

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE FINANCE COMMITTEE - Feb. 22, 1962

Mr. Koslofski, Mrs. Stern, and Mr. Pilcher met at 4:30 PM, February 22, 1962 in the Board Room and checked the bills for February. Mrs. Howe explained that a U. S. Treasury bill (\$10,000) will be due February 23, 1962 and the City will send the final tax settlement (\$23,500.00) on Tuesday, February 27, 1962. This will cover the bills for February. Checks are dated February 28, 1962.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING - FEBRUARY 12, 1962

The special budget meeting of the Board of Directors, of the Decatur Public Library was held February 12, 1962, in the Decatur Club, 158 West Prairie Street, Decatur, Illinois.

Members Present:

Mr. Jack Burnett, President	Mr. Harold Koslofski
Mr. Francis Hart, Vice President	Mr. John Cheeks
Mrs. Erich Stern	Mrs. Roger Pogue
Mr. David Pilcher	

Other Person Present:

Mrs. Mary T. Howe, Secretary-Librarian
Mr. Robert B. Kirchgraber, Assistant Librarian
Miss Sandy Salenski, reporter Herald newspaper

Members absent:

Mr. James Sommer
Mrs. Harry Moothart

Dinner was enjoyed by the Board members before the meeting.

Mr. Burnett called the meeting to order at 8 PM. A lengthy discussion was held on the budget and each item was considered.

A discussion of the Amanda telephone answering service resulted in the recommendation for the immediate discontinuation of the service.

Mr. Pilcher moved the adoption of a budget for the Library totalling \$271,000.00. The Librarian was asked to adjust the allocations to change the total from \$271,963.00 to \$271,000.00. Mr. Cheeks seconded the motion. Roll call was taken on the motion. All present voted aye. There were no noes or abstentions.

After a careful consideration of the cost of library services, Mr. Hart moved the increase of non-resident fees from \$3.50 per person per year to \$7.00 per family per year beginning March 1, 1962. Mr. Pilcher seconded the motion. Four persons voted "aye", two persons voted "no" and one person abstained from voting. Motion carried.

The meeting adjourned at 10:50 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE PROPERTIES COMMITTEE - Feb. 20, 1962

The Properties Committee of the Board of Directors, Decatur Public Library met Tuesday, February 20, 1962 in the Board Room.

Members Present - Mr. Francis Hart
Mr. John Cheeks
Mrs. Erich Stern

Others Present - Mrs. Mary T. Howe, Secretary-Librarian
Mr. Robert B. Kirchgraber, Assistant Librarian

Mr. Hart called the meeting to order at 4:35 PM.

The recommendations of the Fire Prevention Bureau were reviewed. All items have been corrected except the front doors. Seven fire extinguishers were reported ordered from the Chalmers Fire Equipment Company at \$30.00 each. This includes installation and rehanging existing equipment.

Mr. Hart reported the Bookmobile Advisory Committee is proceeding with their study.

Mrs. Howe told about the rearrangement of the Main Circulation Desk to allow for the book slide and a definite pattern of traffic flow.

The meeting adjourned at 5:15 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
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MINUTES OF THE PERSONNEL COMMITTEE -
February 14, 21, 1962

The Personnel Committee has begun meeting each week with Mr. Bodnar, Secretary of the Civil Service Commission for the purpose of approving class description of the library staff members. Meetings were held February 14 and 21. Two additional meetings will be held, February 28 and March 7. Mr. Cheeks, Mr. Hart, Mrs. Howe, and Mr. Kirchgraber have attended. It is planned that the survey will be completed by March 30, 1962.

Respectfully submitted,

Mary T. Howe
Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
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COMBINED BUDGET AND BILL LIST - FEBRUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Feb.	Year-to-date	Balance
100	SALARIES S	17500000		13457208	4042792
	UNITED FUN		1600		
	BL CR AND		12874		
	DEC CITY C		7000		
	CITIZENS N		215630		
	TREAS CIT		89422		
			1078886		
100		17500000	1405412	14862620	2637380*
150	SALARIES B	552000		407759	144241
	UNITED FUN		100		
	CITIZENS N		5530		
	TREAS CIT		2927		
			37734		
150		552000	46291	454050	97950*
		18052000	1451703	15316670	2735330*
201	BINDING SU	140000		32470	107530
201		140000		32470	107530*
202	CAT MATERI	161000		34060	126940
202		161000		34060	126940*
203	FREIGHT EX	10000		13660	3660
	I K C		934		
	I K C		441		
	PEORIA CAR		468		
	SCHERER FR		535		
203		10000	2378	16038	6038*CR
204	IBM SUPPLI	568000		496735	71265
	AMERICAN T		1425		
	IBM		11600		
	IBM		51500		
	IBM		2100		
	WALLACE PR		7111		
204		568000	73736	570471	2471*CR
205	OFFICE SUP	266000		184749	81251
	GAYLORD BR		695CR		
	HAINES & E		576		
	IBM		964		
	PFILES CAM		125		
	THERMOFAX		750		
	KRESGE S S		50		
	VERIFAX		3102CR		
205		266000	1332CR	183417	82583*

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COMBINED BUDGET AND BILL LIST - FEBRUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Feb.	Year-to-date	Balance
206	POSTAGE	117500		90642	26858
	AMER TECH		49 ✓		
	AMERICAN T		28 ✓		
	BRITISH BK		19 ✓		
	E B FILMS		10 ✓		
	FILM CENTE		59 ✓		
	HIST ABSTR		85 ✓		
	INST FOR R		38 ✓		
	MCCLURG A		44 ✓		
	MCCLURG A		19 ✓		
	NATL CITY		225		
	PITMAN PUB		24 ✓		
	POSTMASTER		9000 ✓		
	QUADRANGLE		30 ✓		
	TAB PROD C		123 ✓		
	U CHICAGO		14 ✓		
	POSTMASTER		78 ✓		
	POSTMASTER		58 ✓		
	POSTMASTER		25 ✓		
	POSTMASTER		4 ✓		
	POSTMASTER		31 ✓		
	POSTMASTER		57 ✓		
	RESERVES		948 CR		
206		117500	9072	99714	17786*
207	PRINTING	100000		55095	44905
	INDUSTRIAL		32000		
	INDUSTRIAL		3550		
207		100000	35550	90645	9355*
208	REP TO EQU	50000		115333	65333
	MACON MUSI		775		
	TAYLOR OFF		400		
208		50000	1175	116508	66508*CR
209	TEL TOLLS	10000		7018	2982
	ILLINOIS B		690		
	ILLINOIS B		305		
	PUB TEL RE		1464 CR		
209		10000	469 CR	6549	3451*
210	TEL SERVIC			15744	15744
	ILLINOIS B		1600		
210			1600	17344	17344*CR
211	TEL ALARM	3600			3600
211		3600			3600*
212	RENT OF MA	51600		52900	1300

COMBINED BUDGET AND BILL LIST - FEBRUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Feb.	Year-to-date	Balance
	GAYLORD BR		5 000		
	PITNEY BOW		1 800		
212		51 600	6 800	5 9700	81 000 *CR
213	SERV CONTR	34 400		1 2208	2 2192
	THERMOFAX		6 500		
	THERMOFAX		6 500		
213		34 400	13 000	2 5208	91 92 *
214	SERV CONTR			2 3305	2 3305
	MANPOWER I		2 508		
	MANPOWER I		1 881		
	MANPOWER I		1 881		
214			6 270	2 9575	2 9575 *CR
220	PROF DEVEL	110 000		1 43796	3 3796
	YAMAMOTO M		1 464		
	YAMAMOTO M		2 96 CR		
220		110 000	1 168	1 44964	3 4964 *CR
221	COMM SERVI	10 000		2 0896	1 0896
	MCMANUS FL		1 132		
	SVENDSEN, F		300		
	YAMAMOTO M		178		
221		10 000	1 610	2 2506	1 2506 *CR
222	EXHIBIT EX	6 500		1 443	5 057
	HOWE MRS M		72		
222		6 500	72	1 515	4 985 *
223	HANDLING C	3 400		2 492	908
	CHESTERFIE		25		
	EDUC AUDIO		64		
	FILM CENTE		15		
	HACKER ART		34		
	I K C		100		
	IBM		200		
	MCCLURG A		20		
	MCCLURG A		10		
	STECHERT H		33		
223		3 400	501	2 993	407 *
224	ADVERTISIN	2 000		540	1 460
224		2 000		540	1 460 *
225	AUDITING	50 000		5 3615	3 615
225		50 000		5 3615	3 615 *CR
228	INVESTMENT	5 000			5 000
228		5 000			5 000 *

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COMBINED BUDGET AND BILL LIST - FEBRUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Feb.	Year-to-date	Balance
229	R O E			2 6 6 4 6	2 6 6 4 6
229				2 6 6 4 6	2 6 6 4 6 * CR
299	MISC	5 0 0 0		6 7 6 9	1 7 6 9
299		5 0 0 0		6 7 6 9	1 7 6 9 * CR
		1 7 0 4 0 0 0	1 5 1 1 3 1	1 5 4 1 2 4 7	1 6 2 7 5 3 *
301	BLDG SUPPL	1 6 0 0 0 0		1 0 3 4 2 2	5 6 5 7 8
	BLACK & CO		7 2		
	BLACK & CO		8 5 5 0		
	BLACK & CO		4 8 1		
	G E DAY SO		2 5 1		
	LINN SCRUG		2 4 5		
	WESTERVELT		3 1 9 8		
301		1 6 0 0 0 0	1 2 7 9 7	1 1 6 2 1 9	4 3 7 8 1 *
302	CLEANING S	1 7 5 0 0		3 0 2 2	1 4 4 7 8
302		1 7 5 0 0		3 0 2 2	1 4 4 7 8 *
303	CONTRACT R			6 0 0 0	6 0 0 0
303				6 0 0 0	6 0 0 0 * CR
304	GARBAGE &	1 0 0 0 0		1 2 9 2 5	2 9 2 5
	MAXEDON E		4 0 0		
	ROHMAN FRE		6 0 0		
304		1 0 0 0 0	1 0 0 0	1 3 9 2 5	3 9 2 5 * CR
305	HEAT & FUE	3 0 0 0 0		1 2 1 3 6	1 7 8 6 4
305		3 0 0 0 0		1 2 1 3 6	1 7 8 6 4 *
306	INSURANCE	2 6 0 0 0 0		2 1 3 8 2 4	4 6 1 7 6
	BENNETT SH		1 7 1 4		
306		2 6 0 0 0 0	1 7 1 4	2 1 5 5 3 8	4 4 4 6 2 *
307	LIGHT & PO	2 6 0 0 0 0		1 5 0 8 1 5	1 0 9 1 8 5
307		2 6 0 0 0 0		1 5 0 8 1 5	1 0 9 1 8 5 *
308	BLDG REPAI	1 0 0 0 0 0		1 4 2 7 7 7	4 2 7 7 7
	F HUBBARD		1 0 2 0 8		
	FISHER SIG		3 7 5 0		
308		1 0 0 0 0 0	1 3 9 5 8	1 5 6 7 3 5	5 6 7 3 5 * CR
309	TRAVEL	7 0 0 0 0		3 6 3 7 9	3 3 6 2 1
	CONSUMER S		6 3 8 1		
309		7 0 0 0 0	6 3 8 1	4 2 7 6 0	2 7 2 4 0 *

COMBINED BUDGET AND BILL LIST - FEBRUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Feb.	Year-to-date	Balance
310	HEALTH & S	12000		308	11692
310		12000		308	11692*
311	CONTRACT C	453200		311100	142100
	DEC WINDOW		4300		
	DEC WINDOW		33500		
311		453200	37800	348900	104300*
312	ARCHITECT	100000		49500	50500
312		100000		49500	50500*
313	REP AUTO E	200000		221035	21035
	NATL CITY		6240		
	NATL CITY		2315		
	NATL CITY		675		
	NATL CITY		3249		
	NATL CITY		435		
	NATL CITY		2783		
313		200000	15697	236732	36732*CR
314	CLEANING S	7500		11439	3939
314		7500		11439	3939*CR
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	5000		225	4775
399		5000		225	4775*
301		1700200	89347	1364254	335946*
401	BINDING	300000		90455	209545
	STAPPENBEC		28346		
	STAPPENBEC		425		
	STAPPENBEC		9909		
401		300000	38680	129135	170865*
402	BOOKS	4300000		2270764	2029236
	AM LIBRARY		90		
	AMER TECH		1220		
	BAKER & TA		8762		
	BAKER & TA		3430		
	BAKER & TA		12132		
	BAKER & TA		3173		
	BAKER & TA		6683		
	BAKER & TA		257		

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COMBINED BUDGET AND BILL LIST - FEBRUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Feb.	Year-to-date	Balance
	BAKER & TA		1 0 4 2 2		
	BAKER & TA		1 7 7 1 0		
	BAKER & TA		1 2 0 6		
	BAKER & TA		6 3 5 1		
	BAKER & TA		1 8 4 5 8		
	BAKER & TA		3 3 4 6 9		
	BAKER & TA		3 0 2 4 4		
	BAKER & TA		1 3 4 8 8		
	BAKER & TA		7 7 4 0		
	BAKER & TA		6 6 2 9 0		
	BRITISH BK		4 8 0		
	BURDETTE S		2 0 0 0		
	DOUBLEDAY		3 8 1		
	DOUBLEDAY		1 4 5 7		
	DOUBLEDAY		1 8 0 0		
	DOUBLEDAY		5 5 5		
	DOUBLEDAY		2 1 0 0		
	DOUBLEDAY		6 3 0 0		
	DOUBLEDAY		1 5 2 7		
	DOUBLEDAY		3 1 7		
	DOUBLEDAY		3 8 1		
	GROLIER SO		5 2 1 2		
	HACKER ART		1 8 0 0		
	ILLINI UNI		5 0 0		
	ILLINOIS B		3 0 2 0		
	IMPERIAL B		1 4 4 2 0		
	IMPERIAL B		2 9 8 3		
	IMPERIAL B		1 8 7 8		
	IMPERIAL B		7 6 2 8		
	IMPERIAL B		3 5 5 6		
	IMPERIAL B		1 0 2 4 1		
	IMPERIAL B		7 8 0		
	IMPERIAL B		7 9 0 8		
	INST FOR R		9 5 0		
	KARVELIS J		1 1 5 0		
	MARTINDALE		5 9 5 0		
	MCCLURG A		2 8 0 0		
	MCCLURG A		3 2 5		
	MCNAUGHTON		1 0 5 0 0		
	MILLER WAL		2 4 0		
	N Y TIMES		9 5 0 0		
	NEW METHOD		2 4 1 8		
	NEW METHOD		2 7 9		
	NEW METHOD		2 9 5 0		
	NEW METHOD		2 7 4 6 8		
	NEW METHOD		9 0 6		
	NEW METHOD		4 6 9 8 CR		
	NEW METHOD		7 6 7		
	PITMAN PUB		1 6 0 0		

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COMBINED BUDGET AND BILL LIST - FEBRUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Feb.	Year-to-date	Balance
	QUADRANGLE		517 ✓		
	SCARECROW		585 ✓		
	SCARECROW		900 ✓		
	SCARECROW		810 ✓		
	SCARECROW		472 ✓		
	SCARECROW		1125 ✓		
	SCARECROW		742 ✓		
	STECHECH H		325 ✓		
	SYRACUSE P		250 ✓		
	U CHICAGO		300 ✓		
	STAFF BOOK		1556 CR		
	L AND D		2754 CR		
402		4300000	383170	2653934	1646066 *
405	FILMS 16MM	100000		70885	29115
	FILM CENTE		1000 ✓		
405		100000	1000	71885	28115 *
406	FILMS SLID	5000		338	4662
	E B FILMS		4800		
406		5000	4800 ✓	5138	138 * CR
407	FILMS CP	10000			10000
407		10000			10000 *
408	FILMS MICR	150000		69683	80317
	DEC HERLD		2216 ✓		
408		150000	2216	71899	78101 *
409	FILMS RENT	5000		2798 CR	7798
	FILM RENTA		752 CR ✓		
409		5000	752 CR	3550 CR	8550 *
410	PAMPHLETS	25000		15040	9960
	BACON PAM		42 ✓		
410		25000	42	15082	9918 *
411	PICTURES F			1250	1250
411				1250	1250 * CR
412	PICTURES	10000		766	9234
412		10000		766	9234 *
414	RECORDS LP	200000		101491	98509
	CHESTERFIE		1049 ✓		
	CHESTERFIE		349 ✓		
	CHESTERFIE		3906 ✓		
	EDUC AUDIO		595 ✓		
414		200000	5899 ✓	107390	92610 *

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COMBINED BUDGET AND BILL LIST - FEBRUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Feb.	Year-to-date	Balance
415	RECORDS S			837	837
	CHESTERFIE		2792		
415			2792	3629	3629*CR
416	RECORDS SR	45000		6612	38388
	CHESTERFIE		4680		
	CHESTERFIE		349		
416		45000	5029	11641	33359*
419	PERIODICAL	150000		29900	120100
	AM CHEMICA		6500		
	CONGRESS D		1000		
	DAILY PANT		1500		
	HANSON BEN		14160		
	HANSON BEN		1850		
	ILL AUDUBO		200		
	N Y TIMES		5150		
	NAT CL TEA		400		
	U CHICAGO		600		
	DEC HERLD		300		
	DEC HERLD		30		
	DEC HERLD		45		
419		150000	31735	61635	88365*
420	MAPS	5000		1564	3436
420		5000		1564	3436*
421	MEMBERSHIP	60000		54850	5150
421		60000		54850	5150*
422	SERVICES	200000		172400	27600
	H W WILSON		1350		
	HIST ABSTR		5900		
	MIDWEST PU		750		
	PRENTICE H		19200		
	PRENTICE H		6000		
	FACTS ON F		8550 CR		
422		200000	24650	197050	2950*
		5565000	499261	3383298	2181702*
502	ADD TO EQU	165000		110160	54840
	QUIGLES FU		5250		
	TAB PROD C		1005		
	TAB PROD C		11500		
502		165000	17755	127915	37085*
		165000	17755	127915	37085*

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COMBINED BUDGET AND BILL LIST - FEBRUARY 1962

Code	Expense Allocation	Amt. for Yr.	For Feb.	Year-to-date	Balance
603	RENTALS			33500	33500
	SWARTZ HOM		16750		
603			16750	50250	50250*CR
			16750	50250	50250*CR
		27186200	2225947	21783634	5402566*

Bills presented for payment Mary T. Howe

Approved for payment Harold W. Koslofski

Allice R. Geyer

DD Pilecki

Finance Committee

O BAL LAST M	5038576
TREAS BILL	2484856CR
TREAS BILL	2490095CR
FINES	55847
NON RES FE	11575
L AND D	2754
RESERVES	948
STAFF BOOK	1556
FILM RENTA	752
VERIFAX	3102
PUB TEL RE	1464
YAMAMOTO M	296
FACTS ON F	8550
BILL LIST	2225947CR
CASH CREDI	19422CR
	2094900CR

check void

DECATUR PUBLIC LIBRARY
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ENCUMBRANCE - FEBRUARY 1962

Code	Expense Allocation	Amt. for Yr.	Enc. for Feb.	Tot. Enc.	Balance
100	SALARIES S	17500000		14862620	2637380
100		17500000		14862620	2637380*
150	SALARIES B	552000		454050	97950
150		552000		454050	97950*
100		18052000		15316670	2735330*
201	BINDING SU	140000		32470	107530
201		140000		32470	107530*
202	CAT MATER I	161000		34060	126940
202		161000		34060	126940*
203	FREIGHT EX	10000		16038	6038
203		10000		16038	6038*CR
204	IBM SUPPL I	568000		570471	2471
	TAB EQUIP		3000		
204		568000	3000	573471	5471*CR
205	OFFICE SUP	266000		183417	82583
	ALLIED OFC		13812		
205		266000	13812	197229	68771*
206	POSTAGE	117500		99714	17786
206		117500		99714	17786*
207	PRINTING	100000		90645	9355
207		100000		90645	9355*
208	REP TO EQU	50000		116508	66508
208		50000		116508	66508*CR
209	TEL TOLLS	10000		6549	3451
209		10000		6549	3451*
210	TEL SERVIC			17344	17344
210				17344	17344*CR
211	TEL ALARM	3600			3600
211		3600			3600*
212	RENT OF MA	51600		59700	8100
212		51600		59700	8100*CR
213	SERV CONTR	34400		25208	9192
213		34400		25208	9192*
214	SERV CONTR			29575	29575

MANPOWER I			1045		
214			1045	30620	30620*CR
220	PROF DEVEL	110000		144964	34964
220		110000		144964	34964*CR
221	COMM SERVI	10000		22506	12506
221		10000		22506	12506*CR
222	EXHIBIT EX	6500		1515	4985
222		6500		1515	4985*
223	HANDLING C	3400		2993	407
223		3400		2993	407*
224	ADVERTISIN	2000		540	1460
224		2000		540	1460*
225	AUDITING	50000		53615	3615
225		50000		53615	3615*CR
228	INVESTMENT	5000			5000
228		5000			5000*
229	R O E			26646	26646
229				26646	26646*CR
299	MISC	5000		6769	1769
299		5000		6769	1769*CR
		1704000	17857	1559104	144896*
301	BLDG SUPPL	160000		116219	43781
301		160000		116219	43781*
302	CLEANING S	17500		3022	14478
302		17500		3022	14478*
303	CONTRACT R			6000	6000
303				6000	6000*CR
304	GARBAGE &	10000		13925	3925
304		10000		13925	3925*CR
305	HEAT & FUE	30000		12136	17864
305		30000		12136	17864*
306	INSURANCE	260000		215538	44462
306		260000		215538	44462*

307	LIGHT & PO	260000		150815	109185
307		260000		150815	109185*
308	BLDG REPAI	100000		156735	56735
308		100000		156735	56735*CR
309	TRAVEL	70000		42760	27240
	CONSUMERS		2532		
309		70000	2532	45292	24708*
310	HEALTH & S	12000		308	11692
310		12000		308	11692*
311	CONTRACT C	453200		348900	104300
311		453200		348900	104300*
312	ARCHITECT	100000		49500	50500
312		100000		49500	50500*
313	REP AUTO E	200000		236732	36732
	SANGAMO AU		1467		
313		200000	1467	238199	38199*CR
314	CLEANING S	7500		11439	3939
314		7500		11439	3939*CR
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	5000		225	4775
399		5000		225	4775*
		1700200	3999	1368253	331947*
401	BINDING	300000		129135	170865
	OUTSTANDIN		112700		
401		300000	112700	241835	58165*
402	BOOKS	4300000		2653934	1646066
	OUTSTANDIN		521229		
	STANDING O		96120		
402		4300000	617349	3271283	1028717*
405	FILMS 16MM	100000		71885	28115
	OUTSTANDIN		12000		
405		100000	12000	83885	16115*
406	FILMS SLID	5000		5138	138
406		5000		5138	138*CR

407	FILMS CP	10000			10000
407		10000			10000*
408	FILMS MICR	150000		71899	78101
	OUTSTANDIN		2000		
408		150000	2000	73899	76101*
409	FILMS RENT	5000		3550CR	8550
409		5000		3550CR	8550*
410	PAMPHLETS	25000		15082	9918
410		25000		15082	9918*
411	PICTURES F			1250	1250
411				1250	1250*CR
412	PICTURES	10000		766	9234
412		10000		766	9234*
414	RECORDS LP	200000		107390	92610
	OUTSTANDIN		2089		
414		200000	2089	109479	90521*
415	RECORDS S			3629	3629
415				3629	3629*CR
416	RECORDS SR	45000		11641	33359
	OUTSTANDIN		4092		
416		45000	4092	15733	29267*
419	PERIODICAL	150000		61635	88365
419		150000		61635	88365*
420	MAPS	5000		1564	3436
420		5000		1564	3436*
421	MEMBERSHIP	60000		54850	5150
	AM LIB ASS		5400		
421		60000	5400	60250	250*CR
422	SERVICES	200000		197050	2950
	PRENTICE H		6900		
	PRENTICE H		11900		
422		200000	18800	215850	15850*CR
		5565000	774430	4157728	1407272*

502	ADD TO EQU	165000		127915	37085
	CHALMERS F		21000		
	LINXWEILER		49235		
502		165000	70235	198150	33150*CR
		165000	70235	198150	33150*CR
603	RENTALS			50250	50250
				50250	50250*CR
				50250	50250*CR

27186200	866521	22650155	4536045*
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CITY OF DECATUR, ILLINOIS
BUDGET FORM I

Department: Decatur Public Library
Submitted by: Board of Directors
Activity: Library Services
Date: 2-19-62

Summary of Operating Budget Request for 1962-63

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditures.

Library Code No.	Object of Expenditure	1961-1962 Allocation of Appropriation	1961-1962 Expenditures to March 1	1961-1962 Total Expenditures Est. for Entire Yr.	1962-1963 Budget Request for Entire Year	For Budget Use
100	Salaries	\$175,000.00	\$148,626.20	\$176,901.00	\$175,000.00	
150	Salaries, Bldg. Custodian	5,520.00	4,540.50	5,466.32	5,520.00	
TOTALS		\$180,520.00	\$153,166.70	\$182,367.32	\$180,520.00	

CITY OF DECATUR, ILLINOIS
BUDGET FORM I

Department: Decatur Public Library
Activity: Library Services

Submitted by: Board of Directors
Activity No:

Summary of Operating Budget Request for 1962-1963 Date: 2-19-62

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditures.

Library Code No.	Object of Expenditure	1961-1962 Allocation of Appropriation	1961-1962 Expenditures to March 1	1961-1962 Total Expenditures Est. for Entire Year	1962-1963 Budget Request for Entire Year	For Budget Staff Use
200	LIBRARY MAINTENANCE					
201	Binding Supplies	\$ 1,400.00	\$ 324.70	\$ 528.70	\$ 822.00	
202	Catalog Supplies	1,610.00	340.60	550.60	840.00	
203	Freight expense	100.00	160.38	144.00	144.00	
204	IBM Rental & Supplies	5,680.00	5,704.71	6,594.71	5,350.00	
205	Office Supplies & Stat.	2,660.00	1,834.17	2,349.19	2,921.00	
206	Postage	1,175.00	997.14	1,220.62	1,293.00	
207	Printing	1,000.00	906.45	990.95	820.00	
208	Repairs to equipment	500.00	1,165.08	1,203.33	664.00	
209	Telephone Tolls	100.00	65.49	102.13	140.00	
210	Telephone Service	0	173.44	173.44	89.00	
211	Telephone Alarm	36.00	0	0	0	
212	Rentals for machines (other than IBM)	516.00	597.00	587.00	757.00	
213	Service Contracts (repair machines)	344.00	252.08	290.08	218.00	

BUDGET FOR I

Summary of Operating Budget Request for 1962-1963

Date: 2-19-62

on this form. On this form, enter only totals by objects of expenditure. Do not show capital outlay requests

[illegible]

CITY OF DECATUR, ILLINOIS
BUDGET FORM I

Department: Decatur Public Library
Activity: Library Services
Date: 2-19-62

Submitted by: Board of Directors
Activity No:

Summary of Operating Budget Request for 1962-1963

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditure.

Library Code No.	Object of Expenditure	1961-1962 Allocation of Appropriation	1961-1962 Expenditures to March 1	1961-1962 Total Expenditures Est. for Entire Yr.	1962-1963 Budget Request for Entire Year	For Budget Staff Use
300	Bldg. Maint. & Supplies					
301	Building Supplies	\$ 1,600.00	\$ 1,162.19	\$ 1,328.22	\$ 1,179.00	
302	Cleaning Supplies	175.00	30.22	69.22	161.00	
303	Contract Bldg. Repairs (Major)	0	1,317.01	1,882.01	5,000.00	
304	Garbage & Hauling	100.00	139.25	150.25	114.00	
305	Heat & Fuel (oil for Ev.)	300.00	121.36	121.36	0	
306	Insurance	2,600.00	2,155.38	4,955.38	4,658.00	
307	Light & Power	2,600.00	1,508.15	2,108.15	792.00	
308	Building repairs (Minor)	1,000.00	310.34	503.67	835.00	
309	Travel (gasoline & oil)	700.00	427.60	519.79	628.00	
310	Health Supplies	120.00	3.08	26.08	49.00	
311	Contract Cleaning	4,532.00	3,489.00	4,245.00	5,528.00	
312	Architect Fees	1,000.00	495.00	645.00	600.00	
313	Repairs to motor vehicles	2,000.00	2,367.32	2,681.26	2,210.00	

Total Amt. carried fwd.

CITY OF DECATUR, ILLINOIS

BUDGET FORM I

Department: Decatur Public Library

Submitted by: Board of Directors

Activities: Library Services

Activity No.

Date: 2-19-62

Summary of Operating Budget Request for 1962-1963

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditures.

Library Code No.	Object of Expenditure	1961-1962 Allocation of Appropriation	1961-1962 Expenditures to March 1	1961-1962 Total Expenditures Est. for Entire Yr.	1962-1963 Budget Request for Entire Year	For Budget Staff Use
314	Misc.Cleaning - Laundry	\$ 75.00	\$ 114.39	\$ 135.39	\$ 95.00	
315	Appraisal fees	150.00	0	150.00	150.00	
399	Miscellaneous	50.00	2.25	8.25	34.00	
TOTALS		\$17,002.00	\$13,642.54	\$19,529.03	\$22,033.00	

CITY OF DECATUR, ILLINOIS
BUDGET FORM I

Department: Decatur Public Library Submitted by: Board of
Activity: Library Services Directors
Date: 2-19-62

Summary of Operating Budget Request for 1962-1963

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditure.

Library Code No.	Object of Expenditure	1961-1962 Allocation of Appropriation	1961-1962 Expenditures to March 1	1961-1962 Total Expenditures Est. for Entire Yr.	1962-1963 Budget Request for Entire Yr.	For Budget Staff Use
400	LIBRARY COLLECTION					
401	Binding (outside Libr.)	\$ 3,000.00	\$ 1,291.35	\$ 2,418.35	\$ 1,000.00	
402	Books	43,000.00	26,539.34	35,543.44	38,191.00	
405	Films - 16 mm	1,000.00	718.85	985.85	300.00	
406	Films - slides	50.00	51.38	6.38	0	
407	Films - ceiling proj.	100.00	0	0	0	
408	Films, Micro	1,500.00	718.99	1,004.00	1,770.00	
409	Films, Rentals	50.00	35.50 cr.	0	0	
410	Pamphlets	250.00	150.82	222.40	200.00	
411	Pictures	0	12.50	12.50		
412	Pictures	100.00	7.66	13.66	100.00	
414	Records L.P.	2,000.00	1,073.90			
415	" Standard		36.29	1,326.60	1,200.00	
416	" Stereo	450.00	116.41			

CITY OF DECATUR, ILLINOIS
BUDGET FORM I

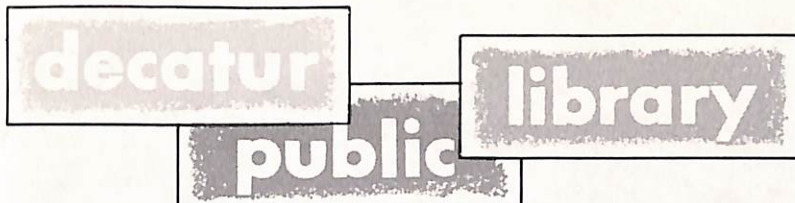
Department: Decatur Public Library Submitted by: Board of Directors
Activity: Library Services Activity No:
Date: 2-19-62

Summary of Operating Budget Request for 1962-1963

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditures.

Library Code No.	Object of Expenditure	1961-1962 Allocation of Appropriation	1961-1962 Expenditures to March 1	1961-1962 Total Expenditures Est. for Entire Yr.	1962-1963 Budget Request for Entire Yr.	For Budget Staff Use
400	LIBRARY COLLECTION					
419	Periodicals	\$ 1,500.00	\$616.35	\$ 1,031.00	\$ 3,000.00	
420	Maps	50.00	15.64	37.64	50.00	
421	Memberships	600.00	548.50	626.50	700.00	
422	Services	2,000.00	1,970.50	2,156.00	2,000.00	
499	Miscellaneous	0	0		21.00	
	TOTAL	\$55,650.00	\$33,832.98	\$ 45,384.32	\$48,532.00	
502	Additions to Equipment	1,650.00	1,279.15	1,984.36	1,650.00	
	TOTAL	1,650.00	1,279.15	1,984.36	1,650.00	
603	Rent on Property	0	502.50	837.50	2,010.00	
	TOTAL	0	\$ 502.50	\$ 837.50	\$ 2,010.00	
GRAND TOTAL		\$271,862.00	217,836.34	\$268,224.97	\$ 271,000.00	

Mrs. Howe



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST - FEBRUARY 1962

Mrs. Beulah Barnes
2134 East Lawrence
Decatur, Illinois

2/7/62

Jones- Christ at the round table
Jones - Christ of the mount
Jones - Victorious living
Weatherhead - Psychology and life
Weatherhead - Why do men suffer
Wilson - Charm

Mr. Ed Lindsay
4360 East Lost Bridge Rd.
Decatur, Illinois

2/15/62

42 various record albums (Standards)

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS MEETING, FEBRUARY 23, 1962

The regular meeting of the Board of Directors, of the Decatur Public Library was held February 23, 1962 in the Board Room, 457 North Main Street, Decatur, Illinois.

Members Present:

Mr. Jack Burnett, President	Mrs. Roger Pogue
Mr. Francis Hart, Vice-President	Mr. David Pilcher
Mr. Harold Koslofski	Mr. John Cheeks (after 4:30 PM)
Mrs. Erich Stern	Mrs. Mary T. Howe, Secretary

Others Present:

Mr. Robert B. Kirchgraber, Assistant Librarian
Miss Sandy Salenski, Herald-Review reporter
~~Mr. Norman Puhek, Herald-Review reporter~~

Members Absent:

Mr. James Sommer
Mrs. Harry Moothart

The meeting was called to order at 4:15 PM by Mr. Burnett, President. Miss Marjorie Stafford, Chief of Technical Processes reviewed new books received in the library.

The Minutes of the January 26 and February 12 meetings were accepted as submitted, with a correction on January 26.

The financial report was made by Mr. Koslofski who presented the February bills for payment. Mr. Pilcher seconded the motion. Roll call was taken: Mr. Burnett, Mr. Koslofski, Mrs. Stern, Mr. Hart, Mrs. Pogue, and Mr. Pilcher voted aye. No noes or abstentions were recorded. Motion carried.

Staff Salaries	\$14,054.12
Janitor's Salaries	<u>462.91</u>
Total Salaries	\$ 14,517.03
Operating Expenses	<u>7,742.44</u>
Total Salaries and Operating Expenses	\$ 22,259.47

The encumbered bill list was made available. Copies of the final budget for 1962/63 were given the directors together with a sample of the substantiating schedules to be submitted to the City Council.

The Properties Committee report was made by Mr. Hart. The bookmobile advisory committee will defer the inspection of the vehicles until March or when the weather is better.

The Properties Committee will meet with the City Planner during March and consider the Projected Plan for the Physical Plan as drafted by Mrs. Howe. Mr. Sweetnam, the architect is working on an estimate of the useful life of the Main Library. Mr. Hart moved the permission to proceed with these plans. Mrs. Stern seconded the motion. All present voted aye. Motion carried.

Mr. Hart reported on the inspection made by the Fire Prevention Bureau. Mr. Eaton from FPB inspected the work done. Mr. Chalmers has ordered the fire extinguishers for the Main Library and Dill Branch. The front doors must be rehung to open with exit travel. Mr. Hart moved the Properties Committee be given authority to proceed with bids for the book slide and subsequent installation of the slide. Mr. Pilcher seconded the motion. All present voted aye. Motion carried. He also moved that the Properties Committee have the front doors at Main Library rehung by Mr. Traugher. The cost of rehanging the doors would be \$200-\$300. Mr. Koslofski seconded the motion. All present voted aye. Motion carried.

Mr. Pilcher moved the alert system be investigated and work be done. Mrs. Stern seconded the motion. All present voted aye. Motion carried.

Mr. Cheeks made a report on the Personnel Survey. It was thought this would be completed for the May Board Meeting.

Mr. Hart moved the meeting adjourn at 5:15 PM. Mrs. Stern seconded the motion.

Respectfully submitted,



Mary T. Howe,
Secretary.

SCHEDULE OF SPECIFIED ARTICLES: Books - Reference - (Adult, Youth, & Juvenile)

#1 Main Library 457 North Main St. Decatur, Illinois	<u>Number</u>	<u>Description</u>	<u>Valued at</u>	<u>Amount of Insurance</u>
	2256	General Works	6.25	\$14,100.00
	51	Philosophy	5.30	270.30
	242	Religion	4.05	980.10
	2343	Social Science	6.00	14,058.00
	200	Language	6.00	1,200.00
	414	Science	10.21	4,226.94
	741	Useful Arts	8.65	6,409.65
	403 81-	Sports	4.80	388.80
	322-	Art	12.61	4,060.42
	662	Literature	3.59	2,376.58
	751	History	5.91	4,438.41
	281	Travel	5.25	1,475.25
	615	Biography	4.98	3,062.70
	3	Foreign Lang.	4.00	12.00
	7033	Bound Periodicals	5.75	40,439.75
	2714	U.S. Govt Documents)	3.00	8,142.00
Total	18,709	Total		\$105,640.90 \$105,640.9

Total Number
Books In Main 110,934
Library

Total Cost of Books in
Main Library

\$518,122.8

SCHEDULE OF SPECIFIED ARTICLES: Books Adult & Youth

<u>Location</u>	<u>Number</u>	<u>Description</u>	<u>Valued at</u>	<u>Amount of Insurance</u>
#2 - Evans Branch 1425 North Jasper Decatur, Illinois				
	72	General Works	\$6.25	\$ 450.00
	156	Philosophy	5.30	826.80
	245	Religion	4.00	980.00
	689	Social Science	4.50	3,100.50
	35	Language	6.00	210.00
	375	Science	7.70	2,887.50
	1018	Useful Arts	6.25	6,362.50
	685	Fine Arts	6.75	4,623.75
	509	Literature	4.40	2,239.60
	571	History	5.55	3,169.05
	542	Travel	5.25	2,845.50
	894	Biography	4.75	4,246.50
	3	Foreign Lang.	4.00	12.00
	18	Paperbacks	.85	15.30
	4823	Fiction	3.70	17,845.10
Total	12073 10,635	Total cost of books		\$85,107.75 \$85,107.75
#2 -Children's Room Evans Branch 1425 North Jasper St. Decatur, Illinois				
	49	General Works	\$6.40	\$ 313.60
	84	Religion	2.40	201.60
	462	Social Science	2.55	1,178.10
	12	Language	3.00	36.00
	526	Science	2.95	1,551.70
	399	Useful Arts	2.75	1,097.25
	237	Fine Arts	3.35	793.95
	207	Literature	3.35	693.45
	276	History	2.90	800.40
	444	Travel	2.40	1,065.60
	447	Biography	3.05	1,363.35
	32	Foreign Lang.	3.00	21.00
	2232	Fiction	3.00	6,696.00
	2135	Easy Books	2.07	4,419.45
Total	7542	Total Cost of books		\$20,309.45 \$20,309.45

SCHEDULE OF SPECIFIED ARTICLES: Books, Reference at the Evans Branch

<u>Location</u>	<u>Number</u>	<u>Description</u>	<u>Valued at</u>	<u>Amount of Insurance</u>
#2 Evans Branch 1425 North Jasper Decatur, Illinois				
	254	General Works	\$6.25	\$1,587.50
	1	Philosophy	5.30	5.30
	19	Religion	4.05	76.95
	64	Social Science	6.00	384.00
	12	Language	6.00	72.00
	3	Science	10.21	30.63
	21	Useful Arts	8.65	181.65
	19	Fine Arts	8.70	165.30
	62	Literature	3.59	222.58
	51	History	5.91	301.41
	35	Travel	5.25	183.75
	22	Biography	4.98	109.56
	76	Bound Periodicals	5.75	437.00

Total No. 639

Total Cost

\$3,757.64 \$3,757.64

Total Number Books in
Evans Branch Library

~~18,816~~
18,816

Total Cost of Books
in Evans Branch Library

\$109,174.84

SCHEDULE OF SPECIFIED ARTICLES: Books - Adult and Youth

3 Extension Division
Divided as Indicated
in Summary on page 2
Bookmobile I, II, & III
Dill Branch Library

<u>Number</u>	<u>Description</u>	<u>Valued at</u>	<u>Amount of Insurance</u>
174	General Works	\$6.25	\$ 1,087.50
237	Philosophy	5.30	1,256.10
479	Religion	4.00	1,916.00
1125	Social Science	4.50	5,067.00
62	Language	6.00	372.00
497	Science	7.70	3,826.90
1348	Useful Arts	6.25	8,425.00
951	Fine Arts	6.75	6,419.25
584	Literature	4.40	3,009.60
762	History	5.55	4,229.10
734	Travel	5.25	3,853.50
1368	Biography	4.75	6,498.00
4	Foreign Lang.	4.00	16.00
66	Paperbacks	.85	56.10
10561	Fiction	3.70	39,075.70
Total No. Books	19,053	Total Cost	\$85,107.75 \$85,107.7

3 Extension Division
Divided as Indicated
in Summary on Page 6
Bookmobile I, II, & III
Dill Branch Library

Books: Juvenile

56	General Works	6.40	358.40
3	Philosophy	2.74	8.22
172	Religion	2.40	412.80
888	Social Science	2.55	2,264.40
40	Language	3.00	120.00
1398	Science	2.95	4,124.10
950	Useful Arts	2.75	2,612.50
427	Fine Arts	3.35	1,430.45
312	Literature	3.35	1,045.20
564	History	2.90	1,635.60
864	Travel	2.40	2,073.60
981	Biography	3.05	2,992.05
67	Foreign Lang.	3.00	201.00
4	Paperbacks	.85	3.40
1778	Fiction	3.00	5,334.00
6627	Easy-Pix Books	2.07	13,717.89
Total No. Books	15131	Total Cost of Books	\$38,333.61 \$38,33.6

SCHEDULE OF SPECIFIED ARTICLES: Books - Reference (Adult, Youth & Juvenile)

#3 Extension Division
Divided as Indicated
In Summary on page 6
Bookmobile I, II & III
Dill Branch Library

	<u>Number</u>	<u>Description</u>	<u>Valued at</u>	<u>Amount of Insurance</u>
	160	General Works	\$6.25	\$ 1,000.00
	4	Religion	4.05	16.20
	13	Social Science	6.00	78.00
	4	Language	6.00	24.00
	1	Science	10.21	10.21
	2	Useful Arts	8.65	17.30
	1	Fine Arts	12.61	12.61
	8	Literature	3.59	28.72
	3	History	5.91	17.73
	24	Travel	5.25	126.00
	5	Biography	4.98	25.90
	1	Fiction	3.00	3.00
Total No. Books	226	Total Cost of Books		\$ 1,359.67 \$1,359.

#5

Dill Branch Library
3958 Cambridge Drive
Decatur, Illinois

	575	Fiction Books (Adult & Youth)	\$3.70	\$ 2,127.50
	1186	Non-Fiction (Adult & Youth)	5.1107	6,061.29
	500	Fiction (Juvenile)	3.00	1,500.00
	893	Non-Fiction (Juvenile)	2.9771	2,658.55
	836	Easy Picture Books (Juvenile)	2.07	1,730.52
Total # Bks	3990	Total Cost of Books		14,077.86

#3 Bookmobiles

I.	10396	Complete Collection av.cost @	3.6401	37,841.44
II.	13132	Complete Collection av.cost @	3.6401	47,800.48
III.	6892	Complete Collection av.cost @	3.6401	25,086.88
Total # Bks	30,420	Total Cost of Books		\$110,728.80

minus fractional descprep. - 5.63

\$110,723.17

Total cost of books in Dill Branch and Bookmobiles \$124,800.03 ✓

Total cost of books in Evans Branch 109,174.84

Total cost of books in Main Library 518,122.87

Total cost of books in Decatur Public Library \$752,097.74

less 30% discount = 225,629.32

Total net cost of books in Decatur Public Library \$526,468.42

for 164,160 bound volumes

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Circulation Statistics February 1962

		Adult	Youth	Juv	Total	Y-Date
GENERAL WORKS		88	48	67	203	1436
	*	130	53	48	231	1370
001 PHILOSOPHY		390	43	2	435	4247
	*	309	51		360	3859
002 RELIGION		440	11	123	574	5325
	*	444	9	115	568	4927
003 SOCIAL SCIENCE		1071	124	719	1914 ⁽³⁾	18164 ⁽²⁾
	*	936	132	759	1827	15878
004 LANGUAGE		63	4	31	98	1239
	*	104	3	13	120	1023
005 SCIENCE		564	143	914	1621	16142
	*	505	146	1028	1679	14482
006 USEFUL ARTS		1573	176	608	2357 ⁽¹⁾	22400 ⁽¹⁾
	*	1551	216	649	2416 ⁽⁴⁾	20714 ⁽³⁾
007 FINE ARTS		1337	135	368	1840 ⁽⁴⁾	18116 ⁽³⁾
	*	1366	152	436	1954	15926
008 LITERATURE		963	54	220	1237	10470
	*	852	51	243	1146	9184
009 HISTORY		1156	138	369	1663	13749
	*	890	197	432	1519	11967
010 TRAVEL		581	64	383	1028	8415
	*	683	32	394	1109	8364
011 BIOGRAPHY		1126	229	812	2167 ⁽²⁾	17749
	*	789	268	872	1929	16340
012 FOREIGN NON FIC		16		45	61	660
	*	23		45	68	479
013 PERIODICALS		983	102	72	1157	11134
	*	992	111	115	1218	10933
014 PAMPHLETS		49	5	6	60	760
	*	92	12	8	112	1133
015 PAPERBACKS		19			19	166
<u>Non-fiction</u>		<u>10419</u>	<u>1276</u>	<u>4739</u>	<u>16434</u>	<u>150172</u>
	*	9666	1433	5157	16256	136579
115 FICTION		9025	2830	5528	17383	176084
	*	8035	2809	5238	16082	156038
116 FOREIGN FICTION		16	2	194	212	1428
	*	9		38	47	361
117 J E				9513	9513	93456
	*			10137	10137	91007
<u>Fiction</u>		<u>9041</u>	<u>2832</u>	<u>15235</u>	<u>27108</u>	<u>270968</u>
	*	8044	2809	15413	26266	247406
<u>Total Books</u>		<u>19460</u>	<u>4108</u>	<u>19974</u>	<u>43542</u>	<u>421140</u>
	*	17710	4242	20570	42522	383985
<u>Increase</u>					<u>1020</u>	<u>37155</u>
MAIN ADULT		9543		275	9818	92009
MAIN YOUTH		3809	2115		5924	48913
MAGIC CARPET				6246	6246	58079
REFERENCE		9			9	94
MARY T HOWE						4
JUV COORDINATOR				7	7	319
		13361	2115	6528	22004	199418
EXTENSION DEPT					2953 ⁸⁵⁷⁵	140
B 1		1208	593	3825	5626	65618
B 2		1360	552	5178	7090	66667
EVANS BRANCH		1597	531	1998	4126	38564
MILLIKIN HOME						421
HOME SERVICE		763	34	41	838	8054
ST MARYS HOSP		135		6	141	1963
D M C		196	41	236	473	8073
T B SAN		89	4	6	99	2222
GIRLS HOME						806
BROWN BOOKMOBIL						20639
NURSES RESIDENC		192			192	2999
DILL BRANCH		559	238	2156	2953	5556
		6099	1993	13446	21538	221722
		19460	4108	19974	43542	421140

218	BIBLIOGRAPHIES		1		1	44
219	BOOKTALKS					8
220	CEILING PROJECT			1	1	8
221	CLASS VISITS	1		5	6	57
222	BOOK TALKS					24
223	INSTRUCTION			3	3	135
224	STORIES			5	5	29
225	ATTENDANCE	34		139	173	1587
226	EXHIBITS	8			8	99
227	FILMS ATTENDANC	294		220	514	6631
228	SHOWINGS	9		27	36	277
229	16 MM	9		6	15	134
230	C PROJECTOR			20	20	104
231	FILM STRIPS					5
232	RECORDAK	167			167	1392
233	GROUPS NOT CLAS			7	7	94
236	ATTENDANCE			18	18	1113
237	HOME SERVICE VI	72		2	74	859
238	HOME SER NEW PA	72		2	74	859
239	HOME SER NEW PA	1			1	29
240	INTER LIBRARY L	12			12	109
241	MAPS	5			5	27
242	MEETINGS IN BLD	32		1	33	167
243	ATTENDANCE	221		3	224	1589
244	MENDING	87	8	155	453	8349
245	OVERDUE BOOKS	660	66	379	1105	6955
246	OVERDUE NOTICES	459	52	221	732	4146
247	PICTURES FRAMED	8			8	110
248	PICTURES MOUNTE	462		341	803	5408
249	PROFESSIONAL VI	1			1	42
250	RADIO	1			1	23
251	RECORDS LP	838	2	10	850	7661
252	RECORDS S	14			14	83
253	RECORDS SR	111			111	684
256	READERS ADVISOR	620	814	1325	2759	26932
257	REQUESTS	59	11	7	77	1365
259	STORY HOURS			7	7	76
260	ATTENDANCE			115	115	932
261	NUM OF STORIES			21	21	115
262	TELEPHONE INCOM	1520			1520	13740
263	TV	27			27	83
264	VISITS IN COMM	3			3	16
265	RECORD BAGS	121			121	1245
301	MABELS NURSING	22			22	258
302	VELWYN	54			54	465
306		21			21	436
307	MINOR NURSING H	87			87	533
308	MINOR NURSING H	14			14	156
401	18TH & E WILLIA	83	69	574	726	7265
402	LARKDALE					894
403	NORTHLAND HEIGH					17857
404	RAVINA PARK RD					1440
405	FAIRVIEW PLAZA	316	71	697	1084	10412
406	HOME PARK	107	71	348	526	2721
407	GARFIELD & WATE	129	57	554	740	8064
408	SAWYER & MONROE	261	152	618	1031	12836
411	GRAND & SUMMIT	312	173	1034	1519	16092
501	OAKLAND & W WOO	105	27	464	596	6145
503	FOREST & LINCOL	77	39	365	481	4265
506	MT CALVARY CHUR	482	205	1812	2499	24867
507	S ILLINOIS & E					872
508	S TAYLOR & W WO	231	101	1047	1379	14266
509	S FRANKLIN					1146
510	L BR RD & SOUTH	38	42	316	396	3791
511	STALEY BRIDGE	41	3	64	108	1297
512	22ND & E CLAY	57	16	26	99	4076
513	24TH & E WILLIA	36	33	237	306	2956
514	16TH & LINCOLN	293	86	847	1226	11662
601	AP	13		362	375	4614
602	AM			2	2	45
603	AT	15	67	294	376	3872
604	YP	5	26	232	263	1767
605	YM					17
606	YT		1	1	2	16
607	JP	17		84	101	769
609	JT	3			3	48

PAYROLL - February, 1962

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
Atchison, Russell	\$4442.	37	37017	2730	6840	500	1430		11500	25517
Ayers, Myrna	2462.	33	20517	1308	3780		534		5622	14895
Bogard, Russell	3410.	79	28417	2096	4260				6356	22061
Dobrinick, Marjorie	3518.	29	23689	1510	3540			200	5250	18439
Ensign, Eunice	2462.	31	20517	1380	1780		534		3694	16823
Goff, Patricia	4046.	27	33717	2150	6260	4000			12410	21307
Honnold, Opal	4410.	20	36750	2343	6660				9003	27747
Houck, Hattie	4310.	26	35917	2290	6550				8940	26977
Howe, Mary T.	9500.	1	79167	5146	12100	500	1430	500	19676	59491
Hunk, Clara E.	3254.	34	27117	1729	2970		534		5233	21884
Johnson, Carolyn	2330.	53	19417	1238	2560			100	3898	15519
Jones, Edna F.	4410.	16	36750	2343	5700				8043	28707
Kelley, Neva A.	3518.	87	29317	1869	4400				6269	23048
Kirchgraber, Robert B.	8175.	11	68125	5109	8320				13429	54696
Larmon, Margaret	3518.	30	29317	1869	4400		534		6803	22514
Leonard, Mildred	7157.	7	59642	3877	11160				15037	44605
Lennon, Wilma	2462.	50	20517	1305	780				2085	18432
McMillan, Harold	4310.	39	35917	2649	550				3199	32718
McNabb, Nellie	7157.	3	39366	2578	7380		534		10492	28874
Mitchell, Frances	3238.	23	27533	1755	5110		1430		8295	19238
O'Dell, Gladys	4019.	21	33492	2135	5470		1430		9035	24457
Puhek, Esther	6893.	4	57442	3733	10620				14353	43089
Read, Mary A.	4740.	15	39500	2518	7560		534		10612	28888
Ruedger, Ora	4905.	19	40875	2657	6740				9397	31478
Seitz, Barbara	4019.	51	14472	923	1700				2623	11849
Shafer, Meredythe	4019.	82	33492	2135	6120				8255	25237
Stafford, Marjorie	8175.	2	68125	4428	12320		384	500	17632	50493
Turnbo, Dorthia	3320.	20	27667	1764	2110				3874	23793
Vogler, Ozella	2462.	35	20517	1308	3780			100	5188	15329
Ward, Emery	3905.	38	32542	2400	3980				6380	26162
Weidner, Mary K.	4574.	25	38117	2430	3980		1430		7840	30277
White, Carola	3634.	22	30284	1931	4540	1000	534	100	8105	22179
Williams, Charlotte	4740.	18	39500	2518	6550				9068	30432
Williams, Nancy	2924.	32	24367	1553	3540		534		5627	18740
Yamamoto, Catherine	7421.	5	61822	4018	11880	1000	534		17432	44390
Total Full Time Employees			1270940	83725	195990	7000	12340	1600	300655	970285

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	31 3/4h @2.00	65	6300	197	1190					
*Baker, Ronald	18 h @ .83	81	1494	47	40				1387	4913
*Branson, Judith	51:05h @ .83	89	4275	134	1040				87	1407
*Brewer, Fred	23 h @ .83	91	1909	60	40				1174	3101
Collinsworth, Jim	87:03h @ 1.38	60	12013	375	1270				100	1809
Duncan, Jowellyn	7h @ 1.25	88	875	27	40				1645	10368
*McBride, Jim	96h @ 1.25	70	12000	375	2270				67	808
*Moser, Bill	45:20h @ .83	90	3763	118	40				2645	9355
Petersen, Dora	137:15h @ 2.00	47	27450	1750	5110				158	3605
Rutland, Betty	24 h @ 1.25	84	3000	94	40				6860	20590
Schultz, Verna	123h @1.65 +132.62	75	33557	1133	5120				134	2866
Spittler, Helen	96½h @ 1.65	49	15922	1015	1920		534		6253	27304
Stuke, Sally	61h @ 1.27	64	7747	242	480				3469	12453
Woodard, Glenda	41:40h@ 1.00	78	4167	130	1040				722	7025
									1170	2997
		41	134472	5697	19640		534		25871	108601
Burton, Lynn	\$4180.	40	34833	2569	3410			100	6079	28754
Hendrian, Don	77:25h@ 1.48	41	11458	358	2120				2478	8980
Janitors Salaries			46291	2927	5530			100	8557	37734
Staff Salaries			1405412	89422	215630	7000	12874	1600	326526	1078886
GRAND TOTAL			\$1451703	\$92349	\$221160	\$7000	\$12874	\$1700	\$335083	\$1116620

*Baker - began work as page at Main 2-8-62 @.83 per hr.
 Branson- " " " " in Magic Carpet @.83 per hr.
 Brewer- " " " " at Main 2-10-62 @.83 per hr.
 McBride- raised to \$1.25 per hr. 2-1-62
 Moser - began work as page Main 2-9-62 @.83 per hr.

Decatur Public Library

Decatur, Illinois

Circulation Statistics

February 1962

	Adult	Youth	Juvenile	Total	YQDate
GENERAL WORKS	88 130	48 53	67 48	203 231	1436 1370
001 PHILOSOPHY	399 309	43 51	2	435 360	4859
002 RELIGION	440 444	11 9	123 115	574 568	5325 4927
003 SOCIAL SCIENCE	1071 936	124 132	719 759	1914 1827	18164 15878
004 LANGUAGE	63 104	4 3	31 13	98 120	1239 1023
005 SCIENCE	564 505	143 146	914 1028	1621 1679	16142 14482
006 USEFUL ARTS	1573 1551	176 216	608 649	2357 2416	22400 20714
007 FINE ARTS	1337 1366	135 152	368 436	1840 1954	18116 15926
008 LITERATURE	963 852	54 51	220 243	1237 1146	10470 9184
009 HISTORY	1156 890	138 197	369 432	1663 1519	13749 11967
010 TRAVEL	581 683	64 32	383 394	1028 1109	8415 8364
011 BIOGRAPHY	1126 789	229 268	812 872	2167 1929	17749 16340
012 FOREIGN NON FIC	16 23		45 45	61 68	660 479
013 PERIODICALS	983 992	102 111	72 115	1157 1218	11134 10933
014 PAMPHLETS	49 92	5 12	6 8	60 112	760 1133
015 PAPERBACKS	19			19	166

Non-Fiction

10419	1276	4739	16434	150172
9666	1433	5157	16256	136579

115 FICTION	9025 8035	2830 2809	5528 5238	17383 16082	176084 156038
116 FOREIGN FICTION	16 9	2	194 38	212 47	1428 361
117 J E			9513 10137	9513 10137	93456 91007

Fiction

9041	2832	15235	27108	270968
8044	2809	15413	26266	247406

Total Books

19460	4108	19974	43542	421140
17710	4242	20570	42522	383985

Increase

1020	37155
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218	BIBLIOGRAPHIES		1		1	44
219	BOOKTALKS					8
220	CEILING PROJECT			1	1	8
221	CLASS VISITS	1		5	6	57
222	BOOK TALKS					24
223	INSTRUCTION			3	3	135
224	STORIES			5	5	29
225	ATTENDANCE	34		139	173	1587
226	EXHIBITS	8			8	99
227	FILMS ATTENDANC	294		220	514	6631
228	SHOWINGS	9		27	36	277
229	16 MM	9		6	15	134
230	C PROJECTOR			20	20	104
231	FILM STRIPS					5
232	RECORDAK	167			167	1392
235	GROUPS NOT CLAS			7	7	94
236	ATTENDANCE			18	18	1113
237	HOME SERVICE VI	72		2	74	859
238	HOME SER NEW PA	72		2	74	859
239	HOME SER NEW PA	1			1	29
240	INTER LIBRARY L	12			12	109
241	MAPS	5			5	27
242	MEETINGS IN BLD	32		1	33	167
243	ATTENDANCE	221		3	224	1589
244	MENDING	87	8	155	453	8349
245	OVERDUE BOOKS	660	66	379	1105	6955
246	OVERDUE NOTICES	459	52	221	732	4146
247	PICTURES FRAMED	8			8	110
248	PICTURES MOUNTE	462		341	803	5408
249	PROFESSIONAL VI	1			1	42
250	RADIO	1			1	23
251	RECORDS LP	838	2	10	850	7661
252	RECORDS S	14			14	83
253	RECORDS SR	111			111	684
256	READERS ADVISOR	620	814	1325	2759	26932
257	REQUESTS	59	11	7	77	1365
259	STORY HOURS			7	7	76
260	ATTENDANCE			115	115	932
261	NUM OF STORIES			21	21	115
262	TELEPHONE INCOM	1520			1520	13740
263	TV	27			27	88
264	VISITS IN COMM	3			3	16
265	RECORD BAGS	121			121	1245
301	MABELS NURSING	22			22	258
302	VELWYN	54			54	465
306		21			21	436
307	MINOR NURSING H	87			87	533
308	MINOR NURSING H	14			14	156
401	18TH & E WILLIA	83	69	574	726	7265
402	LARKDALE					894
403	NORTHLAND HEIGH					17857
404	RAVINA PARK RD					1440
405	FAIRVIEW PLAZA	316	71	697	1084	10412
406	HOME PARK	107	71	348	526	2721
407	GARFIELD & WATE	129	57	554	740	8064
408	SAWYER & MONROE	261	152	618	1031	12836
411	GRAND & SUMMIT	312	173	1034	1519	16092
501	OAKLAND & W WOO	105	27	464	596	6145
503	FOREST & LINCOL	77	39	365	481	4265
506	MT CALVARY CHUR	482	205	1812	2499	24867
507	S ILLINOIS & E					872
508	S TAYLOR & W WO	231	101	1047	1379	14266
509	S FRANKLIN					1146
510	L BR RD & SOUTH	38	42	316	396	3791

16% given

16.584

5518

8428

511	STALEY	BRIDGE	41	3	64	108	1297
512	22ND	& E CLAY	57	16	26	99	4076
513	24TH	& E WILLIA	36	33	237	306	2956
514	16TH	& LINCOLN	293	86	847	1226	11662
601	AP		13		362	375	4614
602	AM				2	2	45
603	AT		15	67	294	376	3872
604	YP		5	26	232	263	1767
605	YM						17
606	YT			1	1	2	16
607	JP		17		84	101	769
609	JT		3			3	48

FEBRUARY 1962

MAIN ADULT	9543		275	9818	92009
MAIN YOUTH	3809	2115		5924	48913
MAGIC CARPET			6246	6246	58079
REFERENCE	9			9	94
MARY T HOWE					4
JUV COORDINATOR			7	7	319
	13361	2115	6528	22004	199418

EXTENSION DEPT					140
B 1	1208	593	3825	5626	65618
B 2	1360	552	5178	7090	66667
EVANS BRANCH	1597	531	1998	4126	38564
MILLIKIN HOME					421
HOME SERVICE	763	34	41	838	8054
ST MARYS HOSP	135		6	141	1963
D M C	196	41	236	473	8073
T B SAN	89	4	6	99	2222
GIRLS HOME					806
BROWN BOOKMOBIL					20639
NURSES RESIDENC	192			192	2999
DILL BRANCH	559	238	2156	2953	5556
	6099	1993	13446	21538	221722
	19460	4108	19974	43542	421140

FEBRUARY 1962

MAIN ADULT

	GENERAL WORKS	19		19		281
001	PHILOSOPHY	247		247		2589
002	RELIGION	243	4	247		2321
003	SOCIAL SCIENCE	656	5	661		6751
004	LANGUAGE	37		37		596
005	SCIENCE	319	1	320		2916
006	USEFUL ARTS	950	2	952		9215
007	FINE ARTS	839	2	841		7685
008	LITERATURE	388	3	391		3669
009	HISTORY	470	1	471		3909
010	TRAVEL	277	1	278		2279
011	BIOGRAPHY	388	9	397		3249
012	FOREIGN NON FIC	11		11		164
013	PERIODICALS	290		290		3056
014	PAMPHLETS	18		18		449
015	PAPERBACKS	7		7		77
		5159	28	5187		49206
115	FICTION	4375	104	4479		40927
116	FOREIGN FICTION	9		9		209
117	J E		143	143		1667
		4384	247	4631		42803
		9543	275	9818		92009
218	BIBLIOGRAPHIES					2
219	BOOKTALKS					1
226	EXHIBITS	8		8		85
235	GROUPS NOT CLAS					21
236	ATTENDANCE					58
241	MAPS	3		3		23
242	MEETINGS IN BLD	12		12		67
243	ATTENDANCE	110		110		691
246	OVERDUE NOTICES					1
247	PICTURES FRAMED	7		7		90
248	PICTURES MOUNTE	237		237		1401
250	RADIO					2
251	RECORDS LP	560	8	568		5728
252	RECORDS S	14		14		61
253	RECORDS SR	91		91		582
256	READERS ADVISOR					1840
257	REQUESTS					14
262	TELEPHONE INCOM	327		327		2482
263	TV	27		27		87
265	RECORD BAGS	93		93		988
		1489	8	1497		14224
		1489	8	1497		14224

FEBRUARY 1962

MAIN YOUTH

	GENERAL WORKS	21	26	47	284
001	PHILOSOPHY	104	18	122	867
002	RELIGION	94	7	101	513
003	SOCIAL SCIENCE	269	80	349	2605
004	LANGUAGE	18	4	22	281
005	SCIENCE	172	92	264	2292
006	USEFUL ARTS	344	96	440	3122
007	FINE ARTS	294	91	385	3201
008	LITERATURE	362	43	405	2210
009	HISTORY	459	95	554	3852
010	TRAVEL	156	38	194	759
011	BIOGRAPHY	439	146	585	3334
012	FOREIGN NON FIC	5		5	64
013	PERIODICALS	139	56	195	1282
014	PAMPHLETS	27	5	32	203
015	PAPERBACKS	12		12	84
		2915	797	3712	24953
115	FICTION	888	1318	2206	23730
116	FOREIGN FICTION	6		6	230
		894	1318	2212	23960
		3809	2115	5924	48913

218	BIBLIOGRAPHIES				1
221	CLASS VISITS				1
225	ATTENDANCE				26
226	EXHIBITS				2
235	GROUPS NOT CLAS				3
236	ATTENDANCE				84
241	MAPS	2		2	4
242	MEETINGS IN BLD				2
243	ATTENDANCE				21
247	PICTURES FRAMED	1		1	1
248	PICTURES MOUNTE	208		208	766
249	PROFESSIONAL VI				1
251	RECORDS LP	188		188	1133
252	RECORDS S				9
253	RECORDS SR	15		15	72
256	READERS ADVISOR	3	273	276	2416
262	TELEPHONE INCOM				1
263	TV				1
264	VISITS IN COMM				4
265	RECORD BAGS	28		28	257
		445	273	718	4805
		445	273	718	4805

601	AP				35
602	AM				2
603	AT				2
604	YP	5	221	226	1581
605	YM				17
606	YT		1	1	12
607	JP				9
		5	222	227	1658
		5	222	227	1658

FEBRUARY 1962

MAGIC CARPET

GENERAL WORKS

			35	35	229
001	PHILOSOPHY		2	2	9
002	RELIGION		45	45	397
003	SOCIAL SCIENCE		275	275	2586
004	LANGUAGE		6	6	37
005	SCIENCE		302	302	3175
006	USEFUL ARTS		211	211	1899
007	FINE ARTS		132	132	1358
008	LITERATURE		72	72	781
009	HISTORY		122	122	1135
010	TRAVEL		149	149	977
011	BIOGRAPHY		288	288	2438
012	FOREIGN NON FIC		19	19	154
013	PERIODICALS		25	25	257
014	PAMPHLETS		5	5	31
			1688	1688	15463

115	FICTION		1653	1653	17417
116	FOREIGN FICTION		75	75	322
117	J E		2830	2830	24877
			4558	4558	42616
			6246	6246	58079

218	BIBLIOGRAPHIES				3
219	BOOKTALKS				2
221	CLASS VISITS		4	4	32
222	BOOK TALKS				24
223	INSTRUCTION		2	2	95
224	STORIES		4	4	15
225	ATTENDANCE		115	115	973
226	EXHIBITS				1
227	FILMS ATTENDANC		64	64	64
228	SHOWINGS		2	2	2
229	16 MM		2	2	2
235	GROUPS NOT CLAS		1	1	5
236	ATTENDANCE		18	18	99
242	MEETINGS IN BLD		1	1	10
243	ATTENDANCE		3	3	118
244	MENDING		36	36	512
245	OVERDUE BOOKS		90	90	1387
246	OVERDUE NOTICES		52	52	706
247	PICTURES FRAMED				8
248	PICTURES MOUNTE		69	69	450
249	PROFESSIONAL VI				2
250	RADIO				2
256	READERS ADVISOR	33	3	236	272
257	REQUESTS	2		3	5
259	STORY HOURS			3	3
260	ATTENDANCE			60	60
261	NUM OF STORIES			9	9
		35	3	774	812
		35	3	774	812

601	AP			29	29
602	AM				8
603	AT	4		1	5
604	YP			7	7
606	YT				1
607	JP	17		79	96
609	JT	3			3
		24		116	140
		24		116	140

FEBRUARY 1962
REFERENCE

001	PHILOSOPHY			1	5
002	RELIGION	1		1	14
003	SOCIAL SCIENCE	1			3
005	SCIENCE			3	22
006	USEFUL ARTS	3			8
007	FINE ARTS			1	8
008	LITERATURE	1		2	21
009	HISTORY	2		1	5
011	BIOGRAPHY	1		9	89
		9			

115 FICTION

				9	5
					5
					94

218 BIBLIOGRAPHIES

219	BOOKTALKS			1	2
221	CLASS VISITS	1			4
223	INSTRUCTION			34	30
225	ATTENDANCE	34			140
226	EXHIBITS				1
232	RECORDAK	167		167	1392
240	INTER LIBRARY L	12		12	109
248	PICTURES MOUNTE	17		17	17
250	RADIO			2	1
251	RECORDS LP	2			3
256	READERS ADVISOR	300	261	2	563
		533	261	2	4055
		533	261	2	796
					5782
					5782

601 AP
602 AM
603 AT
604 YP

			330	330	4273
					27
					3690
		7	67	292	17
					8007
		7	67	622	8007
		7	67	622	8007

FEBRUARY 1962
2ND OFFICE

242	MEETINGS IN BLD				4
243	ATTENDANCE				21
249	PROFESSIONAL VI				4
262	TELEPHONE INCOM	220	220	7063	
		220	220	7092	
		220	220	7092	

FEBRUARY 1962

MARY T HOWE

008 LITERATURE

4
4
4

218	BIBLIOGRAPHIES			1
219	BOOKTALKS			3
242	MEETINGS IN BLD	20	20	63
243	ATTENDANCE	111	111	516
249	PROFESSIONAL VI	1	1	30
250	RADIO			2
256	READERS ADVISOR	3	3	3
262	TELEPHONE INCOM	45	45	120
264	VISITS IN COMM	3	3	12
		183	183	750
		183	183	750

FEBRUARY 1962
TECHNICAL PROCE

244 MENDING

203	2264
203	2264
203	2264

FEBRUARY 1962
LINCOLN ROOM

227	FILMS ATTENDANC	294		48	342	6049
228	SHOWINGS	9		3	12	154
229	16 MM	9		2	11	121
231	FILM STRIPS					5
245	OVERDUE BOOKS	625	52	199	876	3292
246	OVERDUE NOTICES	435	42	123	600	2178
262	TELEPHONE INCOM	672			672	3317
		2044	94	375	2513	15116
		2044	94	375	2513	15116

EXTENSION DEPT		
GENERAL WORKS		2
002	RELIGION	5
003	SOCIAL SCIENCE	17
006	USEFUL ARTS	9
008	LITERATURE	2
009	HISTORY	4
011	BIOGRAPHY	4
013	PERIODICALS	19
		62
115	FICTION	75
117	J E	3
		78
		140
242	MEETINGS IN BLD	5
243	ATTENDANCE	46
244	MENDING	189
		240
		240

FEBRUARY 1962

B 1

	GENERAL WORKS	16	5		21	187
001	PHILOSOPHY	5	5		10	167
002	RELIGION	15	4	13	32	295
003	SOCIAL SCIENCE	21	15	75	111	1217
004	LANGUAGE	4		2	6	70
005	SCIENCE	15	15	156	186	2015
006	USEFUL ARTS	42	21	125	188	2480
007	FINE ARTS	33	12	51	96	1582
008	LITERATURE	41	2	21	64	755
009	HISTORY	41	10	63	114	1287
010	TRAVEL	20	7	62	89	834
011	BIOGRAPHY	51	13	124	188	2072
012	FOREIGN NON FIC			5	5	38
013	PERIODICALS	116	1	3	120	1264
014	PAMPHLETS	3			3	14
015	PAPERBACKS					4
		423	110	700	1233	14281
115	FICTION	785	483	1227	2495	27818
116	FOREIGN FICTION			83	83	273
117	J E			1815	1815	23246
		785	483	3125	4393	51337
		1208	593	3825	5626	65618
221	CLASS VISITS					4
223	INSTRUCTION					2
224	STORIES					6
225	ATTENDANCE					159
226	EXHIBITS					1
235	GROUPS NOT CLAS					1
236	ATTENDANCE					23
244	MENDING	72	7	60	139	1049
245	OVERDUE BOOKS					433
246	OVERDUE NOTICES					211
251	RECORDS LP	4			4	31
252	RECORDS S					4
256	READERS ADVISOR	74	73	279	426	5117
257	REQUESTS	13	4	2	19	226
259	STORY HOURS					8
260	ATTENDANCE					142
261	NUM OF STORIES					27
		163	84	341	588	7444
		163	84	341	588	7444
401	18TH & E WILLIA	83	69	574	726	7265
403	NORTHLAND HEIGH					17802
405	FAIRVIEW PLAZA	316	71	697	1084	10412
406	HOME PARK	107	71	348	526	526
407	GARFIELD & WATE	129	57	554	740	8064
408	SAWYER & MONROE	261	152	618	1031	5311
411	GRAND & SUMMIT	312	173	1034	1519	16092
511	STALEY BRIDGE					146
601	AP					3
602	AM					4
604	YP					5
607	JP					1
		1208	593	3825	5626	65631
		1208	593	3825	5626	65631

FEBRUARY 1962

B 2

	GENERAL WORKS	13	6	15	34	170
001 PHILOSOPHY	8	11		19	153	
002 RELIGION	16		28	44	494	
003 SOCIAL SCIENCE	37	16	181	234	2079	
004 LANGUAGE	1		20	21	108	
005 SCIENCE	11	18	217	246	2465	
006 USEFUL ARTS	87	23	141	251	2229	
007 FINE ARTS	48	7	98	153	1627	
008 LITERATURE	39	5	64	108	832	
009 HISTORY	64	14	97	175	1502	
010 TRAVEL	21	7	100	128	1103	
011 BIOGRAPHY	33	22	196	251	2491	
012 FOREIGN NON FIC			10	10	103	
013 PERIODICALS	102	21	21	144	1312	
014 PAMPHLETS					26	
015 PAPERBACKS					1	
	480	150	1188	1818	16695	
115 FICTION	880	402	1514	2796	26538	
116 FOREIGN FICTION			15	15	145	
117 J E			2461	2461	23289	
	880	402	3990	5272	49972	
	1360	552	5178	7090	66667	
218 BIBLIOGRAPHIES		1		1	2	
221 CLASS VISITS					4	
223 INSTRUCTION					3	
225 ATTENDANCE					24	
226 EXHIBITS					6	
235 GROUPS NOT CLAS			6	6	61	
236 ATTENDANCE					792	
244 MENDING	6	1	42	49	2202	
245 OVERDUE BOOKS	10	14	52	76	821	
246 OVERDUE NOTICES	7	10	28	45	461	
250 RADIO					2	
251 RECORDS LP	24			24	152	
256 READERS ADVISOR	122	78	487	687	5530	
257 REQUESTS	34	7	2	43	537	
	203	111	617	931	10597	
	203	111	617	931	10597	
501 OAKLAND & W WOO	105	27	464	596	6145	
503 FOREST & LINCOL	77	39	365	481	4265	
506 MT CALVARY CHUR	482	205	1812	2499	24867	
508 S TAYLOR & W WO	231	101	1047	1379	14266	
509 S FRANKLIN					1146	
510 L BR RD & SOUTH	38	42	316	396	1945	
511 STALEY BRIDGE	41	3	64	108	412	
512 22ND & E CLAY	57	16	26	99	568	
513 24TH & E WILLIA	36	33	237	306	1391	
514 16TH & LINCOLN	293	86	847	1226	11662	
601 AP					13	
602 AM					2	
604 YP					30	
607 JP					69	
	1360	552	5178	7090	66781	
	1360	552	5178	7090	66781	

FEBRUARY 1962

EVANS BRANCH

	GENERAL WORKS	12	5	9	26	176
001	PHILOSOPHY	9	7		16	189
002	RELIGION	21		20	41	352
003	SOCIAL SCIENCE	45	4	110	159	1318
004	LANGUAGE	3		1	4	82
005	SCIENCE	20	9	86	115	1253
006	USEFUL ARTS	94	22	57	173	1549
007	FINE ARTS	70	19	42	131	1292
008	LITERATURE	51	3	39	93	772
009	HISTORY	70	11	33	114	834
010	TRAVEL	29	8	28	65	551
011	BIOGRAPHY	82	37	77	196	1310
012	FOREIGN NON FIC			11	11	97
013	PERIODICALS	169	24	23	216	2025
014	PAMPHLETS					31
		675	149	536	1360	11831
115	FICTION	922	382	531	1835	17348
116	FOREIGN FICTION			1	1	57
117	J E			930	930	9328
		922	382	1462	2766	26733
		1597	531	1998	4126	38564
218	BIBLIOGRAPHIES					3
221	CLASS VISITS			1	1	12
223	INSTRUCTION			1	1	5
224	STORIES			1	1	8
225	ATTENDANCE			24	24	265
227	FILMS ATTENDANC			48	48	313
228	SHOWINGS			2	2	6
229	16 MM			2	2	11
244	MENDING	9		17	26	943
245	OVERDUE BOOKS	25		38	63	849
246	OVERDUE NOTICES	17		18	35	487
247	PICTURES FRAMED					10
248	PICTURES MOUNTE			272	272	2764
249	PROFESSIONAL VI					2
250	RADIO	1			1	10
251	RECORDS LP	60	2	2	64	613
252	RECORDS S					9
253	RECORDS SR	5			5	30
256	READERS ADVISOR	56	90	195	341	3139
257	REQUESTS	3			3	29
259	STORY HOURS			4	4	48
260	ATTENDANCE			55	55	416
261	NUM OF STORIES			12	12	22
262	TELEPHONE INCOM	223			223	668
		399	92	692	1183	10662
		399	92	692	1183	10662
601	AP	13			13	36
603	AT	4			4	6
604	YP		26		26	71
606	YT		1		1	3
607	JP					1
		17	27		44	117
		17	27		44	117

FEBRUARY 1962

MILLIKIN HOME

GENERAL WORKS

001 PHILOSOPHY
002 RELIGION
003 SOCIAL SCIENCE
005 SCIENCE
006 USEFUL ARTS
007 FINE ARTS
008 LITERATURE
009 HISTORY
010 TRAVEL
011 BIOGRAPHY
013 PERIODICALS

1
11
22
5
4
6
17
33
17
54
23
66
259

115 FICTION

162
162
421

218 BIBLIOGRAPHIES
237 HOME SERVICE VI
238 HOME SER NEW PA
239 HOME SER NEW PA
257 REQUESTS

1
97
97
2
18
215
215

FEBRUARY 1962

HOME SERVICE

GENERAL WORKS

		2			2	18
001	PHILOSOPHY	3			3	62
002	RELIGION	31			31	345
003	SOCIAL SCIENCE	9			9	185
004	LANGUAGE					7
005	SCIENCE	17	2	4	23	80
006	USEFUL ARTS	15	4	2	21	252
007	FINE ARTS	14	1		15	157
008	LITERATURE	52			52	512
009	HISTORY	38		2	40	397
010	TRAVEL	42	1	8	51	610
011	BIOGRAPHY	81	4	1	86	847
012	FOREIGN NON FIC					14
013	PERIODICALS	92			92	660
014	PAMPHLETS	1			1	1

397	12	17	426	4147
-----	----	----	-----	------

115	FICTION	366	22		388	3636
116	FOREIGN FICTION					20
117	J E			24	24	251

366	22	24	412	3907
763	34	41	838	8054

218	BIBLIOGRAPHIES					2
227	FILMS ATTENDANC					30
228	SHOWINGS					10
230	C PROJECTOR					10
237	HOME SERVICE VI	72		2	74	760
238	HOME SER NEW PA	72		2	74	760
239	HOME SER NEW PA	1			1	26
249	PROFESSIONAL VI					1
250	RADIO					3
257	REQUESTS	5			5	97

150	4	154	1699
150	4	154	1699

301	MABELS NURSING	22			22	258
302	VELWYN	54			54	465
306		21			21	436
307	MINOR NURSING H	87			87	533
308	MINOR NURSING H	14			14	156
601	AP					1

198		198	1849
198		198	1849

FEBRUARY 1962
ST MARYS HOSP

001	PHILOSOPHY				8
002	RELIGION	3		3	54
003	SOCIAL SCIENCE				9
005	SCIENCE	1		1	7
006	USEFUL ARTS				30
007	FINE ARTS				16
008	LITERATURE	8		8	116
009	HISTORY				74
010	TRAVEL	1		1	77
011	BIOGRAPHY	5		5	142
013	PERIODICALS	5		5	90
		23		23	623
115	FICTION	112		112	1304
117	J E		6	6	36
		112	6	118	1340
		135	6	141	1963
237	HOME SERVICE VI				1
238	HOME SER NEW PA				1
249	PROFESSIONAL VI				2
257	REQUESTS				38
					42
					42
601	AP				1
					1
					1

FEBRUARY 1962

D M C

	GENERAL WORKS	1			1	15
001	PHILOSOPHY	1			1	36
002	RELIGION	6			6	157
003	SOCIAL SCIENCE	3		12	15	313
004	LANGUAGE					7
005	SCIENCE			42	42	542
006	USEFUL ARTS	3		14	17	386
007	FINE ARTS	13		6	19	498
008	LITERATURE	4		8	12	208
009	HISTORY			7	7	121
010	TRAVEL	4			4	330
011	BIOGRAPHY	14		21	35	440
013	PERIODICALS	15			15	262
		64		110	174	3315
115	FICTION	132	41	21	194	3534
116	FOREIGN FICTION			2	2	39
117	J E			103	103	1185
		132	41	126	299	4758
		196	41	236	473	8073
218	BIBLIOGRAPHIES					1
220	CEILING PROJECT			1	1	8
227	FILMS ATTENDANC			60	60	175
228	SHOWINGS			20	20	105
230	C PROJECTOR			20	20	94
237	HOME SERVICE VI					1
238	HOME SER NEW PA					1
239	HOME SER NEW PA					1
250	RADIO					1
257	REQUESTS	1			1	45
		1		101	102	432
		1		101	102	432

FEBRUARY 1962

T B SAN

GENERAL WORKS

001	PHILOSOPHY					2
002	RELIGION	1			1	23
003	SOCIAL SCIENCE	3			3	35
005	SCIENCE			2	2	47
006	USEFUL ARTS	2			2	57
007	FINE ARTS	1			1	70
008	LITERATURE					119
009	HISTORY	4			4	105
010	TRAVEL	9		4	13	279
011	BIOGRAPHY	2			2	80
012	FOREIGN NON FIC					10
013	PERIODICALS	25			25	315
		47		6	53	1144
115	FICTION	42	4		46	1043
116	FOREIGN FICTION					17
117	J E					18
		42	4		46	1078
		89	4	6	99	2222
248	PICTURES MOUNTE					10
257	REQUESTS					24
						34
						34

FEBRUARY 1962

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 J E

97

633

806

256 READERS ADVISOR

131

257 REQUESTS

59

259 STORY HOURS

1

260 ATTENDANCE

5

261 NUM OF STORIES

2

198

198

FEBRUARY 1962
BROWN BOOKMOBIL
GENERAL WORKS

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

5862

115	FICTION	7648
116	FOREIGN FICTION	23
117	J E	7106

14777

20639

226	EXHIBITS	3
235	GROUPS NOT CLAS	1
236	ATTENDANCE	33
244	MENDING	1190
245	OVERDUE BOOKS	173
246	OVERDUE NOTICES	102
251	RECORDS LP	1
256	READERS ADVISOR	1608
257	REQUESTS	155

3266

3266

402	LARKDALE	894
403	NORTHLAND HEIGH	55
404	RAVINA PARK RD	1440
406	HOME PARK	2195
408	SAWYER & MONROE	7525
507	S ILLINOIS & E	872
510	L BR RD & SOUTH	1846
511	STALEY BRIDGE	739
512	22ND & E CLAY	3508
513	24TH & E WILLIA	1565
601	AP	5
604	YP	5
607	JP	1

20650

20650

FEBRUARY 1962
JUV COORDINATOR

002	RELIGION			11
003	SOCIAL SCIENCE			49
005	SCIENCE			11
006	USEFUL ARTS	1	1	15
007	FINE ARTS			8
008	LITERATURE	2	2	29
011	BIOGRAPHY	1	1	47
014	PAMPHLETS	1	1	1
		5	5	171
115	FICTION	2	2	83
117	J E			65
		2	2	148
		7	7	319
235	GROUPS NOT CLAS			2
236	ATTENDANCE			24
242	MEETINGS IN BLD			16
243	ATTENDANCE			176
				218
				218

FEBRUARY 1962
NURSES RESIDENC

001	PHILOSOPHY	3	3	17
002	RELIGION	2	2	66
003	SOCIAL SCIENCE	6	6	50
004	LANGUAGE			16
005	SCIENCE			43
006	USEFUL ARTS	8	8	86
007	FINE ARTS	5	5	16
008	LITERATURE	2	2	45
009	HISTORY			40
010	TRAVEL	15	15	111
011	BIOGRAPHY	19	19	110
		60	60	600
115	FICTION	132	132	2332
116	FOREIGN FICTION			67
		132	132	2399
		192	192	2999
247	PICTURES FRAMED			1
257	REQUESTS	1	1	1
		1	1	2
		1	1	2

FEBRUARY 1962

DILL BRANCH

	GENERAL WORKS	4	6	8	18	39
001	PHILOSOPHY	10	2		12	29
002	RELIGION	7		13	20	37
003	SOCIAL SCIENCE	21	9	61	91	171
004	LANGUAGE			2	2	6
005	SCIENCE	9	7	104	120	190
006	USEFUL ARTS	25	10	55	90	162
007	FINE ARTS	20	5	37	62	111
008	LITERATURE	15	1	11	27	47
009	HISTORY	8	8	44	60	124
010	TRAVEL	7	3	31	41	89
011	BIOGRAPHY	11	7	95	113	226
012	FOREIGN NON FIC					1
013	PERIODICALS	30			30	59
014	PAMPHLETS					3
		167	58	461	686	1294
115	FICTION	391	178	476	1045	1948
116	FOREIGN FICTION	1	2	18	21	26
117	J E			1201	1201	2288
		392	180	1695	2267	4262
		559	238	2156	2953	5556
256	READERS ADVISOR	29	36	126	191	394
262	TELEPHONE INCOM	33			33	89
		62	36	126	224	483
		62	36	126	224	483
601	AP			3	3	5
602	AM			2	2	2
603	AT			1	1	1
604	YP			4	4	4
607	JP			5	5	5
				15	15	17
				15	15	17