

DECATUR PUBLIC LIBRARY

Decatur, Illinois

COMBINED BUDGET AND BILL LIST - MARCH 1962

Code	Expense Allocation	Amt. for Yr.	For March	Year-to-date	Balance
100	SALARIES S	17500000		14862620	2637380
	TREAS CIT		90044		
	BL CR AND		14838		
	CITIZENS N		212200		
	DEC CITY C		7000		
	UNITED FUN		1400		
			1089396		
100		17500000	1414878	16277498	1222502*
150	SALARIES B	552000		454050	97950
	TREAS CIT		2863		
	CITIZENS N		5170		
	UNITED FUN		100		
			36098		
150		552000	44231	498281	53719*
100		18052000	1459109	16775779	1276221*
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
	IBM		51500		
	IBM		582		
204		568000	52082	622553	54553*CR
205	OFFICE SUP	266000		183417	82583
	ALLIED OFF		13812		
	ALLIED OFF		420		
	LINXWEILER		68		
	KRESGE S S		100		
	KRESGE S S		161		
	VERIFAX		1790CR		
205		266000	12771	196188	69812*
206	POSTAGE	117500		99714	17786
	NATL DIREC		12		
	POSTMASTER		9000		
	TAB PROD C		103		
	VIRGINIA H		25		
	POSTMASTER		104		
	POSTMASTER		117		

COMBINED BUDGET AND BILL LIST - MARCH 1962

Code	Expense Allocation	Amt. for Yr.	For March	Year-to-date	Balance
	POSTMASTER		56		
	POSTMASTER		49		
	POSTMASTER		175		
	POSTMASTER		56		
	POSTMASTER		3500		
	POSTMASTER		94		
	RESERVES		1226 CR		
206		117500	12065	111779	5721*
207	PRINTING	100000		90645	9355
207		100000		90645	9355*
208	REP TO EQU	50000		116508	66508
	IBM		1103		
	PFILES CAM		950		
	TAYLOR OFF		400		
208		50000	2453	118961	68961*CR
209	TEL TOLLS	10000		6549	3451
	ILLINOIS B		445		
	ILLINOIS B		280		
209		10000	725	7274	2726*
210	TEL SERVIC			17344	17344
	ILLINOIS B		100		
210			100	17444	17444*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		
	MANPOWER I		1359		
	MANPOWER I		2717		
	MANPOWER I		2560		
	TAB PROD C		3000		
214			10681	40256	40256*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*

COMBINED BUDGET AND BILL LIST - MARCH 1962

Code	Expense Allocation	Amt. for Yr.	For March	Year-to-date	Balance
223	HANDLING C	3400		2993	407
	BRITISH IN		17		
	BUTTERWORT		14		
	CENTURY HO		25		
	COLLIER MA		1200		
	COMPTON F		285		
	DOUBLEDAY		57		
	E B FILMS		10		
	E B FILMS		10		
	FIELD ENTE		598		
	IND RESEAR		25		
	IOWA STATE		49		
	MCCLURG A		24		
	MCCLURG A		64		
	MCGRAW HIL		14		
	MCGRAW HIL		19		
	MCGRAW HIL		49		
	OXFORD UNI		20		
	STECHELT H		84		
	U CHICAGO		64		
	U OF I PRE		24		
	CITIZENS N		10		
	CITIZENS N		10		
223		3400	2672	5665	2265 * CR
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
	IBM		1648		
229			1648	28294	28294 * CR
299	MISC	5000		6769	1769
299		5000		6769	1769 * CR
201		1704000	95197	1636444	67556 *
301	BLDG SUPPL	160000		116219	43781
	BLACK & CO		99		
	DEC PAPER		2760		
	LINN SCRUG		245		
301		160000	3104	119323	40677 *

COMBINED BUDGET AND BILL LIST - MARCH 1962

Code	Expense Allocation	Amt. for Yr.	For March	Year-to-date	Balance
302	CLEANING S	17500		3022	14478
302		17500		3022	14478*
303	CONTRACT R			6000	6000
303				6000	6000*CR
304	GARBAGE & GARD DISPO MAXEDON E ROHMAN FRE	10000	400 400 600	13925	3925
304		10000	1400	15325	5325*CR
305	HEAT & FUE BOILER INS	30000	200	12136	17864
305		30000	200	12336	17664*
306	INSURANCE	260000		215538	44462
306		260000		215538	44462*
307	LIGHT & PO ILL POWER	260000	109979	150815	109185
307		260000	109979	260794	794*CR
308	BLDG REPAI F HUBBARD	100000	3945	156735	56735
308		100000	3945	160680	60680*CR
309	TRAVEL	70000		42760	27240
	CONSUMER S		570		
	CONSUMER S		768		
	CONSUMER S		417		
	CONSUMER S		475		
	CONSUMER S		293		
	CONSUMER S		256		
	CONSUMER S		323		
309		70000	3102	45862	24138*
310	HEALTH & S	12000		308	11692
310		12000		308	11692*
311	CONTRACT C DEC WINDOW	453200	33500	348900	104300
311		453200	33500	382400	70800*
312	ARCHITECT	100000		49500	50500
312		100000		49500	50500*
313	REP AUTO E NATL CITY NATL CITY	200000	1105 2767	236732	36732

COMBINED BUDGET AND BILL LIST - MARCH 1962

Code	Expense Allocation	Amt. for Yr.	For March	Year-to-date	Balance
	NATL CITY		652		
	NATL CITY		652		
	NATL CITY		1703		
	SANGAMO AU		1467		
313		200000	8346	245078	45078*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	163576	1527830	172370*
401	BINDING	300000		129135	170865
	STAPPENBEC		83090		
	STAPPENBEC		2340		
401		300000	85430	214565	85435*
402	BOOKS	4300000		2653934	1646066
	AM LIBRARY		450		
	AYER N W &		3000		
	BAKER & TA		35064		
	BAKER & TA		65380		
	BAKER & TA		22393		
	BAKER & TA		34498		
	BAKER & TA		455CR		
	BAKER & TA		423CR		
	BAKER & TA		15862		
	BAKER & TA		16581		
	BAKER & TA		11462		
	BAKER & TA		425		
	BAKER & TA		325		
	BAKER & TA		28687		
	BAKER & TA		10244		
	BAKER & TA		2313		
	BAKER & TA		36131		
	BRITISH IN		360		
	BUTTERWORT		495		
	CENTURY HO		900		
	COLLIER MA		34010		
	COMPTON F		10950		
	DOUBLEDAY		2958		
	DOUBLEDAY		381		
	DOUBLEDAY		1123		

COMBINED BUDGET AND BILL LIST - MARCH 1962

Code	Expense Allocation	Amt. for Yr.	For March	Year-to-date	Balance
	DOUBLEDAY		1 3 3 8		
	ENCY BRITA		2 2 9 0 0		
	ENCY BRITA		2 2 9 0 0		
	FIELD ENTE		2 3 0 0 0		
	HAINES & E		8 3 0		
	ILLINOIS B		3 4 2 0		
	IMPERIAL B		1 0 1 3 9		
	IMPERIAL B		1 7 8 2		
	IMPERIAL B		1 5 0 9		
	IMPERIAL B		2 8 6 9		
	IND RESEAR		6 7 5		
	INS LICENS		6 0 0		
	IOWA STATE		2 2 9 5		
	MCCLURG A		3 0 0		
	MCCLURG A		2 1 1 8		
	MCGRAW HIL		2 2 4		
	MCGRAW HIL		4 3 8		
	MCGRAW HIL		2 4 0 0		
	MCNAUGHTON		1 0 5 0 0		
	MCNAUGHTON		1 1 3		
	NATL DIREC		3 0 0		
	NEW METHOD		6 2 8		
	NEW METHOD		1 7 2 9		
	NEW METHOD		4 3 4 3 9		
	OXFORD UNI		5 7 4		
	SCARECROW		4 0 5		
	SCARECROW		4 0 5		
	STECHELT H		3 1 7 5		
	STECHELT H		2 2 5		
	STECHELT H		5 2 5		
	U CHICAGO		5 6 2		
	U OF I PRE		7 6 0		
	VIRGINIA H		2 0 0		
	WEST PUB C		2 5 0		
	NEW AMERIC		1 6 0		
	SUPT OF DO		1 2 0 0		
	L AND D		2 7 9 7 CR		
	STAFF BOOK		1 7 7 7 CR		
4 0 2		4 3 0 0 0 0 0	4 9 3 4 2 7	3 1 4 7 3 6 1	1 1 5 2 6 3 9 *
4 0 5	FILMS 16MM	1 0 0 0 0 0		7 1 8 8 5	2 8 1 1 5
	E B FILMS		1 2 0 0 0		
	E B FILMS		1 8 0 0 0		
4 0 5		1 0 0 0 0 0	3 0 0 0 0	1 0 1 8 8 5	1 8 8 5 * CR
4 0 6	FILMS SLID	5 0 0 0		5 1 3 8	1 3 8
4 0 6		5 0 0 0		5 1 3 8	1 3 8 * CR
4 0 7	FILMS CP	1 0 0 0 0			1 0 0 0 0
4 0 7		1 0 0 0 0			1 0 0 0 0 *

COMBINED BUDGET AND BILL LIST - MARCH 1962

Code	Expense Allocation	Amt. for Yr.	For March	Year-to-date	Balance
408	FILMS MICR	150000		71899	78101
	DEC HERLD		1859		
	N Y TIMES		24100		
	UNIV MICRO		925		
	VITAL SPEE		4800		
408		150000	31684	103583	46417*
409	FILMS RENT	5000		3550CR	8550
	FILM RENTA		1685CR		
409		5000	1685CR	5235CR	10235*
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
	CHESTERFIE		5230		
	CHESTERFIE		419		
	CHESTERFIE		417		
	CHESTERFIE		419		
	CHESTERFIE		1259		
	CHESTERFIE		20684		
414		200000	28428	135818	64182*
415	RECORDS S			3629	3629
415				3629	3629*CR
416	RECORDS SR	45000		11641	33359
	CHESTERFIE		5094		
416		45000	5094	16735	28265*
419	PERIODICAL	150000		61635	88365
	HANSON BEN		1200		
	HUEBNER JO		1000		
	NAT CL TEA		100		
	DEC HERLD		75		
	DEC HERLD		90		
	DEC HERLD		120		
	DEC HERLD		60		
	DEC HERLD		30		
	GENERAL PA		458CR		
419		150000	2217	63852	86148*
420	MAPS	5000		1564	3436
420		5000		1564	3436*

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<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For March</u>	<u>Year-to-date</u>	<u>Balance</u>
421	MEMBERSHIP	60000		54850	5150
	ADULT EDUC		1500		
	AM LIBRARY		4500		
421		60000	6000	60850	850*CR
422	SERVICES	200000		197050	2950
	NATL FOREM		792		
	N E A		150CR		
422		200000	642	197692	2308*
401		5565000	681237	4064535	1500465*

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Code	Expense Allocation	Amt. for Yr.	For March	Year-to-date	Balance
502	ADD TO EQU	165000		127915	37085
	QUIGLES FU		1627		
502		165000	1627	129542	35458*
502		165000	1627	129542	35458*
603	RENTALS			50250	50250
	SWARTZ HOM		16750		
603			16750	67000	67000*CR
603			16750	67000	67000*CR
100		27186200	2417496	24201130	2985070*
	Balance in checking account				15,364.31

Bills presented for payment

Approved for payment

Mary T. HoweHarold W. KoslofskiAlice L. MeyerEdwin M. Moolenaar

Finance Committee

700	BAL LAST M	20949000CR
	TREAS BILL	10000000
	TREAS BILL	25000000
	TAX INCOME	23500000
	FINES	69598
	NON RES FE	19250
	RESERVES	1226
	STAFF BOOK	1777
	L AND D	2797
	FILM RENTA	1685
	VERIFAX	1790
	N E A	150
	GENERAL PA	458
	CASH CREDI	9883CR
	BILL LIST	2307517CR
700	Balance in checking account	1536431

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-1-

ENCUMBERED ACCOUNTS - MARCH 1962

Code	Expense Allocation	Amt. for Yr.	Enc. for Mar.	Tot. Enc.	Balance
100	SALARIES S	1 750 000 00		1 627 749 8	1 222 502
100		1 750 000 00		1 627 749 8	1 222 502 *
150	SALARIES B	552 000		498 281	537 19
150		552 000		498 281	537 19 *
		18052000		16775779	1276221 *
201	BINDING SU	140000		32470	107530
201		140000		32470	107530 *
202	CAT MATERI	161000		34060	126940
202		161000		34060	126940 *
203	FREIGHT EX	10000		16038	6038
203		10000		16038	6038 *CR
204	IBM SUPPLI	568000		622553	54553
	IBM		20000		
	QUEST MFG		1735		
	WALLACE PR		7640		
204		568000	29375	651928	83928 *CR
205	OFFICE SUP	266000		196188	69812
	DEC PAPER		716		
	GAYLORD BR		30000		
	HAINES & E		420		
	NAT LIBRAR		1730		
	RECORDAK C		19250		
	RECORDAK C		400		
	SCHUERMAN		104		
205		266000	52620	248808	17192 *
206	POSTAGE	117500		111779	5721
206		117500		111779	5721 *
207	PRINTING	100000		90645	9355
207		100000		90645	9355 *
208	REP TO EQU	50000		118961	68961
208		50000		118961	68961 *CR
209	TEL TOLLS	10000		7274	2726
209		10000		7274	2726 *
210	TEL SERVIC			17444	17444
210				17444	17444 *CR
211	TEL ALARM	3600			3600
211		3600			3600 *

Code	Expense Allocation	Amt. for Yr.	Enc. for Mar.	Tot. Enc.	Balance
212	RENT OF MA	51600		59700	8100
212		51600		59700	8100 * CR
213	SERV CONTR	34400		25208	9192
	TAYLOR OFF		16200		
213		34400	16200	41408	7008 * CR
214	SERV CONTR			40256	40256
	MANPOWER I		2508		
214			2508	42764	42764 * 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		5665	2265
223		3400		5665	2265 * CR
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			28294	28294
229				28294	28294 * CR
299	MISC	5000		6769	1769
	B 1		435		
299		5000	435	7204	2204 * CR
		1704000	101138	1737582	33582 * CR
301	BLDG SUPPL	160000		119323	40677
	CHALMERS F		3000		
301		160000	3000	122323	37677 *
302	CLEANING S	17500		3022	14478
302		17500		3022	14478 *
303	CONTRACT R			6000	6000

Code	Expense Allocation	Amt. for Yr.	Enc. for Mar	Tot. Enc.	Balance
	LONGBONS R		29800		
	TRAUGHBER		19900		
303			49700	55700	55700 * CR
304	GARBAGE &	10000		15325	5325
304		10000		15325	5325 * CR
305	HEAT & FUE	30000		12336	17664
305		30000		12336	17664 *
306	INSURANCE	260000		215538	44462
	IRISH BEHN		221557		
306		260000	221557	437095	177095 * CR
307	LIGHT & PO	260000		260794	794
	ILL POWER		98000		
307		260000	98000	358794	98794 * CR
308	BLDG REPAI	100000		160680	60680
308		100000		160680	60680 * CR
309	TRAVEL	70000		45862	24138
309		70000		45862	24138 *
310	HEALTH & S	12000		308	11692
310		12000		308	11692 *
311	CONTRACT C	453200		382400	70800
	DEC WINDOW		33500		
	DEC WINDOW		10000		
311		453200	43500	425900	27300 *
312	ARCHITECT	100000		49500	50500
312		100000		49500	50500 *
313	REP AUTO E	200000		245078	45078
	CONSUMER S		605		
	CONSUMER S		480		
	CONSUMER S		684		
	CONSUMER S		540		
	CONSUMER S		290		
	CONSUMER S		449		
	CONSUMER S		207		
	CONSUMER S		300		
	CONSUMER S		364		
	CONSUMER S		255		
313		200000	4174	249252	49252 * CR
314	CLEANING S	7500		11439	3939
	NORMANS		150		
314		7500	150	11589	4089 * CR

ENCUMBERED ACCOUNTS - MARCH 1962

-4-

Code	Expense allocation	Amt. for Yr.	Enc. for Mar.	Tot. Enc.	Balance
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	5000		225	4775
399		5000		225	4775*
		1700200	420081	1947911	247711*CR
401	BINDING	300000		214565	85435
	OUTSTANDIN		25000		
401		300000	25000	239565	60435*
402	BOOKS	4300000		3147361	1152639
	MIDWEST PU		750		
	OUTSTANDIN		772413		
	STANDING O		65355		
402		4300000	838518	3985879	314121*
405	FILMS 16MM	100000		101885	1885
	UNIV OF IL		2125		
405		100000	2125	104010	4010*CR
406	FILMS SLID	5000		5138	138
406		5000		5138	138*CR
407	FILMS CP	10000			10000
407		10000			10000*
408	FILMS MICR	150000		103583	46417
	OUTSTANDIN		2000		
408		150000	2000	105583	44417*
409	FILMS RENT	5000		5235CR	10235
409		5000		5235CR	10235*
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		135818	64182
	OUTSTANDIN		17526		
414		200000	17526	153344	46656*
415	RECORDS S			3629	3629
415				3629	3629*CR

Code	Expense Allocation	Amt. for Yr.	Enc. for Mar.	Tot. Enc.	Balance
416	RECORDS SR	45000		16735	28265
416		45000		16735	28265*
419	PERIODICAL	150000		63852	86148
	AM ASSOC M		1000		
	AMER NUCLE		1000		
	APPRAISAL		700		
	HRVD BUS R		1000		
	INTNL ART		1500		
	JL CHEM DO		1000		
	JOHN HOPKI		1000		
	NATL CONG		150		
	OFFICIAL G		3300		
	SATURDAY R		700		
	UNESCO		350		
419		150000	11700	75552	74448*
420	MAPS	5000		1564	3436
420		5000		1564	3436*
421	MEMBERSHIP	60000		60850	850
421		60000		60850	850*CR
422	SERVICES	200000		197692	2308
422		200000		197692	2308*
		5565000	896869	4961404	603596*
502	ADD TO EQU	165000		129542	35458
	CHALMERS F		21000		
502		165000	21000	150542	14458*
		165000	21000	150542	14458*
603	RENTALS			67000	67000
	SWARTZ HOM		16750		
603			16750	83750	83750*CR
			16750	83750	83750*CR
		27186200	1455838	25656968	1529232*

TABULATION OF BIDS

PROJECT Library Book Chute

LOCATION _____

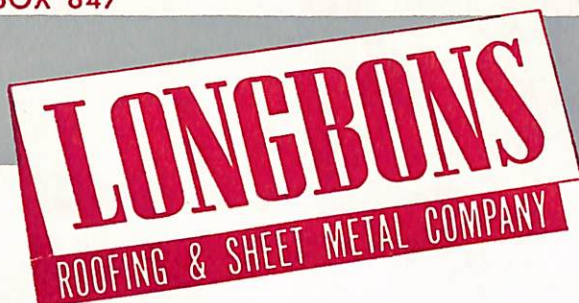
OWNER _____

ARCHITECT _____

DATE OF OPENING OF BIDS 3-13-62 TIME _____ EST
CST _____

COMPLIMENTS OF

[illegible]



"For A Job To Be Well Done"

730 SOUTH MAIN STREET • DECATUR, ILLINOIS

March 13, 1962

Decatur Public Library
457 N. Main
Decatur, Illinois

Gentlemen:

We propose to fabricate and install the book
chute as shown on print No. 168-D5. 1-62, for the
sum of Two hundred ninety-eight dollars (\$298.00).

Cutting, patching, wood work, etc. to be by others.

Respectfully submitted,

LONGBONS ROOFING AND
SHEET METAL COMPANY

A handwritten signature in blue ink, appearing to read "V. R. Longbons".

V. R. Longbons

vrl/pab

**BONDED
ROOFING
APPLICATORS**

SLATE—TILE—COPPER—TIN—GALVANIZED
—ASPHALT AND ASBESTOS SHINGLES—
BUILT-UP ROOFINGS & WATERPROOFING

**SHEET
METAL
WORKERS**

CUSTOM SHEET METAL WORK IN COPPER—
STAINLESS STEEL—ALUMINUM—WARM AIR
HEATING AND VENTILATING—SPOUTING
AND BLOW PIPE WORK

PROPOSAL

TELEPHONE 423-7715

Gates and Johnson

ROOFING AND SHEET METAL, INC.

550 NORTH 16th STREET

• DECATUR, ILLINOIS

DATE: March 13, 1962
TO: Decatur Public Library
457 North Main
Decatur, Illinois

PROJECT: Decatur Public Library
Decatur, Illinois

Gentlemen:

We propose to furnish labor, material, equipment, and full insurance coverage to complete the following work as per plans and specifications on the subject job for the lump sum of FIVE HUNDRED SIXTY NINE DOLLARS (\$ 569.00).

- 1 - To furnish and install stainless steel book chute as per plans and specifications dated March 2, 1962.
- 2 - All wood framing for the floor opening and all cutting and patching of floor finish, plaster, acoustical tile, etc., shall be done by others.

All agreements are contingent upon strikes, fires, accidents or other delays beyond our control.
This proposal contains the entire agreement and shall become effective when accepted by you.

Accepted by customer:

, 19

BY

Respectfully submitted,

GATES AND JOHNSON
ROOFING AND SHEET METAL, INC.

BY

Harry W. Jackman



FRANK LARSON
PRESIDENT

KING-LAR COMPANY

FABRICATORS AND ERECTORS OF CUSTOM-BUILT SHEET METAL WORK • SINCE 1927

2020 E. OLIVE STREET • TELEPHONE 429-2323
DECATUR, ILLINOIS

March 5, 1962

Decatur Public Library
457 N. Main St.
Decatur, Illinois

Re: Book Chute

Gentlemen:

We are pleased to submit our price of \$393.00 to fabricate and install the stainless steel book chute, as per Drawing # 1 by John F. Sweetnam, Architect and Engineer, dated 3-1-62.

Respectfully submitted,

KING-LAR COMPANY

BY

O. J. Smith

OJS:smb



VENTILATING • DUST CONTROL • HEATING AND AIR CONDITIONING CONTRACTORS

DECATUR PUBLIC LIBRARY
Decatur, Illinois

DRAFT OF PROPOSED PLAN FOR THE PHYSICAL PLANT
OF THE DECATUR PUBLIC LIBRARY

1. This is a proposed plan for the development of the Decatur Public Library within approximately the next 20 years. It is based on the assumptions

- (a) that the population of the City will continue to increase at about the same rate as in the recent decade, and will be about

1965 = 83,460 1970 = 90,480 1975 = 95,940 1980 = 101,400

- (b) that much of this increase will come in the North and Northwest, extreme west, and south east across the lake with smaller increases on the Northeast, and southwest.

Included here are only the Capital expenditures for new construction; specifically excluded are repair and maintenance expenditures (e.g. ~~repainting~~, replastering, repainting, rewiring and relighting) which can be financed out of the current repairs budgets if it is maintained to include the known repair items each year.

2. At the Main Library (457 North Main Street) there are two alternates: Extend the capacity of the present building by building a wing on the North and South ends of the present structure or build a new building to replace the present building. The Main Library has 20,430 sq. feet of space, all used to more than its capacity. The library now has 167,000 volumes to serve 78,000 population. Our present area is 1/2 what it should be (42,129.59) for the present population. With an estimated normal increase of population:

Year:	1965	1970	1975	1980
Population	83,460	90,480	95,940	101,400
Sq. Ft.	2,975.7	6,801.6	9,777.3	12,753
Space Inc.				
Present	20,430	20,430	20,430	20,430
Space				
Space needed	21,699.59	21,699.59	21,699.59	21,699.59
to bring up-				
to-date				
Total Space	45,105.29	48,931.19	51,906.89	55,082.59
Needed				

The construction and equipment costs for the Main Library during the next 20 years (in 4 different steps are:

TO REBUILD		TO ADD TO PRESENT BUILDING	
1965	\$1,353,150	1965	24,674.7' = \$740,258.70
1970	1,467,930	1970	28,501.19 = 855,035.70
1975	1,557,090	1975	31,476.89 = 944,306.70
1980	1,652,450	1980	34,452.59 = 1,033,577.70

The facilities at Main should be expanded but it is recommended that emphasis

in R.F. file } It is recommended that the full tax rate of .2 on estimated assessed valuation (\$243,248,148 - 1960 basis) be 1/2 for capital improvement fund levied beginning 1963 and reduced in 1968 to 1.5 (86,998). This is to cover the capital improvements for 1968-1970. ^{budget} \$173,996 to be set aside each year for capital improvements leaving an operating ^{budget} of \$282,500 or tax collected \$271,000.

The above proposed method would allow the accumulation of funds prior to their expenditure which would bring in interest rather than requiring interest on payments (bonds) on borrowed money.

Taylor Office Machines

169 SOUTH JASPER STREET, DECATUR, ILLINOIS

TELEPHONE 9-1322

CLEANING, LUBRICATING AND INSPECTION ORDER

Service agreement begins ~~October 1, 1962~~ March 26/1962
and ends ~~October 1, 1962~~ March 26/1962

1. This order provides for picking up and taking machines into our shop for a complete chemical cleaning, oiling, adjusting and installing any new parts if needed and including intervening service calls before or after our regular inspections to keep the machines in good operating condition. There will be an inspection of machines every four months, on or around the dates given below:

October	_____	_____ P
February	_____	_____
June	_____	_____
October	_____	_____
	Customer Signature	Service Man

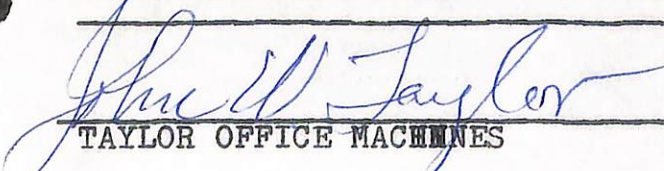
2. The following service is not included in this order: Parts, platens, ribbons and any repairs necessitated by abuse, accident, fire, theft or circumstances unusual to normal machine use. Also this agreement does not cover any part of an electrical motor on any machine, or any rubber (platens and feed rolls) that have to be replaced because of normal wear. Screws, springs, etc. will be furnished at no charge.

3. The above service agreement charge is as follows:

_____	Adding Machines	
\$ 15.00	Typewriters	\$ 12.00 Portables
_____	Other	

4. Machines to be maintained under authority of this order are the following:

Smith 88E-4233717-11
88E-4227243-11
88E-4235012-11
88E-4235890-11
88E-4224808-11
88E-4235906-11
88E-4234269-11
1A-1653573-11
7A-3243161-11
7A-3243308-11
Smith Portable 5T-200945


TAYLOR OFFICE MACHINES


ORDERED BY

decat

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST MARCH 1962

Little Brown and Company 34 Beacon Street Boston 6, Mass.	3/3/62	One hundred and twenty-five years of publishing 1837-1962
Bookman Associates, Inc. 31 Union Square, West New York 3, New York	3/5/62	Towards a science of peace, by Theo. F. Lentz
Mrs. Erich Stern 1521 West Sunset Decatur, Illinois	3/8/62	Twenty three volumes
Miss Gussie Braithwaite 251 North Church Decatur, Illinois	3/8/62	The teaching of geography
Pit and Quarry Public 431 S. Dearborn Chicago 5, Illinois	3/8/62	Pit and quarry handbook, 1961
Jean Sexson 138 North Main Street Decatur, Illinois	3/19/62	Three mystery stories by Erle S. Gardner
National Board of Fire Underwriter 222 West Adams Street Chicago, Illinois	3/19/62	1959 National Electrical code
Percival E. Jackson 68 William Street New York 5, New York	3/19/62	The wisdom of the Supreme Court
Distilled Spirits Institute 1132 Pennsylvania Building Washington 4, D.C.	3/22/62	Summary of state laws and regulation relating to distilled spirits. 16th ed
Mrs. Helen A. Kreker 1537 West Wood Street Decatur, Illinois	3/22/62	Eight fiction books
Mr. John Bramel R.F.D. 1, Box 92 South Elgin, Illinois	3/27/62	Genealogy of the Bramel family, 1962
Miss Helen Stewart United Fund Office 120 East William Street Decatur, Illinois	3/29/62	24 volumes Decatur City Directory

March 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	34945	2228	4520				6748	23197
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			100	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	7600		1430		14139	53986
Larmon, Margaret	3518.	30	29317	1869	4400		534		6803	22514
Leonard, Mildred	7157.	7	59642	3877	11160				15037	44605
Lonnon, Wilma	2462.	50	20517	1305	780		534		2619	17898
McMillan, Harold	4310.	39	35917	2649	550				3199	32718
McNabb, Nellie	7157.	3	26722	1737	4970		534		7241	19481
Mitchell, Frances	3238.	23	27533	1755	5110		1430		8295	19233
O'Dell, Gladys	4019.	21	33492	2135	5470		1430		9035	24457
Punek, 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	33492	2135	5120				7255	26237
Shafer, Maredythe	4019.	82	33492	2135	6120				8255	25237
Stafford, Marjorie	8175.	2	68125	4428	12320		384	500	17632	50493
Turnbo, Dorthia	3320.	28	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

1288572 84814 197200 7000 14304 1400 304770 983724

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Arisman, Susan, 14 $\frac{1}{2}$ h @2.00	55	2900	91	1040		1131	1769
Baker, Ronald 78 h @ .83	81	6474	202	260		462	6012
Bork, Shirley 48 h @1.43	59	6864	215	330		545	6319
Branson, Judith 74 $\frac{1}{2}$ h @1.25	89	6216	194	1190		1384	4834
Brewer, Fred 77:15h @.83	91	6412	200	260		460	5952
Collinsworth, Jim 115:27h @1.38	60	11527	360	1120		1480	10047
Cox, Ruth 28:55h @.83	92	2400	75	40		115	2285
McBride, Jim 75:15h @1.25	70	6245	195	1190		1385	4860
Moser, Bill 80:40h @ .83	90	6695	209	260		469	6226
Petersen, Dora 124:45h @2.00	47	24950	1591	4680		6271	18679
Schultz, Verna 117h @1.65	75	19305	603	2560		3163	16142
Spittler, Helen 88h @1.65	49	14520	926	1700	534	3160	11360
Stuke, Sally 48h @1.27	64	6096	191	190		381	5715
Woodard, Glenda 57h @1.00	78	5700	178	120		298	5402
Total Part Time Employees		126306	5230	14940	534	20704	105602
Burton, Lynn	40	34833	2569	3410		6079	28754
Hendrian, Don	41	9398	294	1760	100	2054	7344
Janitors Salaries		44231	2863	5170	100	8133	36098
Staff Salaries		1414876	90044	212200	7000	14838	1400
Grand Total		\$1459109	\$92907	\$217370	\$7000	\$14838	\$1500

* Cox - began work as Page at Main Desk on March 9, 1962 @.83 per hour.

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS
Circulation Statistics March 1962

	Adult	Youth	Juv.	Total	Y-Date	
GENERAL WORKS	1 2 8	5 3	9 1	2 7 2	1 7 0 8	
	9 5	5 4	4 4	1 9 3	1 5 6 3	
001 PHILOSOPHY	5 2 9	5 1	2	5 8 2	4 8 2 9	
	3 9 6	4 4	3	4 4 3	4 3 0 2	
002 RELIGION	5 4 7	8	1 3 4	6 8 9	6 0 1 4	
	5 1 0	2 3	1 7 3	7 0 6	5 6 3 3	
003 SOCIAL SCIENCE	1 3 7 5	1 5 2	9 0 5	2 4 3 2	2 0 5 9 6	
	1 1 1 3	1 4 3	8 2 9	2 0 8 5	1 7 9 6 3	
004 LANGUAGE	1 0 1	4	2 9	1 3 4	1 3 7 3	
	9 7	6	3 7	1 4 0	1 1 6 3	
005 SCIENCE	5 7 2	1 8 7	1 3 5 9	2 1 1 8	1 8 2 6 0	
	5 3 4	1 3 7	1 1 1 6	1 7 8 7	1 6 2 6 9	
006 USEFUL ARTS	1 9 6 7	2 5 6	8 0 5	3 0 2 8	2 5 4 2 8	
	1 8 4 7	2 6 0	7 3 3	2 8 4 0	2 3 5 5 4	
007 FINE ARTS	1 6 1 6	1 4 1	4 9 3	2 2 5 0	2 0 3 6 6	
	1 5 0 5	1 4 1	4 5 7	2 1 0 3	1 8 0 2 9	
008 LITERATURE	1 2 4 2	5 0	3 4 8	1 6 4 0	1 2 1 1 0	
	9 9 8	6 9	3 3 2	1 3 9 9	1 0 5 8 3	
009 HISTORY	1 2 4 0	1 4 8	6 0 2	1 9 9 0	1 5 7 3 9	
	1 0 4 8	2 3 2	4 2 7	1 7 0 7	1 3 6 7 4	
010 TRAVEL	7 9 2	9 6	5 3 6	1 4 2 4	9 8 3 9	
	6 9 9	3 6	4 0 2	1 1 3 7	9 5 0 1	
011 BIOGRAPHY	1 0 5 8	3 0 9	1 0 3 4	2 4 0 1	2 0 1 5 0	
	9 8 4	3 3 5	9 2 5	2 2 4 4	1 8 5 8 4	
012 FOREIGN NON FIC	4 5		6 9	1 1 4	7 7 4	
	1 8	4	2 5	4 7	5 2 6	
013 PERIODICALS	1 2 1 2	9 8	1 6 0	1 4 7 0	1 2 6 0 4	
	1 0 3 4	8 8	1 2 7	1 2 4 9	1 2 1 8 2	
014 PAMPHLETS	6 5	1 6	1 1	9 2	8 5 2	
	1 3 8	1 1	1	1 5 0	1 2 8 3	
015 PAPERBACKS	5 6			5 6	2 2 2	
Non-Fiction	1 2 5 4 5	1 5 6 9	6 5 7 8	2 0 6 9 2	1 7 0 8 6 4	
	1 1 0 1 6	1 5 8 3	5 6 3 1	1 8 2 3 0	1 5 4 8 0 9	
115 FICTION	1 0 0 4 5	3 4 9 8	7 1 0 6	2 0 6 4 9	1 9 6 7 3 3	
	9 0 4 5	3 2 9 2	6 0 0 7	1 8 3 4 4	1 7 4 3 8 2	
116 FOREIGN FICTION	4 4	7	9 0	1 4 1	1 5 6 9	
	6		2 4	3 0	3 9 1	
117 J E			1 2 5 1 9	1 2 5 1 9	1 0 5 9 7 5	
			1 2 4 4 4	1 2 4 4 4	1 0 3 4 5 1	
Fiction	1 0 0 8 9	3 5 0 5	1 9 7 1 5	3 3 3 0 9	3 0 4 2 7 7	1 1 5
	9 0 5 1	3 2 9 2	1 8 4 7 5	3 0 8 1 8	2 7 8 2 2 4	
Total Books	2 2 6 3 4	5 0 7 4	2 6 2 9 3	5 4 0 0 1	4 7 5 1 4 1	
	2 0 0 6 7	4 8 7 5	2 4 1 0 6	4 9 0 4 8	4 3 3 0 3 3	
Increase				4953	42108	

001	MAIN ADULT	10848	2	262	11112	103121
002	MAIN YOUTH	4568	2621	2	7191	56104
003	MAGIC CARPET			8255	8255	66334
004	REFERENCE	12		3	15	109
006	MARY T HOWE					4
025	JUV COORD			55	55	374
		15428	2623	8577	26628	226046

110	EXT DEPT					140
111	B 1	1286	694	5153	7133	72751
112	B 2	1690	769	6304	8763	75430
113	EVANS BRANCH	1843	535	2940	5318	43882
114	MILLIKIN HOME					421
115	HOME SERV	819	43	62	924	8978
116	ST MARYS HOSP	198	3		201	2164
117	D M C	530	68	496	1094	9167
118	T B SAN	135	3	7	145	2367
119	GIRLS HOME					806
121	BROWN BOOKMOBIL					20639
131	NURSES RES	105			105	3104
132	DILL BRANCH	600	336	2754	3690	9246
		7206	2451	17716	27373	249095
		22634	5074	26293	54001	475141

18	BIBLIOGRAPHIES	2		4		6	50
219	BOOK TALKS						8
220	CEILING PROJECT						8
221	CLASS VISITS			12		12	69
222	BOOK TALKS			1		1	25
223	INSTRUCTION			3		3	138
224	STORIES			8		8	37
225	ATTENDANCE			346		346	1933
226	EXHIBITS	9		3		12	111
227	FILMS ATTENDANC	780		260		1040	7671
228	SHOWINGS	24		7		31	308
229	16 MM	20		3		23	157
230	C PROJECTOR						104
231	FILM STRIPS						5
232	RECORDAK	218				218	1610
235	GROUPS NOT CLAS			9		9	103
236	ATTENDANCE			143		143	1256
237	HOME SERVICE VI	79	1	3		83	942
238	HOME SER NEW PA	79	1	3		83	942
239	HOME SER NEW PA	1				1	30
240	INTER LIBRARY L	16				16	125
241	MAPS	2				2	29
242	MEETINGS IN BLD	11		4		15	182
243	ATTENDANCE	57		53		110	1699
244	MENDING	937	3	195		1305	9654
245	OVERDUE BOOKS	688	107	464		1259	8214
246	OVERDUE NOTICES	467	85	262		814	4960
247	PICTURES FRAMED	9		10		19	129
248	PICTURES MOUNTE	415		521		936	6344
249	PROFESSIONAL VI						42
250	RADIO	2		4		6	29
251	RECORDS LP	1083	9	5		1097	8758
252	RECORDS S	5				5	88
253	RECORDS SR	138				138	822
256	READERS ADVISOR	790	1223	1538		3551	30483
257	REQUESTS	75	11	9		95	1460
258	SCHOOL VISITS			20		20	20
259	STORY HOURS			9		9	85
260	ATTENDANCE			136		136	1068
261	NUM OF STORIES			26		26	141
262	TELEPHONE INCOM	1863				1863	15603
263	TV	76		1		77	165
264	VISITS IN COMM						16
265	RECORD BAGS	143				143	1388
301	MABELS NURSING	34				34	292
302	VELWYN	34				34	499
306	WAKEFIELD NO 2	48				48	484
307	MINOR NURSING H	76				76	609
308	LAKESHORE MANOR	31				31	187
401	18TH & E WILLIA	77	71	616		764	8029
402	LARKDALE						894
403	NORTHLAND HEIGH						17857
404	RAVINA PARK RD						1440
405	FAIRVIEW PLAZA	307	106	741		1154	11566
406	HOME PARK	412	256	1717		2385	5106
407	GARFIELD & WATE	145	64	836		1045	9109
408	SAWYER & MONROE	326	182	1082		1590	14426
411	GRAND & SUMMIT						16092
501	OAKLAND & W WOO	102	26	569		697	6842
503	FOREST & LINCOL	63	59	442		564	4829
506	MT CALVARY CHUR	492	231	1824		2547	27414
507	S ILLINOIS & E						872
508	S TAYLOR & W WO	346	127	1660		2133	16399
509	S FRANKLIN						1146

510	L BR RD & SOUTH	67	88	442	597	4388
511	STALEY BRIDGE	45	6	44	95	1392
512	22ND & E CLAY	77	15	28	120	4196
513	24TH & E WILLIA	102	59	423	584	3540
514	16TH & LINCOLN	415	173	1033	1621	13283
601	AP	27		312	339	4953
602	AM					45
603	AT	15	49	318	382	4254
604	YP	5	32	224	261	2028
605	YM					17
606	YT	2	1	1	4	20
607	JP	4		77	81	850
609	JT			1	1	49

1068	12,216
2551	30,483
3,619	42,699

MARCH 1962

MAIN ADULT

GENERAL WORKS

		44		44	325
001	PHILOSOPHY	317		317	2906
002	RELIGION	289	2	291	2612
003	SOCIAL SCIENCE	811	5	816	7567
004	LANGUAGE	53		53	649
005	SCIENCE	322	2	324	3240
006	USEFUL ARTS	1167	2	1169	10384
007	FINE ARTS	892	2	894	8579
008	LITERATURE	493	6	499	4168
009	HISTORY	446	1	447	4356
010	TRAVEL	385		385	2664
011	BIOGRAPHY	435	8	443	3692
012	FOREIGN NON FIC	23	2	25	189
013	PERIODICALS	348	2	350	3406
014	PAMPHLETS	40		40	489
015	PAPERBACKS	38		38	115
		6103	2	30	6135
					55341

115	FICTION	4745		117	4862	45789
116	FOREIGN FICTION					209
117	J E			115	115	1782
		4745		232	4977	47780
		10848	2	262	11112	103121

218	BIBLIOGRAPHIES		1	1	3
219	BOOKTALKS				1
226	EXHIBITS	9		9	94
235	GROUPS NOT CLAS				21
236	ATTENDANCE				58
241	MAPS	1		1	24
242	MEETINGS IN BLD	6		6	73
243	ATTENDANCE	57		57	748
246	OVERDUE NOTICES				1
247	PICTURES FRAMED	9		9	99
248	PICTURES MOUNTE	173		173	1574
250	RADIO				2
251	RECORDS LP	787	2	789	6517
252	RECORDS S	3		3	64
253	RECORDS SR	116		116	698
256	READERS ADVISOR				1840
257	REQUESTS				14
262	TELEPHONE INCOM	385		385	2867
263	TV	76		76	163
265	RECORD BAGS	113		113	1101
		1735	3	1738	15962
		1735	3	1738	15962

MARCH 1962

MAIN YOUTH

GENERAL WORKS

		30	34		64	348
001	PHILOSOPHY	156	20		176	1043
002	RELIGION	145	4		149	662
003	SOCIAL SCIENCE	402	90		492	3097
004	LANGUAGE	35	4		39	320
005	SCIENCE	191	119		310	2602
006	USEFUL ARTS	455	141		596	3718
007	FINE ARTS	363	80		443	3644
008	LITERATURE	461	40		501	2711
009	HISTORY	535	100		635	4487
010	TRAVEL	219	61		280	1039
011	BIOGRAPHY	357	208		565	3899
012	FOREIGN NON FIC	8		1	9	73
013	PERIODICALS	209	46		255	1537
014	PAMPHLETS	19	12		31	234
015	PAPERBACKS	18			18	102
		3603	959	1	4563	29516

115	FICTION	958	1662	1	2621	26351
116	FOREIGN FICTION	7			7	237
		965	1662	1	2628	26588
		4568	2621	2	7191	56104

218	BIBLIOGRAPHIES					1
221	CLASS VISITS					1
225	ATTENDANCE					26
226	EXHIBITS					2
235	GROUPS NOT CLAS					3
236	ATTENDANCE					84
241	MAPS	1			1	5
242	MEETINGS IN BLD					2
243	ATTENDANCE					21
247	PICTURES FRAMED					1
248	PICTURES MOUNTE	223			223	989
249	PROFESSIONAL VI					1
251	RECORDS LP	228		2	230	1363
252	RECORDS S					9
253	RECORDS SR	18			18	90
256	READERS ADVISOR	23	340		363	2779
262	TELEPHONE INCOM					1
263	TV					1
264	VISITS IN COMM					4
265	RECORD BAGS	30			30	287
		523	340	2	865	5670
		523	340	2	865	5670

601	AP			4	4	39
602	AM					2
603	AT					2
604	YP	4		221	225	1806
605	YM					17
606	YT			1	1	13
607	JP					9
		4		226	230	1888
		4		226	230	1888

MARCH 1962

	MAGIC CARPET			
	GENERAL WORKS	42	42	271
001	PHILOSOPHY			9
002	RELIGION	56	56	453
003	SOCIAL SCIENCE	363	363	2949
004	LANGUAGE	8	8	45
005	SCIENCE	463	463	3638
006	USEFUL ARTS	293	293	2192
007	FINE ARTS	186	186	1544
008	LITERATURE	127	127	908
009	HISTORY	158	158	1293
010	TRAVEL	191	191	1168
011	BIOGRAPHY	328	328	2766
012	FOREIGN NON FIC	32	32	186
013	PERIODICALS	55	55	312
014	PAMPHLETS	10	10	41
		2312	2312	17775
115	FICTION	2251	2251	19668
116	FOREIGN FICTION	19	19	341
117	J E	3673	3673	28550
		5943	5943	48559
		8255	8255	66334
218	BIBLIOGRAPHIES	3	3	6
219	BOOKTALKS			2
221	CLASS VISITS	10	10	42
222	BOOK TALKS	1	1	25
223	INSTRUCTION	3	3	98
224	STORIES	8	8	23
225	ATTENDANCE	287	287	1260
226	EXHIBITS			1
227	FILMS ATTENDANC	195	195	259
228	SHOWINGS	3	3	5
229	16 MM			2
235	GROUPS NOT CLAS			5
236	ATTENDANCE			99
242	MEETINGS IN BLD	1	1	11
243	ATTENDANCE	13	13	131
244	MENDING	101	101	613
245	OVERDUE BOOKS	125	125	1512
246	OVERDUE NOTICES	67	67	773
247	PICTURES FRAMED			8
248	PICTURES MOUNTE	95	95	545
249	PROFESSIONAL VI			2
250	RADIO	4	4	6
256	READERS ADVISOR	7	322	3028
257	REQUESTS	1	5	128
259	STORY HOURS		4	23
260	ATTENDANCE		53	422
261	NUM OF STORIES		12	76
263	TV		1	1
		8	1313	9106
		8	1313	9106
601	AP	2	13	257
602	AM			8
603	AT	2	5	180

604 YP
606 YT
607 JP
609 JT

3

3

57

1

77

77

760

1

1

49

4

99

103

1312

4

99

103

1312

MARCH 1962

REFERENCE

001	PHILOSOPHY				3
002	RELIGION				5
003	SOCIAL SCIENCE	1		1	15
005	SCIENCE				3
006	USEFUL ARTS				22
007	FINE ARTS	1		1	9
008	LITERATURE				8
009	HISTORY	2		2	23
011	BIOGRAPHY	7		7	12
		11		11	100

115	FICTION	1	3	4	9
		1	3	4	9
		12	3	15	109

218	BIBLIOGRAPHIES				28
219	BOOKTALKS				2
221	CLASS VISITS				4
223	INSTRUCTION				30
225	ATTENDANCE				140
226	EXHIBITS				1
232	RECORDAK	218		218	1610
240	INTER LIBRARY L	16		16	125
248	PICTURES MOUNTE				17
250	RADIO				1
251	RECORDS LP	2		2	5
256	READERS ADVISOR	491	598	1	1090
		727	598	1	1326
		727	598	1	1326

601	AP	1		294	295	4568
602	AM					27
603	AT	11	49	313	373	4063
604	YP					17
		12	49	607	668	8675
		12	49	607	668	8675

MARCH 1962
2ND OFFICE

242	MEETINGS IN BLD				4
243	ATTENDANCE				21
249	PROFESSIONAL VI				4
262	TELEPHONE INCOM	480	480	7543	
		480	480	7572	
		480	480	7572	

MARCH 1962
MARY T HOWE
008 LITERATURE

4
4
4

218 BIBLIOGRAPHIES
219 BOOKTALKS
242 MEETINGS IN BLD
243 ATTENDANCE
249 PROFESSIONAL VI
250 RADIO
256 READERS ADVISOR
262 TELEPHONE INCOM
264 VISITS IN COMM

50
50
50

50
50
50

1
3
63
516
30
2
3
170
12
800
800

MARCH 1962
TECHNICAL PROCE

244 MENDING

170	2434
170	2434
170	2434

MARCH 1962
LINCOLN ROOM

227	FILMS ATTENDANC	780			780	6829
228	SHOWINGS	24			24	178
229	16 MM	20			20	141
231	FILM STRIPS					5
245	OVERDUE BOOKS	651	93	239	983	4275
246	OVERDUE NOTICES	439	73	141	653	2831
262	TELEPHONE INCOM	662			662	3979
		2576	166	380	3122	18238
		2576	166	380	3122	18238

MARCH 1962

EXTENSION DEPT
GENERAL WORKS

002	RELIGION	2
003	SOCIAL SCIENCE	5
006	USEFUL ARTS	17
008	LITERATURE	9
009	HISTORY	2
011	BIOGRAPHY	4
013	PERIODICALS	4
		19
		62

115	FICTION	75
117	J E	3
		78
		140

242	MEETINGS IN BLD	5
243	ATTENDANCE	46
244	MENDING	189
		240
		240

MARCH 1962

B 1

	GENERAL WORKS	10	4	8	22	209
001	PHILOSOPHY	9	5	1	15	182
002	RELIGION	12		14	26	321
003	SOCIAL SCIENCE	25	17	97	139	1356
004	LANGUAGE	7		3	10	80
005	SCIENCE	12	20	233	265	2280
006	USEFUL ARTS	69	29	155	253	2733
007	FINE ARTS	48	21	108	177	1759
008	LITERATURE	28	2	48	78	833
009	HISTORY	41	10	123	174	1461
010	TRAVEL	18	10	81	109	943
011	BIOGRAPHY	34	17	163	214	2286
012	FOREIGN NON FIC	10		8	18	56
013	PERIODICALS	120	3	27	150	1414
014	PAMPHLETS	1		1	2	16
015	PAPERBACKS					4

444	138	1070	1652	15933
-----	-----	------	------	-------

115	FICTION	805	549	1492	2846	30664
116	FOREIGN FICTION	37	7	46	90	363
117	J E			2545	2545	25791
		842	556	4083	5481	56818
		1286	694	5153	7133	72751

221	CLASS VISITS					4
223	INSTRUCTION					2
224	STORIES					6
225	ATTENDANCE					159
226	EXHIBITS					1
235	GROUPS NOT CLAS					1
236	ATTENDANCE					23
242	MEETINGS IN BLD	5			5	5
244	MENDING	64		47	111	1160
245	OVERDUE BOOKS	4		6	10	443
246	OVERDUE NOTICES	3		4	7	218
251	RECORDS LP					31
252	RECORDS S					4
256	READERS ADVISOR	53	67	298	418	5535
257	REQUESTS	18	2	4	24	250
259	STORY HOURS					8
260	ATTENDANCE					142
261	NUM OF STORIES					27

147	69	359	575	8019
147	69	359	575	8019

401	18TH & E WILLIA	77	71	616	764	8029
403	NORTHLAND HEIGH					17802
405	FAIRVIEW PLAZA	307	106	741	1154	11566
406	HOME PARK	412	256	1717	2385	2911
407	GARFIELD & WATE	145	64	836	1045	9109
408	SAWYER & MONROE	326	182	1082	1590	6901
411	GRAND & SUMMIT					16092
511	STALEY BRIDGE					146
513	24TH & E WILLIA	19	15	161	195	195
601	AP					3
602	AM					4
604	YP					5
607	JP					1

1286	694	5153	7133	72764
1286	694	5153	7133	72764

MARCH 1962

B 2

	GENERAL WORKS	18	6	14	38	208
001	PHILOSOPHY	10	12	1	23	176
002	RELIGION	18		47	65	559
003	SOCIAL SCIENCE	39	25	202	266	2345
004	LANGUAGE	3		10	13	121
005	SCIENCE	11	23	332	366	2831
006	USEFUL ARTS	94	47	173	314	2543
007	FINE ARTS	68	17	104	189	1816
008	LITERATURE	64	2	66	132	964
009	HISTORY	55	15	140	210	1712
010	TRAVEL	29	3	121	153	1256
011	BIOGRAPHY	35	23	277	335	2826
012	FOREIGN NON FIC			6	6	109
013	PERIODICALS	146	11	46	203	1515
014	PAMPHLETS	1			1	27
015	PAPERBACKS					1
		591	184	1539	2314	19009
115	FICTION	1099	585	1806	3490	30028
116	FOREIGN FICTION			19	19	164
117	J E			2940	2940	26229
		1099	585	4765	6449	56421
		1690	769	6304	8763	75430
218	BIBLIOGRAPHIES					2
221	CLASS VISITS					4
223	INSTRUCTION					3
225	ATTENDANCE					24
226	EXHIBITS			3	3	9
235	GROUPS NOT CLAS			9	9	70
236	ATTENDANCE			143	143	935
244	MENDING	13	3	18	34	2236
245	OVERDUE BOOKS	14	14	74	102	923
246	OVERDUE NOTICES	12	12	33	57	518
250	RADIO					2
251	RECORDS LP	20			20	172
256	READERS ADVISOR	121	104	596	821	6351
257	REQUESTS	32	9		41	578
		212	142	876	1230	11827
		212	142	876	1230	11827
501	OAKLAND & W WOO	102	26	569	697	6842
503	FOREST & LINCOL	63	59	442	564	4829
506	MT CALVARY CHUR	492	231	1824	2547	27414
508	S TAYLOR & W WO	346	127	1660	2133	16399
509	S FRANKLIN					1146
510	L BR RD & SOUTH	67	88	442	597	2542
511	STALEY BRIDGE	45	6	44	95	507
512	22ND & E CLAY	77	15	28	120	688
513	24TH & E WILLIA	83	44	262	389	1780
514	16TH & LINCOLN	415	173	1033	1621	13283
601	AP	1			1	14
602	AM					2
604	YP					30
607	JP					69
		1691	769	6304	8764	75545
		1691	769	6304	8764	75545

MARCH 1962

EVANS BRANCH

	GENERAL WORKS	21	5	12	38	214
001	PHILOSOPHY	16	10		26	215
002	RELIGION	23		4	27	379
003	SOCIAL SCIENCE	42	9	150	201	1519
004	LANGUAGE	2		6	8	90
005	SCIENCE	23	9	151	183	1436
006	USEFUL ARTS	117	22	70	209	1758
007	FINE ARTS	110	8	49	167	1459
008	LITERATURE	70	3	47	120	892
009	HISTORY	78	12	74	164	998
010	TRAVEL	47	11	71	129	680
011	BIOGRAPHY	67	38	82	187	1497
012	FOREIGN NON FIC			20	20	117
013	PERIODICALS	209	36	32	277	2302
014	PAMPHLETS	4	4		8	39
		829	167	768	1764	13595
115	FICTION	1014	368	766	2148	19496
116	FOREIGN FICTION			1	1	58
117	J E			1405	1405	10733
		1014	368	2172	3554	30287
		1843	535	2940	5318	43882
218	BIBLIOGRAPHIES	2			2	5
221	CLASS VISITS					12
223	INSTRUCTION					5
224	STORIES					8
225	ATTENDANCE					265
227	FILMS ATTENDANC			65	65	378
228	SHOWINGS			4	4	10
229	16 MM			3	3	14
244	MENDING	7		29	36	979
245	OVERDUE BOOKS	19		20	39	888
246	OVERDUE NOTICES	13		17	30	517
247	PICTURES FRAMED			10	10	20
248	PICTURES MOUNTE	19		426	445	3209
249	PROFESSIONAL VI					2
250	RADIO	2			2	12
251	RECORDS LP	46	9	1	56	669
252	RECORDS S	2			2	11
253	RECORDS SR	4			4	34
256	READERS ADVISOR	72	85	200	357	3496
257	REQUESTS	5			5	34
259	STORY HOURS			5	5	53
260	ATTENDANCE			83	83	499
261	NUM OF STORIES			14	14	36
262	TELEPHONE INCOM	250			250	918
		441	94	877	1412	12074
		441	94	877	1412	12074
601	AP	23			23	59
603	AT	2			2	8
604	YP	1	32		33	104
606	YT	2	1		3	6
607	JP	4			4	5
		32	33		65	182
		32	33		65	182

MARCH 1962
MILLIKIN HOME
GENERAL WORKS

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

115	FICTION	162
		162
		421

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

MARCH 1962

HOME SERVICE

	GENERAL WORKS	2			2	20
001	PHILOSOPHY	4			4	66
002	RELIGION	31	1		32	377
003	SOCIAL SCIENCE	11			11	196
004	LANGUAGE					7
005	SCIENCE	7	4	4	15	95
006	USEFUL ARTS	22	2	1	25	277
007	FINE ARTS	7	1		8	165
008	LITERATURE	70			70	582
009	HISTORY	46		1	47	444
010	TRAVEL	40	2	7	49	659
011	BIOGRAPHY	58	5	1	64	911
012	FOREIGN NON FIC					14
013	PERIODICALS	86			86	746
014	PAMPHLETS					1
		384	15	14	413	4560
115	FICTION	435	28	4	467	4103
116	FOREIGN FICTION					20
117	J E			44	44	295
		435	28	48	511	4418
		819	43	62	924	8978
218	BIBLIOGRAPHIES					2
227	FILMS ATTENDANC					30
228	SHOWINGS					10
230	C PROJECTOR					10
237	HOME SERVICE VI	79	1	3	83	843
238	HOME SER NEW PA	79	1	3	83	843
239	HOME SER NEW PA	1			1	27
249	PROFESSIONAL VI					1
250	RADIO					3
257	REQUESTS	10			10	107
		169	2	6	177	1876
		169	2	6	177	1876
301	MABELS NURSING	34			34	292
302	VELWYN	34			34	499
306	WAKEFIELD NO 2	48			48	484
307	MINOR NURSING H	76			76	609
308	LAKESHORE MANOR	31			31	187
601	AP					1
		223			223	2072
		223			223	2072

MARCH 1962
ST MARYS HOSP

001	PHILOSOPHY	1		1	9
002	RELIGION	4		4	58
003	SOCIAL SCIENCE				9
005	SCIENCE				7
006	USEFUL ARTS	1		1	31
007	FINE ARTS	2		2	18
008	LITERATURE	19		19	135
009	HISTORY	25		25	99
010	TRAVEL	18		18	95
011	BIOGRAPHY	9	1	10	152
013	PERIODICALS	4		4	94
		83	1	84	707

115	FICTION	115	2	117	1421
117	J E				36
		115	2	117	1457
		198	3	201	2164

237	HOME SERVICE VI				1
238	HOME SER NEW PA				1
249	PROFESSIONAL VI				2
257	REQUESTS	5		5	43
		5		5	47
		5		5	47

601	AP				1
					1
					1

MARCH 1962

D M C

	GENERAL WORKS	1			1	16
001	PHILOSOPHY	4	1		5	41
002	RELIGION	14		2	16	173
003	SOCIAL SCIENCE	14		25	39	352
004	LANGUAGE					7
005	SCIENCE			61	61	603
006	USEFUL ARTS	7	2	38	47	433
007	FINE ARTS	87		5	92	590
008	LITERATURE	13		30	43	251
009	HISTORY					121
010	TRAVEL	17		12	29	359
011	BIOGRAPHY	20		37	57	497
013	PERIODICALS	27			27	289
		204	3	210	417	3732
115	FICTION	326	65	79	470	4004
116	FOREIGN FICTION					39
117	J E			207	207	1392
		326	65	286	677	5435
		530	68	496	1094	9167
218	BIBLIOGRAPHIES					1
220	CEILING PROJECT					8
227	FILMS ATTENDANC					175
228	SHOWINGS					105
230	C PROJECTOR					94
237	HOME SERVICE VI					1
238	HOME SER NEW PA					1
239	HOME SER NEW PA					1
250	RADIO					1
257	REQUESTS	3			3	48
		3			3	435
		3			3	435

MARCH 1962

T B SAN

GENERAL WORKS

001	PHILOSOPHY					2
002	RELIGION	1			1	24
003	SOCIAL SCIENCE					35
005	SCIENCE			1	1	48
006	USEFUL ARTS	1		1	2	59
007	FINE ARTS	13			13	83
008	LITERATURE	7			7	126
009	HISTORY	3			3	108
010	TRAVEL	10	3	5	18	297
011	BIOGRAPHY	2			2	82
012	FOREIGN NON FIC					10
013	PERIODICALS	23			23	338
		60	3	7	70	1214
115	FICTION	75			75	1118
116	FOREIGN FICTION					17
117	J E					18
		75			75	1153
		135	3	7	145	2367
248	PICTURES MOUNTE					10
257	REQUESTS	1			1	25
		1			1	35
		1			1	35

MARCH 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

MARCH 1962	
BROWN BOOKMOBIL	
GENERAL WORKS	32
001 PHILOSOPHY	93
002 RELIGION	224
003 SOCIAL SCIENCE	721
004 LANGUAGE	27
005 SCIENCE	1081
006 USEFUL ARTS	853
007 FINE ARTS	463
008 LITERATURE	305
009 HISTORY	321
010 TRAVEL	360
011 BIOGRAPHY	899
012 FOREIGN NON FIC	15
013 PERIODICALS	467
014 PAMPHLETS	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

MARCH 1962
JUV COORDINATOR

002	RELIGION			11
003	SOCIAL SCIENCE			49
005	SCIENCE			11
006	USEFUL ARTS	13	13	28
007	FINE ARTS			8
008	LITERATURE	13	13	42
011	BIOGRAPHY	15	15	62
014	PAMPHLETS			1
		41	41	212
115	FICTION	14	14	97
117	J E			65
		14	14	162
		55	55	374
235	GROUPS NOT CLAS			2
236	ATTENDANCE			24
242	MEETINGS IN BLD	3	3	19
243	ATTENDANCE	40	40	216
		43	43	261
		43	43	261

MARCH 1962

NURSES RESIDENC

001	PHILOSOPHY	2	2	19
002	RELIGION	6	6	72
003	SOCIAL SCIENCE	4	4	54
004	LANGUAGE			16
005	SCIENCE	1	1	44
006	USEFUL ARTS	11	11	97
007	FINE ARTS			16
008	LITERATURE	2	2	47
009	HISTORY	3	3	43
010	TRAVEL	5	5	116
011	BIOGRAPHY	6	6	116
012	FOREIGN NON FIC	4	4	4
		44	44	644
115	FICTION	61	61	2393
116	FOREIGN FICTION			67
		61	61	2460
		105	105	3104

247 PICTURES FRAMED

257 REQUESTS

1
1
2
2

MARCH 1962

DILL BRANCH

	GENERAL WORKS	2	4	15	21	60
001	PHILOSOPHY	10	3		13	42
002	RELIGION	4	3	9	16	53
003	SOCIAL SCIENCE	26	11	63	100	271
004	LANGUAGE	1		2	3	9
005	SCIENCE	5	12	112	129	319
006	USEFUL ARTS	23	13	59	95	257
007	FINE ARTS	25	14	39	78	189
008	LITERATURE	15	3	11	29	76
009	HISTORY	6	11	105	122	246
010	TRAVEL	4	6	48	58	147
011	BIOGRAPHY	28	17	123	168	394
012	FOREIGN NON FIC					1
013	PERIODICALS	40			40	99
014	PAMPHLETS					3
		189	97	586	872	2166
115	FICTION	411	239	573	1223	3171
116	FOREIGN FICTION			5	5	31
117	J E			1590	1590	3878
		411	239	2168	2818	7080
		600	336	2754	3690	9246
221	CLASS VISITS			2	2	2
225	ATTENDANCE			59	59	59
244	MENDING	853			853	853
256	READERS ADVISOR	23	29	121	173	567
258	SCHOOL VISITS			20	20	20
262	TELEPHONE INCOM	36			36	125
		912	29	202	1143	1626
		912	29	202	1143	1626
601	AP			1	1	6
602	AM					2
603	AT					1
604	YP					4
607	JP					5
				1	1	18
				1	1	18

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
MARCH 30, 1962

The regular meeting of the Board of Directors, of the Decatur Public Library was held March 30, 1962 in the Assistant Librarian's office, 457 North Main Street, Decatur, Illinois.

Members Present:

Mr. Jack Burnett, President	Mrs. Erich Stern
Mr. James Sommer	Mr. Harold Koslofski
Mrs. Harry Moothart	Mr. John Cheeks
Mr. Francis Hart, Vice President	Mrs. Mary T. Howe, Secretary

Members Absent:

Mr. David Pilcher
Mrs. Roger Pogue

Others Present:

Mrs. Mildred Leonard, Chief Extension Division
Miss Sandy Salenski, Herald reporter
Mr. Robert B. Kirchgraber, Assistant Librarian

The meeting was called to order at 4 PM by Mr. Jack Burnett, President. Mrs. Mildred Leonard reviewed new cook books received in the library.

The Minutes of the February 23, 1962 Board Meeting were accepted as submitted.

The Financial Committee report was given by Mr. Harold Koslofski, Chairman. He moved the bills for March be paid. Mr. Cheeks seconded the motion. Roll call was taken: Mr. Burnett, Mr. Sommer, Mrs. Moothart, Mr. Hart, Mrs. Stern, and Mr. Koslofski voted aye. No noes or abstentions were recorded. Motion carried.

Staff Salaries	\$14,148.78	
Janitor's Salaries	<u>442.31</u>	
Total Salaries		\$14,591.09
Operating Expenses		<u>9,583.87</u>
Total Salaries & Operating Expense		\$24,174.96

The encumbered list was noted to include all anticipated bills. It was noted the book allocation (402) has been encumbered for over \$8,000.00 which is probably over-stated because all the books will not come. All vendors have been asked to stop orders by April 10 and no further shipments after April 14.

Mr. Burnett suggested a special Finance Meeting be called for April 30, 1962 to sign checks and process the remainder of the bills for payment. When the Board meets on April 27, it will give this authority to the Finance Committee. Mrs. Howe reported a schedule of receipts and expected income had been sent to Mr. Loftus to determine if we will need to borrow money to pay the May bills. Previously the library has borrowed money from the Water Department without interest. The situation depends upon how fast the tax bills will be processed.

Minutes of the Board of Directors Meeting,
March 30, 1962

Decatur Public Library
Decatur, Illinois.

Mr. Burnett reported on the letter he received from Mr. L. A. Heffington. Mr. Heffington urged Decatur Public Library to plan another ILA Meeting for the Trustees such as Mrs. Ridgley planned last year. Mr. Burnett said that in the past our library has been used to hold such a meeting and Mrs. Howe has usually made the arrangements. Mr. Burnett suggested Mr. Pilcher act as chairman for this meeting, however, if he did not wish to do it, Mr. Burnett said he would be glad to do it. Mr. Burnett felt that a great deal of good comes from these sessions and ideas are exchanged from each other. Mr. Burnett asked for the approval of the Board to hold this area meeting at Decatur Public Library. Mr. Koslofski seconded the motion. All present voted aye. Motion carried.

Mrs. Howe received a letter from Mr. Chitwood, Librarian of Rockford Public Library, proposing that Mr. Bill Bryan act as host to the meeting in Peoria of the four large libraries. These meetings are beneficial and everyone comes out of them with many shared ideas. Mr. Burnett said that it is hard to come to a Board Meeting once a month and really learn about libraries.

Mrs. Howe received a letter from Mrs. Ruggles stating that she would like to nominate one of their Trustees for the "Trustees Citation" and asked for some blanks.

Mr. Burnett reported that Mr. A. G. Webber, Attorney, has approached him on behalf of a client on the purchase of the books given to the library as a gift concerning the "Morgan Horses". Mr. Webber's client is apparently very interested in these books and would be willing to pay the lady from whom we received these books, the sum of \$150.00. Mrs. Howe said that these books can be sent to Ann Arbor and copied for a very nominal sum. She said that the books would be of more value to the library as they have become a very interesting historical subject. Mr. Cheeks felt that it would be very poor policy to give these books up as it would open us to give back many gift books.

Mr. Cheeks moved the attorney for the plaintiff requesting the copies of the Morgan Horse books be so informed that copies can be made of these books if he will only apply to the librarian and be prepared to pay for them when they arrive unless the cost is known ahead of time in which he can pay before receipt. The motion was seconded by Mr. Hart. All present voted aye. No objections or abstentions recorded. Motion carried.

Mr. Francis Hart, Chairman of the Properties Committee made the report of the meeting held Tuesday, March 13, 1962. The front doors of the library are being rehung to open with exit travel. Mr. Harold Traugher is doing the work. Bids were received on the book chute: Gates & Johnson-\$569.00, Longbons-\$298.00, King-Lar-\$393.00. Therefore, the bid was given to Longbons. The installation has been completed and it is expected to be in operation by April 2nd.

Mr. Irwin, City Planner, attended the meeting and expressed his ideas as to the population growth (N & NE) and the building of public libraries adjacent to junior high schools. Ideas and opinions were exchanged but it was generally felt by the Properties Committee that to attach a library to a present school would be too costly and other obstacles would have to be worked out. It would take much planning and thought before anything could be brought to a conclusion. Mr. Burnett said that the library has made a determined effort to make this work but it would take a lot of planning and work to make it succeed.

by the Committee on March 13, 1962

Minutes of the Board of Directors Meeting,
March 30, 1962

Decatur Public Library,
Decatur, Illinois.

Mr. John Cheeks reported on the Personnel Committee. Several meetings have been held with Mr. Bodnar, Secretary to the Civil Service Commission. The interviews with employees have been completed and the classification is ready for the Commission and the Library Board. The Librarian was instructed to secure one complete copy of the classification for each Board member.. It may be necessary to call a special meeting for consideration of the complete document.

Mrs. Howe gave the librarian's report. The IBM seminar held at the library was very stimulating and everyone felt it was worthwhile. The In-Service-Training sessions were started. The first one was on the IBM installation. The next one will be on Extension Services and the third one on Public Service Areas. The sessions last for one hour and all Board members were extended an invitation to attend.

Talks were begun before groups in connection with National Library Week, April 9-14. Mr. Burnett, Mr. Hart, and the Librarian will give a talk before the Kiwanis Club.

The Macon County Historical Society is being reactivated. April 11 is the date for the "Friends of the Library" luncheon. Dr. Robert Downs, Director of all University of Illinois libraries, will be the speaker. It will be held 12-1:30 PM in the Decatur Club. The price is \$1.80.

Miss Yamamoto will have an International Story Hour which will be presented by women of various nationalities. This is the second year for the program and it has proven very successful.

WTVP has invited us to talk on National Library Week, April 9, 1962 on the Panorama program.

The Board meeting for April will be held April 27, 1962 and the Annual meeting was set for May 11. The Board approved holding a luncheon meeting at the Decatur Club and the staff giving their annual reports at that time.

Mr. Sommer was welcomed back to the Board meetings.

The meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe,
Secretary.

Minutes of the Board of Director's Meeting,
April 27, 1962.

Mr. Burnett asked for authority from the Board to hold a special meeting Monday, April 30, 1962 to approve the remainder of the bills which will come in after April 27, and authority be given to the Finance Committee to approve payment of these bills. Mr. Hart moved the motion. Mrs. Moothart seconded the motion. Roll call was taken. Mr. Burnett, Mrs. Moothart, Mr. Hart, Mrs. Stern, and Mr. Koslofski voted aye. No abstentions or noes were recorded. Motion carried.

Mr. Francis Hart made the report for the Properties Committee. Mr. Irwin, City Planner, has not sent his report. The front doors were finished. The book slide is in operation. Everything is completed except the fire alarm system. This will be done in the new year.

Mr. Burnett stressed the need for active participation and attendance at all Board Meetings. He reminded members that 3 consecutive absences call for a resignation. Illness or out-of-town absence cannot always be avoided. It was suggested that absent members be urged to attend.

The librarian discussed the success of the International Fair and reported it due to the hard work of Rabbi Turitz and Mr. Kirchgraber of the Rotary Club and the Public Library. Bills were paid by the Rotary Club.

The Annual Meeting of the Board and Staff of the Decatur Public Library will be held at noon May 11 in the Decatur Club. The election of officers will be held at that time. The Area Trustees Meeting will be held May 18 or 25. Mr. Heffington, president of ILTA should be notified. The librarian will speak on certification at the Charleston district Illinois State Library meeting.

The audit has been completed through April 1, 1962. The remainder will be checked Monday and Tuesday by Mr. Ray Pinkley of Murphy, Jenne and Jones. The statement will be ready for publication in the printed Annual Report which the library distributes to its patrons. The Financial Statement will be published May 11 or May 14 in one alphabetical listing of vendors. The city will run their publication later.

The Dill Branch was reported doing a booming business. Fine bills continue to be sent and a few complaints have been received but these clarify the accounts and correct errors.

Mr. John Cheeks made the report for the Personnel Committee. He reported Mr. Bodnar, Civil Service Secretary has completed the library classification survey which emphasizes the work performed and not the individual. These will be used for recruiting purposes. The Personnel Committee has accepted the report and asked the Board accept the Classification Plan. Mr. Hart seconded the motion. All present voted aye. Motion carried.

The next step is to have the pay grade recommendation made by Mr. Bodnar. Mr. Cheeks moved a letter be written to the Commission commending Mr. Bodnar for his fine work. Mr. Hart seconded the motion. All present voted aye. Motion carried. This letter to be composed by Mrs. Howe and sent to Mr. Burnett.

Minutes of the Board of Director's Meeting,
April 27, 1962.

Mrs. Howe reported a position as clerk-typist might have to be filled-the time of this person to be divided between Technical Processes and the Library Office. The Position is part-time now and is held by an office occupation student.

Mr. Burnett expressed the need to hold the salary figures to 2/3 of the budget as recommended by ALA.

Mrs. Moothart moved for adjournment. Mr. Cheeks seconded the motion. The meeting adjourned at 4:55 PM.

Respectfully submitted,

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
MARCH 30, 1962

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Members Present:

Mr. Jack Burnett, President	Mrs. Erich Stern
Mr. James Sommer	Mr. Harold Koslofski
Mrs. Harry Moothart	Mr. John Cheeks
Mr. Francis Hart, Vice President	Mrs. Mary T. Howe, Secretary

Members Absent:

Mr. David Pilcher
Mrs. Roger Pogue

Others Present:

Mrs. Mildred Leonard, Chief Extension Division
Miss Sandy Salenski, Herald reporter
Mr. Robert B. Kirchgraber, Assistant Librarian

The meeting was called to order at 4 PM by Mr. Jack Burnett, President. Mrs. Mildred Leonard reviewed new cook books received in the library.

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The Financial Committee report was given by Mr. Harold Koslofski, Chairman. He moved the bills for March be paid. Mr. Cheeks seconded the motion. Roll call was taken: Mr. Burnett, Mr. Sommer, Mrs. Moothart, Mr. Hart, Mrs. Stern, and Mr. Koslofski voted aye. No noes or abstentions were recorded. Motion carried.

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Minutes of the Board of Directors Meeting,
March 30, 1962

Decatur Public Library
Decatur, Illinois.

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Mr. Francis Hart, Chairman of the Properties Committee made the report of the meeting held Tuesday, March 13, 1962. The front doors of the library are being rehung to open with exit travel. Mr. Harold Traugher is doing the work. Bids were received on the book chute: Gates & Johnson-\$569.00, Longbons-\$298.00, King-Lar-\$393.00. Therefore, the bid was given to Longbons. The installation has been completed and it is expected to be in operation by April 2nd.

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March 30, 1962

Decatur Public Library,
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The Board meeting for April will be held April 27, 1962 and the Annual meeting was set for May 11. The Board approved holding a luncheon meeting at the Decatur Club and the staff giving their annual reports at that time.

Mr. Sommer was welcomed back to the Board meetings.

The meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE PROPERTIES COMMITTEE
Tuesday, March 13, 1962

Members Present:

Mr. Francis Hart, Chairman
Mrs. Erich Stern
Mr. John Cheeks
Mrs. Mary T. Howe, Librarian

Others Present:

Mr. Robert B. Kirchgraber
Mr. Irvin, City Planning Commission
Mr. Sweetnam, Architect
Mr. Norman Puhek, Herald-Review reporter
Miss Sandy Salenski, Herald-Review reporter

The Properties Committee Meeting was called to order Tuesday, March 13, 1962 at 4:30 in the Board Room of the Decatur Public Library, 457 North Main, Decatur, Illinois, by Mr. Francis Hart, Chairman.

Mr. Sweetnam reported on the changes to the front doors of Main, so that both will open out, as per recommendations from the Fire Department. There is a set of sliding doors on the casing but will be removed as new trim casing will be needed to hange the doors on. The doors themselves will be trimmed down to a better fit and weather stripping will be put in the center so as to make as windproof as possible. New door closures will be needed. The job is one of labor, plus a few materials, and probably will cost about \$200-\$300 for the labor. A cabinet man will work on week-ends and mornings so as not to interfere with the traffic in and out of the library.

Mrs. Stern moved, seconded by Mr. Cheeks, that the work be done as soon as possible. All present voted aye. Motion carried.

Bids for new book slide were opened: King-Lar, \$393.00
Gates & Johnson, \$569.00
Longbons, \$298.00

Mr. Cheeks moved, seconded by Mrs. Stern that Longbons be given the job to do as "plans and specifications" by Mr. Sweetnam. All present voted aye. Motion carried. The Secretary of the Board was authorized to sign the bills for the job.

Mr. Irvin talked then about growth of the city. He feels there will be extreme growth in North and East; limited growth in West and South. Mental Health Clinic, North, will help growth North, as will an enlarged Larkdale Addition where they are now laying tile, etc. West will grow but due to cost of homes (\$30,000) population will not be as large as elsewhere.

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.

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. Francis Hart, Vice President
Mrs. Erich Stern
Mr. David Pilcher

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

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,
Secretary.