The Librarian reported on the Staff Institute which was held October 12, 1962 in the Hott Memorial Center, Monticello, Illinois. She thanked Mr. Burnett, Mr. Cheeks and Mrs. Pogue for being there and asked all Board members to mark their calendars for next year, Saturday - October 12, 1962. She noted that Mr. Burnett and Mr. Cheeks attended the State Trustees meeting in Springfield during Illinois Library Association conference. Mr. Burnett said the meetings were very worthwhile. He suggested asking Mrs. Moore to speak to the Friends of the Library during National Library Week.

Six staff members are taking a public speaking course from the University of Illinois. It will last 8 weeks. She asked the Board members if they had seen the partition which Mr. Burton was building in the Delivery Room. There was some expense for building materials but the glass used had been saved from the windows replaced by screened glass during the smoke screen renovations two years ago. The partition will cut off the cold air from the back door and make room for Mrs. Turnbo's work.

The Great Books program is the library's biggest program now. Mr. Robert McCreary and Mrs. Howe lead the 1st year course at McArthur High School and Stephen Decatur High School. Miss Yamamoto is completing the first course of Junior Great Books for this season. The seventh year senior Great Books course has 28 members enrolled.

Book Week was announced with the programs by various groups.

Miss Sandy Sulenski, newspaper report for the Herald came in at this time.

It was announced that Mr. Kirchgraber, assistant librarian would attend IBM school in Chicago for one week. Mr. Burton has made three ends for book-stacks in the Youth Room.

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Decatur, Illinois
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The new ends were installed by Mr. Burton and the stacks turned around to open the room to the rest of the library.

The library will be closed November 12, 1962, Veterans Day.

The meeting adjourned at 6 PM.

Respectfully submitted

Mary T. Howe

Mary T. Howe
Secretary

JOHN F. SWEETNAM

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

October 9, 1962

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

Re: Decatur Public Library

Gentlemen:

I am enclosing the Owner's Copy of Certificate for Payment No. 1 (Final) signed by Bill Current and covering the masonry and hand rail near the basement entrance.

Also enclosed is the Owner's Copy of Certificate for Payment No. 1 (Final) signed by Mr. Foltz of Christy and Folta and covering the painting work of the main building and the caulking of the concrete coping on the west wing. Mr. Foltz has executed the Waiver of Lien enclosed.

These are for your files.

Very truly yours,



John F. Sweetnam

JFS:R
Encls. 3

CERTIFICATE FOR PAYMENT

OWNER'S COPY

JOHN F. SWEETNAM

ARCHITECT AND ENGINEER
759 West Macon • Decatur, Illinois

to Decatur Public Library OWNER

457 North Main

Decatur, Illinois

ARCHITECT'S JOB No. _____

CERTIFICATE No. 1 (FINAL)

DATE September 20 1962

THIS IS TO CERTIFY THAT IN ACCORDANCE WITH YOUR CONTRACT DATED June 8 1962

Christy and Foltz CONTRACTOR FOR

Painting Work of Main Building and Caulking of Concrete ENTITLED TO THE first & final PAYMENT
Coping on West Wing

WHICH IS FOR THE PERIOD June 8 1962 THROUGH September 20 1962 IN THE AMOUNT OF

One Thousand, Three Hundred and no/100 ----- DOLLARS (\$1,300.00)

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

ORIGINAL CONTRACT SUM \$ 1,300.00

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	
\$		\$	
\$		\$	

TOTAL ADDITIONS \$ -0-

SUB TOTAL \$ 1,300.00

TOTAL DEDUCTIONS \$ -0-

REMARKS

TOTAL AMOUNT OF CONTRACT TO DATE \$ 1,300.00

WORK STILL TO FINISH (THIS DATE) \$ -0-

DUE CONTRACTOR TO DATE \$ 1,300.00

LESS RETAINAGE % \$ -0-

TOTAL TO BE DRAWN (TO DATE) \$ 1,300.00

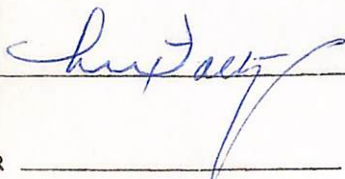
CERTIFICATES PREVIOUSLY ISSUED \$ -0-

THIS CERTIFICATE \$ 1,300.00

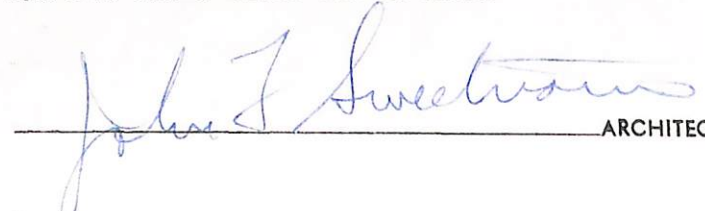
\$ 1,300.00

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.



CONTRACTOR



ARCHITECT

PER _____ DATE 9/25 1962

By _____

STATE OF ILLINOIS)
COUNTY OF MACON) SS

ORIGINAL CONTRACTOR'S STATEMENT TO OWNER

UNDER SECTION 5, MECHANICS LIEN LAW

Lester H. Foltz, being first duly sworn, on oath deposes and says that he is the Owner of Christy and Foltz, who is the Contractor with Board of Trustees, Decatur Public Library, Decatur, Illinois as Owner, for the furnishing of painting work of main building and caulking of concrete coping on west wing for the following described premises in the County of Macon and State of Illinois, to wit:

Decatur Public Library, 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.

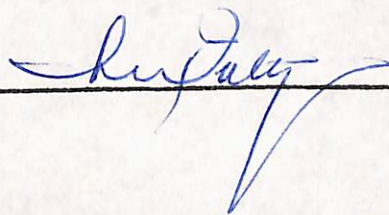
THAT this statement is made to the said Owner, or the agent of the Owner, for the purpose of procuring a first and final payment on said contract, leaving a balance of NONE Dollars still due on the said contract; that there are no contracts outstanding, and that there is nothing due or to become due, 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:

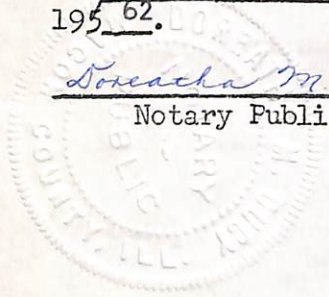
Amount of contract.	\$ 1,300.00
Extras.	\$ -0-
Sub-Total	\$ 1,300.00
Deductions.	\$ -0-

Total.	\$. 1,300.00
Amount heretofore drawn.	\$. -0-
Balance unpaid under Contract and extras	\$. 1,300.00
Amount now desired	\$. 1,300.00
Thereafter amount to be paid to complete Contract.	\$. NONE

(Signed)



Subscribed and sworn to
before me this 25th day
of September, A. D.,
1956.


Doreatha M. Dancy

Notary Public

STATE OF ILLINOIS)
COUNTY OF MACON) SS

ORIGINAL CONTRACTOR'S STATEMENT TO OWNER

UNDER SECTION 5. MECHANICS LIEN LAW

Lester H. Foltz, being first duly sworn, on
oath deposes and says that he is the Owner
of Christy and Foltz, who is the Contractor with
Board of Trustees, Decatur Public Library, Decatur, Illinois
as Owner, for the furnishing of painting work of main building and caulking of
concrete coping on west wing
for the following described premises in the County of Macon and State of
Illinois, to wit:

Decatur Public Library, 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>1,300.00</u>
Extras.	\$	<u>0</u>
Sub-Total	\$	<u>1,300.00</u>
Deductions.	\$	<u>0</u>

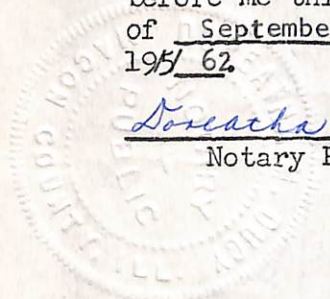
Total.	\$	<u>1,300.00</u>
Amount heretofore drawn.	\$	<u>0</u>
Balance unpaid under Contract and extras	\$	<u>1,300.00</u>
Amount now desired	\$	<u>1,300.00</u>
Thereafter amount to be paid to complete Contract.	\$	<u>NONE</u>

(Signed)

[Signature]

Subscribed and sworn to
before me this 25th day
of September, A. D.,
1961 62.

Dorothy M. Dwyer
Notary Public



CERTIFICATE FOR PAYMENT

OWNER'S COPY

JOHN F. SWEETNAM

ARCHITECT AND ENGINEER

759 West Macon • Decatur, Illinois

To Decatur Public Library OWNER

ARCHITECT'S JOB No. _____

457 North Main

CERTIFICATE No. 1 (FINAL)

Decatur, Illinois

DATE Sept. 20 1962

THIS IS TO CERTIFY THAT IN ACCORDANCE WITH YOUR CONTRACT DATED _____ 19____

Bill Current

CONTRACTOR FOR

Masonry and hand rail rear basement entrance IS ENTITLED TO THE first and final PAYMENT

WHICH IS FOR THE PERIOD _____ 19____ THROUGH September 5 1962 IN THE AMOUNT OF

Two Hundred, Ten and no/100 ----- DOLLARS (\$ 210.00)

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

ORIGINAL CONTRACT SUM \$ 210.00

CHANGE ORDERS APPROVED IN PREVIOUS MONTH'S BY OWNER	TOTAL	ADDITIONS		DEDUCTIONS	
		\$		\$	
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		\$		\$	
				-0-	
		TOTAL ADDITIONS		\$	
		SUB TOTAL		\$ <u>210.00</u>	
		TOTAL DEDUCTIONS		\$ <u>-0-</u>	

REMARKS

TOTAL AMOUNT OF CONTRACT TO DATE \$ 210.00

WORK STILL TO FINISH (THIS DATE) \$ -0-

DUE CONTRACTOR TO DATE \$ 210.00

LESS RETAINAGE % \$ -0-

TOTAL TO BE DRAWN (TO DATE) \$ 210.00

CERTIFICATES PREVIOUSLY ISSUED \$ -0-

THIS CERTIFICATE \$ 210.00

\$ 210.00

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.

Bill Current

CONTRACTOR

John F. Sweetnam

ARCHITECT

PER _____ DATE 9-25 1962

By _____

DECATUR PUBLIC LIBRARY

Decatur, Illinois

COMBINED BUDGET AND BILL LIST - OCTOBER 1962

CODE	ALLOCATION	AMT. FOR YR.	FOR OCT.	YEAR TO DATE	BALANCE
100	SALARIES S	17500000		7510838	9989162
			1079089 ✓		
	BL CR AND		14838 ✓		
	NATL BK DE		214510 ✓		
	TREAS CIT		89073 ✓		
	DEC CITY C		12500 ✓		
	UNITED FUN		3700 ✓		
100		17500000	1413710	8924548	8575452*
150	SALARIES B	552000		179209	372791
			28754 ✓		
	NATL BK DE		3410 ✓		
	TREAS CIT		2569 ✓		
	UNITED FUN		100 ✓		
150		552000	34833	214042	337958*
		18052000	1448543	9138590	8913410*
201	BINDING SU	82200		15280	66920
201		82200		15280	66920*
202	CAT MATER I	84000		62365	21635
202		84000		62365	21635*
203	FREIGHT EX	14400		3907	10493
203		14400		3907	10493*
204	IBM SUPPLI	535000		277964	257036
	IBM		51500 ✓		
	WALLACE PR		2244 ✓		
204		535000	53744	331708	203292*
205	OFFICE SUP	292100		72934	219166
	DEC PAPER		320 ✓		
	DEC PAPER		1440 ✓		
	DEC PAPER		208 ✓		
	GAYLORD BR		400 ✓		
	INDUSTRIAL		700 ✓		
	INDUSTRIAL		2335 ✓		
	LINXWEILER		895 ✓		
	LINXWEILER		895 ✓		
	RECORDAK C		3917 ✓		
	WOOLWORTHS		22 ✓		
	VERIFAX		270 CR		
205		292100	10862	83796	208304*
206	POSTAGE	129300		64066	65234
	BERGLING V		25 ✓		
	CHIRO INST		20 ✓		
	ELLIS AND		47 ✓		

	MCCLURG A		29 ✓		
	POSTMASTER		9000 ✓		
	SOC ADV ED		20 ✓		
	U CHICAGO		94 ✓		
	U OF I PRE		14 ✓		
	POSTMASTER		373 ✓		
	RESERVES		692 CR ✓		
206		129300	8930	72996	56304*
207	PRINTING	82000		50600	31400
207		82000		50600	31400*
208	REP TO EQU	66400		73193	6793
	ALLIED OFF		1350 ✓		
208		66400	1350	74543	8143*CR
209	TEL TOLLS	14000		2379	11621
	ILLINOIS B		705 ✓		
209		14000	705	3084	10916*
210	TEL SERVIC	8900		249 CR	9149
	ILLINOIS B		100 ✓		
210		8900	100	149 CR	9049*
212	RENT OF MA	75700		52765	22935
212		75700		52765	22935*
213	SERV CONTR	21800		14000	7800
213		21800		14000	7800*
214	SERV CONTR			10865	10865
214				10865	10865*CR
220	PROF DEVEL	117700		75688	42012
	BURNETT JA		350 ✓		
	HOWE MRS M		350 ✓		
	VAN ZETTI		440 ✓		
	YAMAMOTO M		3000 ✓		
	KIRCHGRABE		10400 ✓		
	GOLDHOR H		5000 ✓		
	ILL LIB AS		9000 ✓		
	UNIV OF IL		15000 ✓		
	UNIV OF IL		1200 ✓		
	UNIV OF IL		1200 ✓		
	UNIV OF IL		1200 ✓		
	UNIV OF IL		1200 ✓		
	UNIV OF IL		1200 ✓		
	UNIV OF IL		1200 ✓		
	UNIV OF IL		8526 CR ✓		
	POGUE MRS		465 CR ✓		

	WEIDNER MA		2100CR ✓		
	HOWE MRS M		2100CR ✓		
220		117700	37549	113237	4463*
221	COMM SERVI	15900		5750	10150
	HOUSE OF G		234 ✓		
	MCNABB NEL		200 ✓		
	N O M A		300 ✓		
	N O M A		300 ✓		
	STAFFORD M		200 ✓		
221		15900	1234	6984	8916*
222	EXHIBIT EX	8600			8600
222		8600			8600*
223	HANDLING C	3000		1343	1657
	MCCLURG A		10 ✓		
	S REYNOLDS		200 ✓		
	SOC MAYFLO		95 ✓		
	HOUSE OF G		10 ✓		
223		3000	315	1658	1342*
224	ADVERTISIN	1200		17950	16750
224		1200		17950	16750*CR
225	AUDITING	50000		50350	350
225		50000		50350	350*CR
299	MISC	23300		6871	16429
299		23300		6871	16429*
		1625500	114789	972810	652690*
301	BLDG SUPPL	117900		58576	59324
	BLACK & CO		238 ✓		
	G E DAY SO		176 ✓		
	G E DAY SO		251 ✓		
	GATES JOH		2016 ✓		
	LYON LUMBE		2514 ✓		
	LYON LUMBE		702CR ✓		
	WESTERVELT		535 ✓		
301		117900	5028	63604	54296*
302	CLEANING S	16100		4159	11941
	DEC INDUST		325 ✓		
302		16100	325	4484	11616*
303	CONTRACT R	500000		176020	323980
303		500000		176020	323980*

304	GARBAGE & H & H DISP MAXEDON E ROHMAN FRE	11400	400 400 600	5150	6250
304		11400	1400	6550	4850*
306	INSURANCE IRISH BEHN IRISH BEHN	465800	221557 99606	34226	431574
306		465800	321163	355389	110411*
307	LIGHT & PO ILL POWER	79200	18908	115534	36334
307		79200	18908	134442	55242*CR
308	BLDG REPAI F HUBBARD	83500	2960	25120	58380
308		83500	2960	28080	55420*
309	TRAVEL CITY OF DE CONSUMER S CONSUMER S KIRCHGRABE M DOBRINIC M LEONARD PUHEK ESTH STANDARD O STANDARD O STANDARD O STANDARD O STANDARD O STANDARD O STANDARD O STANDARD O WEIDNER MA WEIDNER MA WHITE CARO	62800	8353 1040 80 400 400 400 400 300 391 257 443 140 250 350 232 8960 400 400	571	62229
309		62800	23196	23767	39033*
310	HEALTH & S	4900		627	4273
310		4900		627	4273*
311	CONTRACT C DEC WINDOW DEC WINDOW DEC WINDOW	552800	34750 4300 11800	147900	404900
311		552800	50850	198750	354050*
312	ARCHITECT	60000		13000	47000
312		60000		13000	47000*

313	REP AUTO E	221000		95529	125471
	DEC GENERA		5443 ✓		
	EL BAUER		250 ✓		
	EL BAUER		250 ✓		
	EL BAUER		250 ✓		
	EL BAUER		250 ✓		
	ELLIS AND		8288 ✓		
	NATL CITY		895 ✓		
	NATL CITY		870 ✓		
	NATL CITY		2916 ✓		
	NATL CITY		732 ✓		
	NATL CITY		903 ✓		
	NATL CITY		1340 ✓		
	NATL CITY		1138 ✓		
	NATL CITY		1555 ✓		
313		221000	25080	120609	100391*
314	CLEANING S	9500		105468	95968
314		9500		105468	95968*CR
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	3400			3400
399		3400			3400*
		2203300	448910	1230790	972510*
401	BINDING	100000		116150	16150
401		100000		116150	16150*CR
402	BOOKS	3819100		1516643	2302457
	AM LIBRARY		158 ✓		
	BAKER & TA		12601 ✓		
	BAKER & TA		14258 ✓		
	BAKER & TA		6620 ✓		
	BAKER & TA		24309 ✓		
	BAKER & TA		8329 ✓		
	BAKER & TA		11441 ✓		
	BAKER & TA		6272 ✓		
	BAKER & TA		6348 ✓		
	BAKER & TA		1051 ✓		
	BAKER & TA		1541 ✓		
	BAKER & TA		2119 ✓		
	BAKER & TA		5951 ✓		
	BAKER & TA		8938 ✓		
	BAKER & TA		1992 ✓		
	BAKER & TA		5953 ✓		
	BAKER & TA		6938 ✓		
	BERGLING V		340 ✓		

	BOWKER R R		1 4 4 0 0 ✓		
	BOWKER R R		2 5 0 0 ✓		
	CHIRO INST		4 0 0 ✓		
	DOUBLEDAY		8 0 ✓		
	GALE RESEA		2 2 5 0 ✓		
	GARDNER CH		2 7 0 0 ✓		
	GREAT BOOK		6 0 0 0 ✓		
	ILLINI UNI		2 7 5 0 ✓		
	ILLINOIS B		3 1 8 5 ✓		
	IMPERIAL B		1 0 5 8 4 ✓		
	INTER PORT		5 0 0 ✓		
	MCCLURG A		7 6 7 ✓		
	MCCLURG A		8 0 0 ✓		
	MCNAUGHTON		1 4 9 ✓		
	MCNAUGHTON		1 0 5 0 0 ✓		
	NEW METHOD		8 4 4 ✓		
	NEW METHOD		6 6 8 5 ✓		
	SOC ADV ED		3 5 0 ✓		
	SOC MAYFLO		2 4 8 0 ✓		
	STANDARD &		8 7 3 6 ✓		
	U CHICAGO		5 0 8 5 ✓		
	U OF I PRE		2 8 0 ✓		
	WEST PUB C		4 2 0 0 ✓		
	WHITE HOUS		4 0 0 ✓		
	DEC WOMANS		8 5 0 ✓		
	L AND D		3 9 7 0 CR ✓		
	STAFF BOOK		1 3 5 5 CR ✓		
	GT BKS MEM		8 4 0 0 CR ✓		
4 0 2		3 8 1 9 1 0 0	1 9 8 9 0 9	1 7 1 5 5 5 2	2 1 0 3 5 4 8 *
4 0 5	FILMS 16MM	3 0 0 0 0		4 1 5 6 5	1 1 5 6 5
	S REYNOLDS		2 5 0 0 ✓		
4 0 5		3 0 0 0 0	2 5 0 0	4 4 0 6 5	1 4 0 6 5 * CR
4 0 8	FILMS MICR	1 7 7 0 0 0		4 3 1 8 8	1 3 3 8 1 2
4 0 8		1 7 7 0 0 0		4 3 1 8 8	1 3 3 8 1 2 *
4 0 9	FILMS RENT			4 1 9 6 CR	4 1 9 6
	AUDIO VISU		1 8 0 ✓		
	AUDIO VISU		4 4 5 ✓		
	FILM RENTA		3 1 5 CR ✓		
4 0 9			3 1 0	3 8 8 6 CR	3 8 8 6 *
4 1 0	PAMPHLETS	2 0 0 0 0		1 8 5 0	1 8 1 5 0
	BOWKER R R		3 8 4 0 ✓		
4 1 0		2 0 0 0 0	3 8 4 0	5 6 9 0	1 4 3 1 0 *
4 1 2	PICTURES	1 0 0 0 0		3 5 0 0	6 5 0 0
4 1 2		1 0 0 0 0		3 5 0 0	6 5 0 0 *
4 1 4	RECORDS LP			9 1 1 7	9 1 1 7
4 1 4				9 1 1 7	9 1 1 7 * CR

415	RECORDS S	120000		21978	98022
	CHESTERFIE		1259 ✓		
	CHESTERFIE		20430 ✓		
415		120000	21689	43667	76333*
419	PERIODICAL	300000		30325	269675
	BOWKER R R		3100 ✓		
	BOWKER R R		6300 ✓		
	BOWKER R R		1200 ✓		
	HANSON BEN		298675 ✓		
	NATIONS BU		1975 ✓		
	PUBLISHERS		1100 ✓		
	SATURDAY R		6300 ✓		
	DEC HERLD		315 ✓		
419		300000	318965	349290	49290*CR
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000		14700	55300
	DOWNTOWN C		2500 ✓		
421		70000	2500	17200	52800*
422	SERVICES	200000		28426	171574
422		200000		28426	171574*
499	MISCELLANE	2100			2100
499		2100			2100*
		4853200	548713	2371959	2481241*

502	ADD TO EQU	165000		13898	151102
502		165000		13898	151102*
		165000		13898	151102*

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

27100000	2577705	13828547	13271453*
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BALANCE IN CHECKING ACCOUNT 45,864.27

Bills presented for payment Mary T. Howe

Approved for payment Louise D. Nelson

Harold W. Koslofski

David D. Peltier

Finance Committee

700	BAL LAST M	2546611
	NATL BK DE	6000000
	TAX INCOME	2500000
	NATL BK DE	1486938 CR ✓
	NATL BK DE	2483935 CR ✓
	FINES	52733
	NON RES FE	8400
	L AND D	3970
	RESERVES	692 ✓
	STAFF BOOK	1355
	FILM RENTA	315
	VERIFAX	270
	GT BKS MEM	8400
	HOWE MRS M	2100 ✓
	POGUE MRS	465 ✓
	UNIV OF IL	8526 ✓
	WEIDNER MA	2100 ✓
	CASH CREDI	28193 CR
	BILL LIST	2550444 CR
700	Balance in checking account	4586427

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE FOR OCTOBER - 1962

Code	Expense Allocation	Amt. for Yr.	Enc. for Oct.	Tot. Enc.	Balance
100	SALARIES S	17500000		8924548	8575452
100		17500000		8924548	8575452*
150	SALARIES B	552000		214042	337958
150		552000		214042	337958*
201	BINDING SU	82200		15280	66920
201		82200		15280	66920*
202	CAT MATER I	84000		62365	21635
202		84000		62365	21635*
203	FREIGHT EX	14400		3907	10493
203		14400		3907	10493*
204	IBM SUPPL I	535000		331708	203292
204		535000		331708	203292*
205	OFFICE SUP DEC PAPER THERMOFAX	292100	2050 15676	83796	208304
205		292100	17726	101522	190578*
206	POSTAGE	129300		72996	56304
206		129300		72996	56304*
207	PRINTING	82000		50600	31400
207		82000		50600	31400*
208	REP TO EQU	66400		74543	8143
208		66400		74543	8143*CR
209	TEL TOLLS	14000		3084	10916
209		14000		3084	10916*
210	TEL SERVIC	8900		149CR	9049
210		8900		149CR	9049*
212	RENT OF MA	75700		52765	22935
212		75700		52765	22935*
213	SERV CONTR	21800		14000	7800
213		21800		14000	7800*
214	SERV CONTR			10865	10865
214				10865	10865*CR
220	PROF DEVEL	117700		113237	4463
220		117700		113237	4463*
221	COMM SERVI	15900		6984	8916
221		15900		6984	8916*
222	EXHIBIT EX	8600			8600
222		8600			8600*
223	HANDLING C	3000		1658	1342

	THERMOFAX		176		
223		3000	176	1834	1166*
224	ADVERTISIN	1200		17950	16750
224		1200		17950	16750*CR
225	AUDITING	50000		50350	350
225		50000		50350	350*CR
299	MISC	23300		6871	16429
299		23300		6871	16429*
301	BLDG SUPPL	117900		63604	54296
	G E DAY SO		176		
	G E DAY SO		108		
	G E DAY SO		248		
301		117900	532	64136	53764*
302	CLEANING S	16100		4484	11616
302		16100		4484	11616*
303	CONTRACT R	500000		176020	323980
303		500000		176020	323980*
304	GARBAGE &	11400		6550	4850
304		11400		6550	4850*
306	INSURANCE	465800		355389	110411
306		465800		355389	110411*
307	LIGHT & PO	79200		134442	55242
307		79200		134442	55242*CR
308	BLDG REPAI	83500		28080	55420
	ILL POWER		17100		
308		83500	17100	45180	38320*
309	TRAVEL	62800		23767	39033
	CONSUMER S		2613		
309		62800	2613	26380	36420*
310	HEALTH & S	4900		627	4273
310		4900		627	4273*
311	CONTRACT C	552800		198750	354050
311		552800		198750	354050*
312	ARCHITECT	60000		13000	47000
312		60000		13000	47000*

313	REP AUTO E	221000		120609	100391
313		221000		120609	100391*
314	CLEANING S	9500		105468	95968
314		9500		105468	95968*CR
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	3400			3400
399		3400			3400*
401	BINDING	100000		116150	16150
	OUTSTANDIN		61000		
401		100000	61000	177150	77150*CR
402	BOOKS	3819100		1715552	2103548
	OUTSTANDIN		474409		
	STANDING O		147030		
402		3819100	621439	2336991	1482109*
405	FILMS 16MM	30000		44065	14065
405		30000		44065	14065*CR
408	FILMS MICR	177000		43188	133812
408		177000		43188	133812*
409	FILMS RENT			3886CR	3886
409				3886CR	3886*
410	PAMPHLETS	20000		5690	14310
	A OF C DEC		600		
410		20000	600	6290	13710*
412	PICTURES	10000		3500	6500
412		10000		3500	6500*
414	RECORDS LP			9117	9117
	OUTSTANDIN		20021		
414			20021	29138	29138*CR
415	RECORDS S	120000		43667	76333
415		120000		43667	76333*
419	PERIODICAL	300000		349290	49290
	AM LIBRARY		800		
	N E A		22700		
419		300000	23500	372790	72790*CR
420	MAPS	5000			5000
420		5000			5000*

421	MEMBERSHIP	70000	17200	52800
421		70000	17200	52800*
422	SERVICES	200000	28426	171574
422		200000	28426	171574*
499	MISCELLANE	2100		2100
499		2100		2100*
502	ADD TO EQU	165000	13898	151102
502		165000	13898	151102*
603	RENTALS	201000	100500	100500
603		201000	100500	100500*
		27100000	764707	14593254 12506746*

OCTOBER 1962 - PAYROLL

DECATUR PUBLIC LIBRARY
Decatur, Illinois

NAME	ANNUAL	CODE	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Arisman, Susan	\$3984.	65	33200	1038	6120				7158	26042
Atchison, Russell	4442.	37	37017	2730	6840	500	1430		11500	25517
Bogard, Russell	3457.32	79	28811	2125	2400				4525	24286
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	2150	5120	4000		150	11420	22297
Honnold, Opal	4410.	20	36750	2343	6660				9003	27747
Houck, Hattie	4310.	26	16740	1067	3060			1000	5127	11613
Howe, Mary T.	9500.	1	79167	5146	13200	6000	1430	500	26276	52891
Hunk, Clara	3254.	34	27117	1729	3970		534		6233	20884
Johnson, Carolyn	2613.36	53	21778	1388	3000		534		4922	16856
Jones, Edna F.	4612.08	16	38434	2450	6130		534	500	9614	28820
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
*McMillan, Harold	4341.32	39	36178	2668	700				3368	32810
McNabb, Nellie	7157.	3	59642	3877	11160		534		15571	44071
Mitchell, Frances	3346.68	23	27889	1778	5110		1430		8318	19571
Morris, Anne M.	3852.	76	32100	2456	4980				7436	24664
O'Dell, Gladys	4019.	21	33492	2135	5470		1430		9035	24457
Puhek, Esther	6983.40	4	58195	3783	11160			500	15443	42752
Ruedger, Ora	5006.04	19	41717	2712	6740				9452	32265
Rule, Sharon	3852.	95	31329	1997	4830				6827	24502
Seitz, Barbara	4019.	51	33492	2135	5120		534		7789	25703
Shafer, Meredythe	4019.	82	33492	2135	6120				8255	25237
Stafford, Marjorie	8175.	2	68125	4428	12320		384	500	17632	50493
Turnbo, Dorthia	3397.44	28	28312	1805	2260				4065	24247
Vogler, Ozella	2701.44	35	22512	1435	4140				5575	16937
Weidner, Mary K.	4596.	25	38300	2442	3980		1430	150	8002	30298
White, Carola	3770.76	22	31423	2003	4830	1000	534		8367	23056
Williams, Charlotte	4740.	18	39500	2518	6550				9068	30432
Williams, Nancy	3093.36	32	25778	1643	3820		534		5997	19781
Yamamoto, M. Catherine	7421.	5	61822	4018	11880	1000	534	300	17732	44090
			\$1298103	\$84439	\$201980	\$12500	\$14304	\$3600	\$316823	\$81280

OCTOBER 1962 - Payroll

DECATUR PUBLIC LIBRARY

Decatur, Illinois

NAME	CODE	MONTHLY	RET. & S.S.	TOTDED.	NET SALARY
Baker, Ron 74h @.83	81	6142	192	190	5760
Branson, Judith 69 3/4h @.83	89	5789	181	1120	4488
Brewer, Fred 72 1/2h @.83	91	5997	187	1120	4690
* David, Hugh J. 64 1/2h @ 1.60	42	10200	321		9959
* Hansen, Judi 34 1/2h @ 1.90	77	6555	205	260	5990
* Michel, Hazel 40h @.83	70	8180	256	1550	6382
McBride, Jim 65 1/2h @ 1.25	97	3320	104	40	3176
Moser, Bill 78 1/2h @.83	90	6516	204	1260	5052
Mullen, Dean 19 1/2h @ 2.15	43	4193	131		4062
Petersen, Dora 59h @ 2.00	47	11800	752	2200	8848
* Robbins, Jeannette 77 1/2h @.83	44	6433	201	260	5972
Schultz, Verna 84 1/2h @ 1.65	75	13901	434	1560	11907
Spittler, Helen 119h @ 1.65	49	19635	1252	2640	15209
Stuke, Sally 54h @ 1.27	64	6858	214	330	6314
Part Time employees		115607	4634	12530	97809
Burton, Lynn \$4180.	40	34833	2569	3410	28754
		1413710	89073	214510	1079089
GRAND TOTAL		\$1448543	\$91642	\$217920	\$1107843

*McMillan - raised to \$4341.32 per year effective 10-1-62
 Morris - began employment October 1, 1962 @\$3852 per year
 David - began part time employment September 10, 1962 @ 1.60 per hr.
 Hansen - began part time employment October 2, 1962 @ 1.90 per hr.
 Michel - left employ September 22, 1962
 Robbins - began employment as page September 18, 1962.

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

LIBRARIAN'S FINANCIAL REPORT

Date Oct. 1962

MONTH	100	200	300	400	500	600	TOTAL
MAY	14,725.07	1,002.99	767.35	1,703.67	0	167.50	18,366.58
JUNE	15,813.29	2,023.51	1,114.32	4,741.90	63.50	167.50	23,924.02
JULY	15,681.53	1,346.91	1,120.41	4,527.86	0	167.50	22,844.21
AUGUST	15,763.49	1,636.88	1,301.55	3,365.16	0	167.50	22,234.58
SEPTEMBER	14,917.09	2,569.92	3,515.17	3,893.87	75.48	167.50	25,139.03
OCTOBER	14,485.43	1,147.89	4,489.10	5,487.13		167.50	25,777.05
NOVEMBER							
DECEMBER							
JANUARY '63							
FEBRUARY							
MARCH							
APRIL							
Tot. Alloc. Spent May - Oct.	91,385.90	9,728.10	12,307.90	23,719.59	138.98	1005.00	138,285.47
Bal. in Fund	89,134.10	6,526.90	9,725.10	24,812.41	1511.00	1005.00	132,714.53
Tot. Year's Alloc.	180,520.00	16,255.00	22,033.00	48,532.00	1,650.00	2,010.00	271,000.00
Av. Monthly Alloc. to Spend	15,043.33	1,354.98	1,836.08	4,044.33	137.50	167.50	22,583.00
Av. Monthly Spent Months	15,230.98	1,621.35	2,051.31	3,953.36	23.16	167.50	23,047.57
Av. Monthly of Bal. in Alloc. to Spend	14,855.68	1,087.81	1,620.85	4,135.40	251.83	167.50	22,119.08
	-187.65	-267.17	-215.21	+91.07	+114.33	0	-464.69
							463.92

Decatur Public Library
Decatur, Illinois
Circulation Statistics October 1962

*+ 9000
received from
last October*

	Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS	94	48	72	214	730
001 PHILOSOPHY	100	48	39	187	703
002 RELIGION	555	52	3	610	2521
	346	33	4	383	2488
003 SOCIAL SCIENCE	419	19	88	526	2861
	473	9	128	610	3192
004 LANGUAGE	958	113	619	1690	10279
	1053	103	817	1973	10503
005 SCIENCE	130	9	25	164	801
	91	3	16	110	787
006 USEFUL ARTS	520	178	873	1571	9426
	440	137	988	1565	10052
007 FINE ARTS	1356	209	596	2161	13088
	1260	150	654	2064	13710
008 LITERATURE	1137	154	434	1725	10574
	1217	118	428	1763	11091
009 HISTORY	872	50	219	1141	6255
	675	40	266	981	5955
010 TRAVEL	777	170	447	1394	7709
	715	205	389	1309	7729
011 BIOGRAPHY	476	86	356	918	5058
	416	25	337	778	4838
012 FOREIGN NON FIC	731	283	735	1749	9821
	756	268	694	1718	10140
013 PERIODICALS	22		43	65	369
	27		52	79	369
014 PAMPHLETS	817	81	115	1013	5575
	1038	80	125	1243	6732
015 PAPERBACKS	77	1	5	83	336
	81	1	3	85	469
	242			242	610
	18			18	65

Total Non-Fiction

9183	1453	4630	15266	86013
8706	1220	4940	14866	88823

115 FICTION

8127	3350	5473	16950	113389
8028	2769	5147	15944	110313

116 FOREIGN FICTION

13		48	61	744
135		36	171	864

117 J E

	8683	8683	56734
	8963	8963	58522

Total Fiction

8140	3350	14204	25694	170867
8167	2769	14146	25082	169740

Total Books

17323	4803	18834	40960	256880
17323	4803	18834	40960	256880
16869	3989	19086	39944	258522

Incr. 1016 - 1642

OCTOBER 62

001	MAIN ADULT	8782	173	241	9196	53192
002	MAIN YOUTH	2930	2342	24	5296	33060
003	MAGIC CARPET			5948	5948	37752
004	REFERENCE	2			2	21
006	MARY T HOWE					15
025	JUV COORD			46	46	474
		11714	2515	6259	20488	124514
111	B 1	1030	551	3277	4858	34710
112	B 2	1395	774	5074	7243	45517
113	EVANS BRANCH	1302	420	1772	3494	23207
115	HOME SERVICE	601	91	21	713	3800
116	ST MARYS HOSP	240	25		265	1154
117	D M C	302	65	193	560	3277
118	T B SAN	76	13	1	90	580
131	NURSES RES	63	6		69	461
132	DILL BRANCH	600	343	2237	3180	19660
		5609	2288	12575	20472	132366
		17323	4803	18834	40960	256880

218	BIBLIOGRAPHIES	6		1	7	14
219	BOOKTALKS	1			1	1
220	CEILING PROJECT			1	1	1
221	CLASS VISITS			12	12	38
222	BOOK TALKS			18	18	24
223	INSTRUCTION			3	3	9
224	STORIES			1	1	11
225	ATTENDANCE			263	263	847
226	EXHIBITS	6		1	7	73
227	FILMS ATTENDANC	361		244	605	2083
228	SHOWINGS			15	24	66
229	16 MM	7		4	11	50
230	C PROJECTOR			10	10	10
232	RECORDAK	203			203	890
234	GAMES	3			3	3
235	GROUPS NOT CLAS	43	1	15	59	82
236	ATTENDANCE	41	18	238	297	667
237	HOME SERVICE VI					265
238	HOME SERVICE PA					257
239	HOME SER NEW PA					3
240	INTER LIBRARY L	3			3	52
241	MAPS			1	1	10
242	MEETINGS IN BLD	14		2	16	92
243	ATTENDANCE	178		19	197	604
244	MENDING	92		205	671	4103
245	OVERDUE BOOKS	819	131	528	1478	7981
246	OVERDUE NOTICES	493	71	276	440	4129
247	PICTURES FRAMED	10			10	43
248	PICTURES MOUNTE	397		224	621	2264
249	PROFESSIONAL VI			1	1	4
250	RADIO			1	1	14
251	RECORDS LP	937		19	956	5238
252	RECORDS S	7			7	30
253	RECORDS SR	98			98	581
254	RECORDS 16					1
256	READERS ADVISOR	754	882	1380	3016	15907
257	REQUESTS	43	14	30	87	501
258	SCHOOL VISITS					3
259	STORY HOURS		6	2	8	16
260	ATTENDANCE		68	35	103	258
261	NUM OF STORIES		18	3	21	45
262	TELEPHONE INCOM	367			1008	7144
263	TV	41			41	42
264	VISITS IN COMM					13
265	RECORD BAGS	146			146	741
302	VELWYN	87			87	291
306	WAKEFIELD NO 2					44
307	MINOR NURSING H	101			101	336
308	LAKE SHORE MANOR	104			104	305
309	RANKIN NURSING					5
401	18TH & E WILLIA	86	83	402	571	4299
405	FAIRVIEW PLAZA	385	127	707	1219	7233
407	GARFIELD & WATE	77	10	222	309	2891
408	SAWYER & MONROE	205	156	690	1051	8508
411	GRAND & SUMMIT	277	175	1256	1708	11185
415	GRAND & SUMMIT					232
501	OAKLAND & W WOO	162	27	441	630	3218
503	FOREST & LINCOL	66	86	391	543	2690
506	MT CALVARY CHUR	476	295	1915	2686	16266
507	S ILLINOIS & E					318
508	S TAYLOR & W WO	279	150	1123	1552	8872

510	L BR RD & SOUTH	35	37	294	366	3017
511	STALEY BRIDGE	7	2	48	57	566
512	22ND & E CLAY	54	2	6	62	1339
513	24TH & E WILLIA	30	30	165	225	1771
514	16TH & LINCOLN	286	145	691	1122	7822
601	AP	3		320	323	1802
602	AM			2	2	43
603	AT	22	92	283	397	2239
604	YP	16	28	122	166	569
605	YM					2
606	YT		1		1	2
607	JP	28		38	66	277
609	JT	8		6	14	29

OCTOBER 62

MAIN ADULT

GENERAL WORKS

		25	1		26	1 67
001	PHILOSOPHY	3 42	3		3 45	1 4 65
002	RELIGION	2 44	6	1	2 51	1 1 94
003	SOCIAL SCIENCE	6 11	1	6	6 18	3 5 98
004	LANGUAGE	6 6	2		6 8	2 6 9
005	SCIENCE	2 45	7	2	2 54	1 5 29
006	USEFUL ARTS	8 7 6	6	1	8 8 3	5 2 5 6
007	FINE ARTS	6 6 3	1 3	4	6 8 0	4 1 0 5
008	LITERATURE	3 5 3		8	3 6 1	2 0 6 9
009	HISTORY	3 6 1	1 0	1	3 7 2	1 9 7 5
010	TRAVEL	2 2 1	8		2 2 9	1 5 6 6
011	BIOGRAPHY	3 1 3	6	5	3 2 4	1 7 6 6
012	FOREIGN NON FIC	2 0			2 0	7 6
013	PERIODICALS	2 9 5	2 1		3 1 6	1 6 4 5
014	PAMPHLETS	5 5			5 5	2 1 8
015	PAPERBACKS	2 1 7			2 1 7	5 1 6
		4 9 0 7	8 4	2 8	5 0 1 9	2 7 4 1 4

115	FICTION	3 8 6 6	8 9	1 0 8	4 0 6 3	2 5 0 4 5
116	FOREIGN FICTION	9			9	5 7
117	J E			1 0 5	1 0 5	6 7 6
		3 8 7 5	8 9	2 1 3	4 1 7 7	2 5 7 7 8
		8 7 8 2	1 7 3	2 4 1	9 1 9 6	5 3 1 9 2

218	BIBLIOGRAPHIES	1			1	1
223	INSTRUCTION					1
225	ATTENDANCE					2 2
226	EXHIBITS	6			6	5 8
234	GAMES	3			3	3
235	GROUPS NOT CLAS	4 3			4 3	4 6
236	ATTENDANCE	4 1			4 1	6 8
241	MAPS					7
242	MEETINGS IN BLD	1 3			1 3	6 6
243	ATTENDANCE	1 7 2			1 7 2	4 6 3
247	PICTURES FRAMED	9			9	3 8
248	PICTURES MOUNTE	2 6 0			2 6 0	6 1 8
251	RECORDS LP	7 3 3		1 5	7 4 8	3 8 3 5
252	RECORDS S	3			3	2 4
253	RECORDS SR	8 7			8 7	4 9 2
256	READERS ADVISOR	2 3 1	2 7		2 5 8	6 2 5
262	TELEPHONE INCOM	2 0 3			2 0 3	1 4 3 2
263	TV	4 1			4 1	4 1
265	RECORD BAGS	1 3 2			1 3 2	5 9 0
		1 9 7 8	2 7	1 5	2 0 2 0	8 4 3 0
		1 9 7 8	2 7	1 5	2 0 2 0	8 4 3 0

604 YP

5
5
5

OCTOBER 62

MAIN YOUTH

	GENERAL WORKS	43	26		69	177
001	PHILOSOPHY	159	19		178	585
002	RELIGION	57	8		65	316
003	SOCIAL SCIENCE	246	66	2	314	1638
004	LANGUAGE	53	6		59	271
005	SCIENCE	192	116		308	1435
006	USEFUL ARTS	191	96		287	1915
007	FINE ARTS	236	86		322	2240
008	LITERATURE	252	32		284	1455
009	HISTORY	288	114		402	2263
010	TRAVEL	113	39		152	716
011	BIOGRAPHY	171	165	2	338	1767
012	FOREIGN NON FIC	1			1	63
013	PERIODICALS	101	42		143	677
014	PAMPHLETS	15			15	72
015	PAPERBACKS	14			14	75
		2132	815	4	2951	15665
115	FICTION	794	1527	9	2330	17353
116	FOREIGN FICTION	4			4	25
117	J E			11	11	17
		798	1527	20	2345	17395
		2930	2342	24	5296	33060
226	EXHIBITS					5
235	GROUPS NOT CLAS		1		1	1
236	ATTENDANCE		18		18	18
247	PICTURES FRAMED					4
248	PICTURES MOUNTE	137			137	525
251	RECORDS LP	148		1	149	1016
252	RECORDS S	4			4	6
253	RECORDS SR	10			10	70
254	RECORDS 16					1
256	READERS ADVISOR	52	328		380	1373
257	REQUESTS					2
262	TELEPHONE INCOM					18
265	RECORD BAGS	14			14	151
		365	347	1	713	3190
		365	347	1	713	3190
604	YP	16		114	130	443
605	YM					2
		16		114	130	445
		16		114	130	445

	OCTOBER 62			
	MAGIC CARPET			
	GENERAL WORKS	30	30	106
001	PHILOSOPHY	1	1	1
002	RELIGION	34	34	288
003	SOCIAL SCIENCE	269	269	1517
004	LANGUAGE	7	7	34
005	SCIENCE	333	333	2132
006	USEFUL ARTS	214	214	1261
007	FINE ARTS	170	170	861
008	LITERATURE	85	85	489
009	HISTORY	149	149	702
010	TRAVEL	160	160	637
011	BIOGRAPHY	270	270	1413
012	FOREIGN NON FIC	20	20	77
013	PERIODICALS	42	42	305
014	PAMPHLETS	5	5	9
		1789	1789	9832
115	FICTION	1595	1595	11199
116	FOREIGN FICTION	24	24	305
117	J E	2540	2540	16416
		4159	4159	27920
		5948	5948	37752
218	BIBLIOGRAPHIES	1	1	2
221	CLASS VISITS	5	5	16
222	BOOK TALKS	18	18	24
223	INSTRUCTION	2	2	3
224	STORIES	1	1	10
225	ATTENDANCE	152	152	409
226	EXHIBITS	1	1	4
227	FILMS ATTENDANC	95	95	95
228	SHOWINGS	2	2	2
229	16 MM	2	2	2
235	GROUPS NOT CLAS	4	4	11
236	ATTENDANCE	73	73	242
241	MAPS	1	1	1
242	MEETINGS IN BLD			1
243	ATTENDANCE			3
244	MENDING	24	24	565
245	OVERDUE BOOKS	113	113	790
246	OVERDUE NOTICES	61	61	375
248	PICTURES MOUNTE	21	21	201
250	RADIO	1	1	3
256	READERS ADVISOR	33	3	380
257	REQUESTS			416
259	STORY HOURS	2	1	3
260	ATTENDANCE	42	22	64
261	NUM OF STORIES	8	1	9
		33	55	985
		33	55	985
				1073
				4679
601	AP		12	12
603	AT	3	5	8
604	YP		1	1
607	JP	28	34	62
609	JT	8	6	14
		39	58	97
		39	58	97
				264
				29
				411
				411

OCTOBER 62

REFERENCE

002	RELIGION					3
003	SOCIAL SCIENCE					11
005	SCIENCE					1
006	USEFUL ARTS	1			1	1
008	LITERATURE					1
009	HISTORY					2
010	TRAVEL					1
013	PERIODICALS	1			1	1
		2			2	21
		2			2	21
218	BIBLIOGRAPHIES	2			2	3
219	BOOKTALKS	1			1	1
221	CLASS VISITS					1
225	ATTENDANCE					32
232	RECORDAK	203			203	890
240	INTER LIBRARY L	3			3	52
250	RADIO					5
251	RECORDS LP					15
256	READERS ADVISOR	218	274	1	493	3222
257	REQUESTS					12
263	TV					1
		427	274	1	702	4234
		427	274	1	702	4234
601	AP			307	307	1678
602	AM			1	1	42
603	AT	19	92	276	387	2171
604	YP					12
		19	92	584	695	3903
		19	92	584	695	3903

OCTOBER 62
2ND OFFICE

262 TELEPHONE INCOM

857
857
857

OCTOBER 62

MARY T HOWE

007 FINE ARTS

15

15

15

218 BIBLIOGRAPHIES

1

242 MEETINGS IN BLD

11

243 ATTENDANCE

87

249 PROFESSIONAL VI

3

250 RADIO

2

262 TELEPHONE INCOM

11

264 VISITS IN COMM

13

128

128

603 AT

3

3

3

OCTOBER 62
TECHNICAL PROCE

244 MENDING

374	2097
374	2097
374	2097

OCTOBER 62
LINCOLN ROOM

227	FILMS ATTENDANC	361				361	1839
228	SHOWINGS	9				9	51
229	16 MM	7				7	46
245	OVERDUE BOOKS	745	105	331	1181		6211
246	OVERDUE NOTICES	444	54	168	266		3212
262	TELEPHONE INCOM				641		3559
		1566	159	499	2465		14918
		1566	159	499	2465		14918

OCTOBER 62

B 1

GENERAL WORKS

		4	12	16	53
001	PHILOSOPHY	11	9	22	116
002	RELIGION	11		15	132
003	SOCIAL SCIENCE	23	11	90	734
004	LANGUAGE	2	1	5	44
005	SCIENCE	13	7	114	1045
006	USEFUL ARTS	58	23	126	1348
007	FINE ARTS	34	14	66	836
008	LITERATURE	49	2	26	428
009	HISTORY	14	10	58	623
010	TRAVEL	17	6	30	349
011	BIOGRAPHY	39	30	94	1115
012	FOREIGN NON FIC			9	48
013	PERIODICALS	71	7	9	582
014	PAMPHLETS		1	1	11

342	125	608	1075	7464
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115	FICTION	688	426	979	2093	15535
116	FOREIGN FICTION			2	2	102
117	J E			1688	1688	11609

688	426	2669	3783	27246
1030	551	3277	4858	34710

242	MEETINGS IN BLD					7
244	MENDING			67	67	644
245	OVERDUE BOOKS					48
246	OVERDUE NOTICES					23
251	RECORDS LP					5
256	READERS ADVISOR	52	56	239	347	2433
257	REQUESTS	8	9	22	39	169
258	SCHOOL VISITS					3

60	65	328	453	3332
60	65	328	453	3332

401	18TH & E WILLIA	86	83	402	571	4299
405	FAIRVIEW PLAZA	385	127	707	1219	7233
407	GARFIELD & WATE	77	10	222	309	2891
408	SAWYER & MONROE	205	156	690	1051	8508
411	GRAND & SUMMIT	277	175	1256	1708	11185
415	GRAND & SUMMIT					232
508	S TAYLOR & W WO					362

1030	551	3277	4858	34710
1030	551	3277	4858	34710

OCTOBER 62

B 2

	GENERAL WORKS	10	9	12	31	70
001	PHILOSOPHY	14	13		27	155
002	RELIGION	23		31	54	340
003	SOCIAL SCIENCE	30	22	139	191	1300
004	LANGUAGE	5		12	17	100
005	SCIENCE	7	24	240	271	1684
006	USEFUL ARTS	70	29	133	232	1451
007	FINE ARTS	56	16	85	157	988
008	LITERATURE	53	2	46	101	594
009	HISTORY	35	10	111	156	958
010	TRAVEL	24	12	105	141	694
011	BIOGRAPHY	37	33	197	267	1624
012	FOREIGN NON FIC			6	6	58
013	PERIODICALS	98	4	27	129	775
014	PAMPHLETS					10
015	PAPERBACKS	11			11	11
		473	174	1144	1791	10812
115	FICTION	922	600	1531	3053	20024
116	FOREIGN FICTION			18	18	115
117	J E			2381	2381	14566
		922	600	3930	5452	34705
		1395	774	5074	7243	45517
218	BIBLIOGRAPHIES	3			3	3
221	CLASS VISITS			4	4	7
225	ATTENDANCE			30	30	30
226	EXHIBITS					5
235	GROUPS NOT CLAS			10	10	23
236	ATTENDANCE			165	165	339
244	MENDING	32		101	133	371
245	OVERDUE BOOKS	28	26	56	110	505
246	OVERDUE NOTICES	21	17	37	75	297
251	RECORDS LP	4			4	110
256	READERS ADVISOR	131	123	545	799	4624
257	REQUESTS	4	5	4	13	103
		223	171	952	1346	6417
		223	171	952	1346	6417
501	OAKLAND & W WOO	162	27	441	630	3218
503	FOREST & LINCOL	66	86	391	543	2690
506	MT CALVARY CHUR	476	295	1915	2686	16266
507	S ILLINOIS & E					318
508	S TAYLOR & W WO	279	150	1123	1552	8510
510	L BR RD & SOUTH	35	37	294	366	3017
511	STALEY BRIDGE	7	2	48	57	566
512	22ND & E CLAY	54	2	6	62	1339
513	24TH & E WILLIA	30	30	165	225	1771
514	16TH & LINCOLN	286	145	691	1122	7822
601	AP			1	1	1
602	AM			1	1	1
		1395	774	5076	7245	45519
		1395	774	5076	7245	45519

	OCTOBER 62					
	EVANS BRANCH					
	GENERAL WORKS	13	2	3	18	89
001	PHILOSOPHY	14	4		18	99
002	RELIGION	18	1	7	26	165
003	SOCIAL SCIENCE	22	4	77	103	725
004	LANGUAGE	2		2	4	38
005	SCIENCE	14	11	94	119	720
006	USEFUL ARTS	89	20	52	161	927
007	FINE ARTS	65	7	41	113	601
008	LITERATURE	33	9	29	71	461
009	HISTORY	33	10	44	87	471
010	TRAVEL	25	7	17	49	291
011	BIOGRAPHY	46	20	63	129	805
012	FOREIGN NON FIC	1		8	9	41
013	PERIODICALS	126	7	12	145	972
014	PAMPHLETS	4			4	11
015	PAPERBACKS					4
		505	102	449	1056	6420
115	FICTION	797	318	515	1630	11183
116	FOREIGN FICTION			1	1	5
117	J E			807	807	5599
		797	318	1323	2438	16787
		1302	420	1772	3494	23207
218	BIBLIOGRAPHIES					3
221	CLASS VISITS					6
223	INSTRUCTION					2
224	STORIES					1
225	ATTENDANCE					131
226	EXHIBITS					1
227	FILMS ATTENDANC			139	139	139
228	SHOWINGS			3	3	3
229	16 MM			2	2	2
235	GROUPS NOT CLAS			1	1	1
241	MAPS					2
242	MEETINGS IN BLD	1			1	4
243	ATTENDANCE	6			6	27
244	MENDING	6		13	19	183
245	OVERDUE BOOKS	46		28	74	427
246	OVERDUE NOTICES	28		10	38	222
247	PICTURES FRAMED	1			1	1
248	PICTURES MOUNTE			203	203	920
250	RADIO					3
251	RECORDS LP	52		3	55	257
253	RECORDS SR	1			1	19
256	READERS ADVISOR	32	41	136	209	1393
257	REQUESTS	3			3	24
259	STORY HOURS		4	1	5	7
260	ATTENDANCE		26	13	39	55
261	NUM OF STORIES		10	2	12	15
262	TELEPHONE INCOM	137			137	1095
		313	81	554	948	4943
		313	81	554	948	4943
601	AP	3			3	47
603	AT					7
604	YP		28		28	92
606	YT		1		1	2
607	JP			1	1	3
		3	29	1	33	151
		3	29	1	33	151

OCTOBER 62
HOME SERVICE
GENERAL WORKS

001	PHILOSOPHY	3			3	12
002	RELIGION	47	1		48	209
003	SOCIAL SCIENCE	4	2		6	51
005	SCIENCE	10			10	93
006	USEFUL ARTS	14	3		17	96
007	FINE ARTS	4	1		5	26
008	LITERATURE	71			71	338
009	HISTORY	24	3		27	127
010	TRAVEL	53	3	6	62	326
011	BIOGRAPHY	56	9		65	373
013	PERIODICALS	52			52	226
		338	22	6	366	1879
115	FICTION	263	69	1	333	1815
116	FOREIGN FICTION					9
117	J E			14	14	97
		263	69	15	347	1921
		601	91	21	713	3800
218	BIBLIOGRAPHIES					1
237	HOME SERVICE VI					265
238	HOME SERVICE PA					257
239	HOME SER NEW PA					3
250	RADIO					1
257	REQUESTS	8			8	78
		8			8	605
		8			8	605
302	VELWYN	87			87	291
306	WAKEFIELD NO 2					44
307	MINOR NURSING H	101			101	336
308	LAKESHORE MANOR	104			104	305
309	RANKIN NURSING					5
		292			292	981
		292			292	981

OCTOBER 62
ST MARYS HOSP
GENERAL WORKS

				4
001	PHILOSOPHY			1
002	RELIGION	4	4	24
003	SOCIAL SCIENCE	2	2	9
004	LANGUAGE			1
005	SCIENCE	3	3	16
006	USEFUL ARTS			3
007	FINE ARTS	2	2	21
008	LITERATURE	21	21	97
009	HISTORY	5	5	32
010	TRAVEL	1	1	7
011	BIOGRAPHY	12	12	55
013	PERIODICALS			44
		50	50	314
115	FICTION	190	25	215
116	FOREIGN FICTION			809
117	J E			22
		190	25	9
		240	25	215
				840
				265
				1154
257	REQUESTS	12	12	15
		12	12	15
		12	12	15

OCTOBER 62

D M C

GENERAL WORKS

			1		1	1
001	PHILOSOPHY	3	1		4	11
002	RELIGION	3			3	35
003	SOCIAL SCIENCE	4			4	86
005	SCIENCE	29			29	171
006	USEFUL ARTS	26	1		27	180
007	FINE ARTS	41			41	263
008	LITERATURE	19			19	86
009	HISTORY	3			3	43
010	TRAVEL	7		1	8	74
011	BIOGRAPHY	25			25	148
013	PERIODICALS	12			12	41
014	PAMPHLETS	3			3	3
		175	3	1	179	1142
115	FICTION	127	62	95	284	1453
116	FOREIGN FICTION					81
117	J E			97	97	601
		127	62	192	381	2135
		302	65	193	560	3277
220	CEILING PROJECT			1	1	1
227	FILMS ATTENDANC			10	10	10
228	SHOWINGS			10	10	10
230	C PROJECTOR			10	10	10
257	REQUESTS	2			2	27
		2		31	33	58
		2		31	33	58

OCTOBER 62

T B SAN

002	RELIGION	1			1	2
003	SOCIAL SCIENCE					8
004	LANGUAGE	1			1	1
005	SCIENCE	2	1		3	9
006	USEFUL ARTS	1	1		2	9
007	FINE ARTS	7	1		8	22
008	LITERATURE	3			3	20
009	HISTORY	6	2	1	9	41
010	TRAVEL	6	1		7	60
011	BIOGRAPHY	1			1	19
013	PERIODICALS	10			10	63
		38	6	1	45	254
115	FICTION	38	7		45	326
		38	7		45	326
		76	13	1	90	580
257	REQUESTS	6			6	17
		6			6	17
		6			6	17

OCTOBER 62

JUV COORDINATOR

001	PHILOSOPHY			3
003	SOCIAL SCIENCE	15	15	106
005	SCIENCE			33
006	USEFUL ARTS			72
007	FINE ARTS			32
008	LITERATURE			7
010	TRAVEL			16
011	BIOGRAPHY	16	16	18
014	PAMPHLETS			2
		31	31	289
115	FICTION	15	15	134
117	J E			51
		15	15	185
		46	46	474
242	MEETINGS IN BLD	2	2	3
243	ATTENDANCE	19	19	24
249	PROFESSIONAL VI	1	1	1
		22	22	28
		22	22	28

OCTOBER 62
NURSES RESIDENC

001	PHILOSOPHY				9
002	RELIGION	5		5	46
003	SOCIAL SCIENCE				11
005	SCIENCE				1
006	USEFUL ARTS	3		3	20
007	FINE ARTS	2		2	17
009	HISTORY				1
010	TRAVEL				4
011	BIOGRAPHY	17	4	21	88
		27	4	31	197
115	FICTION	36	2	38	264
		36	2	38	264
		63	6	69	461

OCTOBER 62

DILL BRANCH

	GENERAL WORKS	3	5	15	23	61
001	PHILOSOPHY	9	3		12	64
002	RELIGION	6	3	11	20	107
003	SOCIAL SCIENCE	16	7	55	78	485
004	LANGUAGE	1		2	3	43
005	SCIENCE	5	12	90	107	557
006	USEFUL ARTS	27	30	70	127	549
007	FINE ARTS	27	16	68	111	547
008	LITERATURE	18	5	25	48	210
009	HISTORY	8	11	83	102	471
010	TRAVEL	9	10	37	56	317
011	BIOGRAPHY	14	16	88	118	630
012	FOREIGN NON FIC					6
013	PERIODICALS	51		25	76	244
015	PAPERBACKS					4
		194	118	569	881	4295
115	FICTION	406	225	625	1256	8249
116	FOREIGN FICTION			3	3	23
117	J E			1040	1040	7093
		406	225	1668	2299	15365
		600	343	2237	3180	19660
221	CLASS VISITS			3	3	8
223	INSTRUCTION			1	1	3
225	ATTENDANCE			81	81	223
244	MENDING	54			54	243
256	READERS ADVISOR	5	30	79	114	601
257	REQUESTS					12
262	TELEPHONE INCOM	27			27	172
		86	30	164	280	1262
		86	30	164	280	1262
601	AP					14
603	AT			2	2	4
604	YP			7	7	15
607	JP			3	3	10
				12	12	43
				12	12	43

OCTOBER 62
2ND OFFICE

262 TELEPHONE INCOM

857
857
857

OCTOBER 62
MARY T HOWE
007 FINE ARTS

15
15
15

218 BIBLIOGRAPHIES
242 MEETINGS IN BLD
243 ATTENDANCE
249 PROFESSIONAL VI
250 RADIO
262 TELEPHONE INCOM
264 VISITS IN COMM

1
11
87
3
2
11
13
128
128

603 AT

3
3
3

OCTOBER 62
LINCOLN ROOM

227	FILMS ATTENDANC	361				361	1839
228	SHOWINGS	9				9	51
229	16 MM	7				7	46
245	OVERDUE BOOKS	745	105	331	1181		6211
246	OVERDUE NOTICES	444	54	168	266		3212
262	TELEPHONE INCOM				641		3559
		1566	159	499	2465		14918
		1566	159	499	2465		14918

decatur

public

library

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST FOR OCTOBER 1962

Mrs. H. Baker 2064 West William Decatur, Illinois	10/15/62	Smith - The compleat practical joker
Mr. Arthur H. Peponis 1523 N. Clark Street Chicago 10, Illinois	10/22/62	Athene Magazine
Mrs. Carl H. Galtermann 138 Delmar Decatur, Illinois	10/22/62	Journal of accounting
William & Noma Copley Foundation 4300 One North LaSalle Chicago 2, Illinois	10/23/62	Magritte
University of Oklahoma Press Norman, Oklahoma	10/23/62	Cole - Well spacing in the Aneth reservoir
Television Information 666 Fifth Avenue New York 19, New York	10/23/62	For the young viewer.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois October 30, 1962. The meeting had been postponed from the previous Friday because of the Illinois State Library Association conference in Springfield.

The meeting was called to order at 4:05 PM by Mr. Francis H. Hart, vice-president.

Members present:

Mr. Burnett
Mr. Hart
Mr. Cheeks
Mrs. Pogue
Mrs. Nelson
Mrs. Stern
Mr. Koslofski

Members absent:

Mr. Pilcher
Mr. Sommer

Also present:

Mrs. Howe
Mr. Kirchgraber
Miss Sandy Sulenski

The minutes of the September meeting were approved as received by mail with three changes: Mrs. Roger Pogue (not Harold); Mr. Latendresse was present (not Mrs. Latendresse); Mrs. Nelson asked "other people will question why the library does not use the old building."

The financial report was given by Mr. Harold Koslofski, chairman. The committee met on Monday and checked the bills. He moved the bills for October be approved for payment. Mrs. Nelson seconded the motion. Roll call was taken. Mr. Hart, Mr. Cheeks, Mr. Koslofski, Mrs. Pogue, Mrs. Nelson, and Mrs. Stern voted aye. Motion carried.

Staff Salaries	\$14,137.10
Janitor's Salary	348.33
Total Salaries	<u>\$14,485.43</u>
Operating Expenses	<u>11,291.62</u>
Total Bills	<u>\$25,777.05</u>

It was agreed to hold a study budget meeting for the entire Board, November 15, 1962 at 6 PM in the Decatur Club.

Mrs. Howe explained the investments to date. Short term investments with the local banks were studied and it was found that more money could be earned through investing in U.S. Treasury bills. She was instructed to proceed with the usual investments. She reported that fines are being paid promptly because the bookkeeping is in good order. When patrons incur a fine and do not pay, they are sent a bill which they either bring to the library or send by mail. The library has taken in about \$200 more per month this year than it did last year. This means we will have approximately \$1000 more than anticipated. Mr. David has been hired temporarily, for two+ hours per day, to make the collections and do messenger work. This releases Mr. Atchison to work on the bookmobiles and permits us to catch up on the collection work.

The Librarian reported on the Professional Salary Survey, 1962. This is the third year that the Decatur Public Library has made the survey. It is hoped the U.S. HEW will do it in the future. 675 libraries were canvassed and 325 responded. Copies of the report were mailed to all participating libraries.

The IBM "Application Brief" was shown to the Board members. It is a three fold, six

page summary of the circulation control and related applications of the data processes installation in the Decatur Public Library. The International Business Machines, Corp. paid for and published the folder. The text at the bottom of the page explains the summary flow charts. The Library has received 50 copies and more will be provided.

At this point in the meeting the Librarian called Miss Sulenski at the Herald to remind her of the Board meeting in case she had forgotten.

Mr. Francis Hart gave the report for the Properties Committee. He asked why the power pole had not been moved in the parking lot. Mrs. Howe explained the cost of moving it would have to be paid before the Illinois Power Co. would do the job. She explained the Collins Construction Co. will patch the hole.

Mr. Burnett announced there would be a meeting with the officers of the Friends of the Library after the election. Lloyd Latendresse will invite the Library Directors and call the meeting. It will be strictly on the building program which we will have to discuss quite a bit before we go into it and make up our minds. Then there will be a subsequent meeting with the entire group of the Friends of the Library. He asked if we should wait to ask Mr. Koslofski to start approaching Mr. Merris and Mr. Dever to see what legal steps we should take. He said he didn't know how the Board felt about putting this into the upcoming budget. He would like for everyone to attend the Friends meeting although it will not be a regular meeting of the Board.

Mr. Koslofski said he would rather Mr. Burnett would approach Mr. Dever. Mr. Burnett said he would be glad to go but it might be better to approach the Council members one at a time to get their attitude. The Librarian affirmed the meeting with Mr. Merris, corporation counsel, Mr. Pilcher and herself. Mr. Merris promised to provide the legal steps necessary to put the Library's plan into operation. He agrees with the Board members' original thinking on the building improvement plan.

The Board discussed the Library referendum held in 1947 which gave the Director's permission to use a 2¢ on the \$100 levy. This would take 6 - 7 years before the building is completed if the money is accumulated.

Mr. Burnett asked for the Policy Committee report. Mr. Pilcher, chairman was absent. Mrs. Howe said they had asked Mr. Merris to draw up an ordinance and to rule on the Records Retirement schedule. He promised to do so.

Mr. Cheeks, chairman of the Personnel Committee gave a detailed report on the vacancies, examinations and lists made by the Civil Service Commission. He talked with Mr. Bodnar, executive secretary of the CSC and they have agreed the messenger-collector must be 25 years or older. The other matter of pages and clerks will be settled.

Mr. Burnett read a letter from Mr. Gary Gray of the Walrus Mfg. Co. who lives in South Shores. His wife is president of the South Shores PTA.

"I have noticed in the last few months that the library is contemplating an expansion of the Main Library downtown. Undoubtedly you have looked into the possibility I want to submit to you, but I am wondering what amount of study has been given to the possibility of a branch in our part of town. I know you have done this in Northland Heights. I thought it would be interesting to know how successful this has been and whether the trend of libraries has been to the smaller branches such as the one in Northland Heights or whether it is toward the

expansion of large central facilities. I am wondering if there might be merit to the expansion library concept. I was wondering how deeply this has been explored?"

It was recalled that Franzy Egan had made an offer through Bill Sproat to build a branch (similar to Dill Branch) in South Shores; however, we objected to the location and requested space near the shopping center. The library has heard no more about the matter. Mr. Burnett asked permission to answer the letter and acquaint him with the facts.

Mr. Burnett then read a letter from Governor Kerner.

"As you know, President Kennedy recently signed a law under Public Works Acceleration Act. This legislation will be of great benefit to many areas of our State. The funds available through this act are restricted to those areas which have had serious unemployment problems. According to the standards prescribed in the bill, your public agency is eligible for assistance. Although regulations have not as yet been established for this program, we do know the following. All public works projects except schools will be eligible. This includes such things as roads, hospitals, sewerage.....etc."

It was thought the library would be unable to meet the conditions: necessary funds and being able to substantially complete the project within one year. The Board asked Mr. Burnett to write the Governor and ask for a representative to meet with the Board. He was asked also to follow up on the fall-out shelter that Mr. Sweetnam suggested.

Mrs. Howe explained briefly about the new Library Services Act pending in Congress which would provide money to libraries serving populations larger than 10,000.

The Librarian reported on the Staff Institute which was held October 12, 1962 in the Hott Memorial Center, Monticello, Illinois. She thanked Mr. Burnett, Mr. Cheeks and Mrs. Pogue for being there and asked all Board members to mark their calendars for next year, Saturday - October 12, 1962. She noted that Mr. Burnett and Mr. Cheeks attended the State Trustees meeting in Springfield during Illinois Library Association conference. Mr. Burnett said the meetings were very worthwhile. He suggested asking Mrs. Moore to speak to the Friends of the Library during National Library Week.

Six staff members are taking a public speaking course from the University of Illinois. It will last 8 weeks. She asked the Board members if they had seen the partition which Mr. Burton was building in the Delivery Room. There was some expense for building materials but the glass used had been saved from the windows replaced by screened glass during the smoke screen renovations two years ago. The partition will cut off the cold air from the back door and make room for Mrs. Turnbo's work.

The Great Books program is the library's biggest program now. Mr. Robert McCreary and Mrs. Howe lead the 1st year course at McArthur High School and Stephen Decatur High School. Miss Yamamoto is completing the first course of Junior Great Books for this season. The seventh year senior Great Books course has 28 members enrolled.

Book Week was announced with the programs by various groups.

Miss Sandy Sulenski, newspaper report for the Herald came in at this time.

It was announced that Mr. Kirchgraber, assistant librarian would attend IBM school in Chicago for one week. Mr. Burton has made three ends for book-stacks in the Youth Room.

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The new ends were installed by Mr. Burton and the stacks turned around to open the room to the rest of the library.

The library will be closed November 12, 1962, Veterans Day.

The meeting adjourned at 6 PM.

Respectfully submitted

Mary T. Howe
Secretary