

public

library

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

MONTHLY PAPERS

BOARD OF DIRECTOR'S MINUTES

BUDGET AND BILL LIST

VENDOR LIST

LIBRARIAN'S FINANCIAL REPORT

GIFT LIST FOR THE MONTH

OFFICIAL LETTERS

ROLLING PRAIRIE LIBRARIES MATERIALS
FILED WITH DECATUR - UNDER APPROPRIATE
SECTION

APPROPRIATION ORDINANCE FILED AT END OF
JULY PAPERS

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, OCTOBER 30, 1964

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois, on October 30, 1964.

Members Present:

Mr. Hart
Mr. Sappington
Mr. Koslofski
Mr. West
Mr. Pilcher (late)
Mrs. Nelson
Mrs. Pogue
Mrs. Stern
Mrs. Russell (late)

Others Present:

Mrs. Mary T. Howe
Mrs. Edith McNabb
Mr. John Sweetnam
Mr. Gary Long (reporter, H & R newspaper)
Mrs. Judith Hansen

The meeting was called to order at 4:15 p.m. by Francis Hart, president.

The minutes of the September 25, 1964 meeting were considered. There were no additions or corrections and the minutes were approved as mailed.

Mr. Sappington reported the Finance Committee met on Wednesday, October 27 and checked Decatur Public Library bills and also Rolling Prairie Libraries bills for the month of October. He mentioned the cost of ALA membership for each board member is \$6 per year and it was considered money well spent. Mr. Sappington moved the bills for Decatur Public Library and Rolling Prairie Libraries for the month of October be paid. The motion was seconded by Mrs. Nelson. Motion carried after roll call vote. All present voted aye: Mr. Hart, Mr. Sappington, Mrs. Pogue, Mrs. Nelson, Mr. Koslofski, Mr. West and Mrs. Stern.

Decatur Public Library

Salaries: \$ 14,739.17
Operating Expenses: 10,403.20
Total Expenditures: \$ 25,142.37

Rolling Prairie Libraries System

Salaries: \$ 682.97
Operating Expenses: 680.39
Total Expenditures: \$ 1,363.36

Mr. Sappington indicated DPL had a bill for repairing those areas of the building which were infested by termites, and he asked if this bill should be presented to the city for reimbursement (Contractor's cost - \$2,009.72, Architect's fee - \$200.97). Mr. Pilcher moved that the board submit this bill in the amount of \$2,210.69 to the City Council. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mr. Sappington had been asked by the Special Committee to talk with Mr. Loftus about the schedule on budgets and also the city schedule. Mr. Loftus was out of town and he was told the city schedule has not been worked out yet. Mr. Sappington will try to get copies as soon as they are available and will also talk to Mr. Loftus about the various dates.

The Finance Committee will have a budget meeting at noon on November 18.

Properties Committee: Mr. Pilcher read Mr. Sweetnam's letter dated October 30, 1964. Mr. Sweetnam reported DPL is now "termite free." Mrs. Howe mentioned there is a five-year guarantee by Decatur Exterminating Co. who treated all areas when they were opened up whether there were live termites or not.

Mr. Sweetnam then presented schematic plans to the Board for inspection. The plans include

a first and second floor and basement -- a total area of 65,710 square feet. The plans are open scheme and designed for the present time and next twenty years. The Board then discussed the schematic plans and Mr. Pilcher requested a set from Mr. Sweetnam.

Mr. Pilcher indicated he had talked to Mr. Lloyd, who suggested the City Engineering Department be brought into whatever problems the library had and were made aware of what was going on.

Mrs. Howe reported she had talked to an ADT representative and apparently the library will have to change their burglar alarm when the city goes into the new building. Hubbard Electric contacted Mrs. Howe regarding the second circuit problem and they assured her the situation is not dangerous and they have it on their work sheets to do as soon as possible.

Policy Committee: Mrs. Nelson advised that the proposed amendment to Article 4 - Committees of the Bylaws had been mailed to the Board members ten days prior to the meeting. She then read Article 4 and the proposed amendment which was followed by a lengthy and serious discussion by the Board members. Mr. Sappington moved the proposed amendment be changed to read: "A quorum of standing or special committees will consist of two members present." Mrs. Pogue seconded the motion. There were six ayes, three nays, motion carried.

Mr. Sappington moved that Article 4 - Committees of the Bylaws be amended as follows: "A quorum of standing or special committees will consist of two members present."

Mr. Pilcher seconded the motion. Six members voted aye, three nay. Motion carried.

Mrs. Nelson reported the League of Women Voters has begun their study on the library and have met twice. They toured the library and are planning to study library law among other things. Mrs. Nelson has three copies of drafted law - library statistics which are about to be turned over to the Legislative Bureau.

The Librarian reported that the Staff Institute was held on October 12. Mr. Robert Sanner led the staff in a training session on communication. Mrs. Howe gave out copies of "Library Trustee" to each Board member to be borrowed for one month.

Rolling Prairie Libraries is moving along and will meet on November 4. One library at least has taken their full quota of 300 books - the others 200.

Mrs. Grissom has been added to the staff of DPL as Library Assistant I. Book Week begins November 2 - emphasis on children's books. There will be several articles on DPL appearing in Illinois Libraries. A summary and pictures about Dill Branch in the November issue and Mrs. E. McNabb has an article coming up on community information. About twenty-five members of the Friends of the Library met and saw slides on South America. Mrs. Howe reported on her trip to Fort Bragg and her talk to 3rd Army librarians, and also on her trip to Rosary College and talk to 160 librarians in the Chicago area.

Since Rolling Prairie Libraries are not state, city or federal, this poses a problem in regard to deduction for income tax and social security. Mrs. Howe talked with the social security - IMRF liaison office in Springfield and a decision will be forthcoming regarding the identity of the employer of RPL.

The Board discussed RPL non-resident fees. Of the 529 libraries in Illinois 291 charge non-resident fees ranging from 10¢ per book to \$20 per year. The average is \$4 per person. Mr. Sappington asked this matter be deferred for the time being.

Mrs. Nelson reported she attended the Trustees' Section of the ILA Conference on October 23, which was devoted to the planning and development of libraries in Illinois. She said "Mrs. Howe is regarded with esteem and is given a lot of credit by other libraries for the success of our library."

Mr. Sappington moved the November Board meeting be held on November 20 instead of November 27. Mrs. Russell seconded the motion. All present voted aye. Motion carried. Mr. Sappington then moved the Board give authority to the Finance Committee to check and approve bills for November on Wednesday, November 25. Mr. Pilcher seconded the motion. Motion carried after roll call vote. All present voted aye: Mr. Hart, Mrs. Stern, Mrs. Pogue, Mrs. Nelson, Mr. Sappington, Mrs. Russell, Mr. Koslofski, Mr. Pilcher, Mr. West.

Mr. Pilcher reported on the Special Committee - City Council meeting of September 29 with Mr. R. Lloyd and Mr. E. Walton. He thought it was very successful and laid good ground work for future accomplishments. Three subjects were discussed; first the immediate need to answer government on why they should give us the \$9,000; second, the need for a new library building; third, our need to understand when, why and what they want in the budget. Mr. Sappington was appointed to contact Mr. Loftus. Our present property size was discussed - there were absolutely no decisions made - just open discussion. The Council felt a need for this committee existed because of lack of communication. By having joint meetings we could further accomplishments. Mrs. Howe added that in the government request the Board is committed to this location. Mr. Pilcher also said the business people in Decatur feel quite strongly that the library contributes to the economic health of the downtown area and in everything they are planning they hope the library considers themselves a part of this area.

Mrs. Howe mentioned that Miss Yamamoto is going out as member of Children's Services board of Illinois Library Association and Miss Stafford is going off as President of the Technical Services Division. Mrs. Howe was elected president of Public Libraries Section for this coming year.

Mr. Pilcher moved the meeting be adjourned. Mr. West seconded the motion. Meeting adjourned at 6 p.m.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

JOHN F. SWEETNAM

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

October 30, 1964

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

Re: Termite Investigation

Gentlemen:

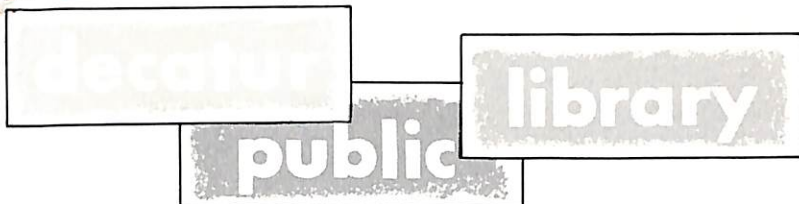
The termite investigation, treatment, and repair has been completed with the contractor's cost at \$2,009.78.

The only area where it was not practical to check fully all the exterior wall area was in the ladies' toilet. It is impossible to cut the marble walls here without destroying the entire wall, which would have been rather expensive. We were able to check the walls on both sides of this area and found no evidence of termites.

Very truly yours,


John F. Sweetnam

JFS:R



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

NOTES TAKEN DURING MEETING WITH LIAISON COMMITTEE CITY COUNCIL - LIBRARY
September 29, 1964

Present:

Mr. Ross Lloyd
Mr. Elmer Walton

Mr. Pilcher, Chairman
Mr. Sappington
Mrs. Stern
Mr. Koslofski
Mr. Hart

The meeting began at 7:30 p.m. in the Lincoln Room of the Main Library.

Mr. Lloyd: The City Council is greatly interested and concerned about the library. They have discussed your problems many times and particularly now feel they should make themselves available for closer cooperation and better rapport than there has been in the past. It was suggested that this committee be named which would be available to you for whatever purpose you want it to be used. We are not coming here to suggest or to even counsel unless you ask us. The Council is in sympathy with your objectives and so we are just here to be of service to you. Whenever the Board wants to get something over to the Council, we are available.

Mr. Pilcher: The Board has felt, particularly in the last year, that problems, if any, exist because of lack of communication. We are responsible to you by appointment, so we couldn't possibly as intelligent people be pulling against each other.

Mr. Walton: Communication is not necessarily lacking. Any group charged with the responsibility of operating a library, etc. is remiss if they don't, in their judgment, seek the very best that they can and try to work toward it. Many times in cases such as the library board, needs might be brought out that are actually very desirable things and while in themselves are extremely good, might require some interpretation for fitting in with long range plans of the city and financing. Part of our responsibility here is to try to interpret to the Council what the situation is as best we can. This might be true of schools, etc.

Mr. Pilcher: We, as a group, did not plan any activity. We have immediately three subjects I think you should be caught up on or be a part of. One is the immediate problem of the \$9,000 grant from the government. We are in a spot. If you have some ideas we would appreciate them. If we use this building the \$9,000 is not available to us. We are in a dilemma and technically we are supposed to answer them by October 1.

Mr. Lloyd: They need to know certain things. They would have to go to the people
(could not hear him)

Mr. Pilcher: The money is for planning not for a feasibility study. The only way they will provide this loan is for planning a new structure. Again this does not say

you are going to build, but that you intend to build.

Mr. Lloyd: Is the plan going to include Bookmobiles and branches, or is that part of the finding you would get out of this?

Mr. Pilcher: This study would only be detailed drawings made by an architect encompassing.....

Mr. Hart: This is not intended as a comprehensive study of the library system,-- only the Main Library.

Mr. Pilcher: The Board someday would like branches in 4 cardinal points -- South Shores for one. (Talked about branches a little bit -- renting space in shopping center, etc.) Generally speaking we would rather have a building like we have on the north end. Use of Bookmobiles is rather expensive. If we can establish branches our hope would be to diminish the Bookmobiles.

Mr. Lloyd: In other words, a Bookmobile is a temporary service.

Mr. Pilcher: Yes, but it also gives us valuable statistical information.

Mr. Lloyd: It seems to me you have to sell your case to the public. So to do that honestly and intelligently it would seem to me you should have a plan. Should know what the branch program is going to be, although I recognize the library would be a base or headquarters.

Mr. Walton: A comprehensive study-- is there in existence such a study? I think rather than talk about the building we should be talking about what we are going to do about an over-all system plan. As a citizen I don't care whether you have a building or you don't, all I care about is whether the library service is good.

(Someone said-- there are people we can hire if we choose to do so to come in and do a complete and thorough survey.

Mr. Walton: If they say this building is inadequate-- it is inadequate for what?

Mr. Pilcher: Does the city have any plans for a Civic Center area?

Mr. Walton: It has been mentioned, but outside the City government more than in.

(Someone said-- could we be included?)

Mr. Lloyd: We need some sort of an art center - museum.

Mr. Pilcher: We have valuable things here that the public doesn't get to see.

Mr. Hart: Barnwell photo for one.

Mr. Pilcher: We need in this town, as far as I can see, someplace where we can hold meetings. This spot is ideally located for the library. I am just wondering if..... the patrons want to drive to the library, they don't want to walk. If we have any size building we won't have room for parking.

Mr. Walton: I have heard it expressed that this location has those limitations and it is very questionable whether or not major library facilities on this location would be the best thing to do.

Mr. Pilcher: This is a valuable piece of commerical property.....sell.... I don't know what the laws regarding selling this property are.

(Someone said.... Don Irvin certainly would have recommendations on building sites. The library must have certain criteria-- this would probably limit which would be available.)

Mr. Hart: We would like to make you aware of information we have in our files. What do you want from us in the way of information that we already have, instead of us just pushing papers off on you.

Mr. Lloyd: What is the overall need of library service in Decatur for the next 25 years. How can you go about getting this information?

Mr. Pilcher: Population growth, circulation, etc.

Mr. Walton: We want a boiled-down version-- where you don't have to be a librarian or know a lot about libraries in order to understand and have enough information to make some sort of a judgment. In other words-- all facts, the services that are needed. Whether something is needed or not is a matter of opinion. What are the services of the DPL?

Mr. Pilcher: I think we have about everything you have said, but it is a matter of getting it condensed.

Mr. Hart: One way to condense is to have a summary, results and conclusion. One or two paragraphs and then a detailed explanation at the end.

Mr. Walton: Although I have read more than one report and heard more than one discussion regarding the library, the best thing I can do would be to approach this as though I never heard of it.

Mr. Sappington: The Board two years ago approved a resolution which more or less called for the construction of a new building. I understood it was the aim of the Board to make available the best service at the lowest cost. It was also my understanding that branch libraries are needed. However, before you can establish branches you must have a home base. If you do not have a home base or pentagon where certain functions are performed, they must be performed in the branches. You can't have branches unless you have a home base. In other words, it seems to me that you were driving at this-- wouldn't it be more desirable to have branches instead of a Main building.

(Someone said-- We tend to discount some of the ideas of the professionals, but after reviewing various reports and looking at statistics we more or less concluded we must have a home base for these functions. The Goldhor report took this into consideration. You cannot use this building as home base.)

Mr. Pilcher: These functions are such things as purchasing, cataloging, reference work, accounting records, maintenance of books. All these things that are best done under a central system.

Mr. Hart: To build up a reference collection several times would be far too expensive.

Mr. Sappington: You must have a central office.

Mr. Walton: There is a lot of work done that the public should not have access to--
.....reference library.....(could not hear)

Mr. Pilcher: You are talking about services that are performed in the basement. This is an area that is not open to the public.....book selection, IBM Department..... this is what we have in the basement. At the present time with the machines we have I am sure you would agree if you looked at that basement there isn't enough room down there to do what has to be done.

Mr. Lloyd: Getting back to this thing you are talking about... don't people who are going to make this study have to know how many branches you are going to have to serve?

Mr. Sappington: No. Under the Act under which the Housing Administration operates-- it can make loans to libraries for planning studies of a new building. When we received this application we thought we were being honest-- you can see the wording that we used.

Mr. Lloyd: The people who are going to make this \$7,000 or \$9,000 available-- don't they have to know what the overall system will be: The fellow who is going to draw a plan for a future building here, won't he have to know... are you going to serve branches out of this building or not?

(Someone said-- you had an idea about more inclusive services. We don't have any idea how far we can or should go with that idea. Should we just narrow it down to a building and go ahead and make plans for a library building and where to put it?

Mr. Pilcher: In library service, practically everything has been tried. We can start by finding out what other towns have done about it.

Mr. Hart: We will have to sift our information and try to give it you relatively brief and as objectively as we can.

Mr. Lloyd: I am convinced that the facilities are inadequate. I feel that the library building on this corner isn't going to answer our problem. It will have limitations.

Mr. Walton: Central library just about has to.....(could not hear)..... This is going to have to be tied in with something else, and I don't mean tied to the coattails of something else. Whether it comes out as a library or a library plus many other things-- because of the very thing we are just talking about-- space, and space in downtown does not just happen, especially the amount of space you need for a library. Maybe in twenty years we may not be happy with what we have done at St. Mary's.

Mr. Koslofski: I was led to believe that we need a library. We need a civic auditorium too, but we are not talking of something that will happen 25 years from now-- we need a library now!

Mr. Walton: (Replied but could not hear.)I don't think it is feasible to buy enough real estate to go out and buy it.

Mr. Hart: One direction to go-- up.

Mr. Lloyd: I do not feel that this particular plot of ground is adequate.

(Someone said-- parking lot would revert if needed.)

Mr. Lloyd:.....the kind of thing that Don Irvin does-- have you seen the School Report?

(Someone said-- if they do know pretty well what areas are feasible to acquire, are we passing up something by not getting the City Planning people into this?)

Mr. Sappington: Good idea.

Mr. Lloyd: Don Irvin has the school thing on his back and quite a lot of work, but after all that is his job. People don't realize the library actually is a City activity and this would certainly tie the relationship a little closer if the people from the Planning Department would come in. I feel that while the Council doesn't direct the activities of the Planning Department, we could certainly get a study.

Mr. Walton: I think it is worth some discussion.

Mr. Hart: I am sure Mr. Irvin has some very detailed thoughts on the subject.

Mr. Lloyd: The idea of the.....(couldn't hear him at this point...something to do with property Millikin owns) put a library out there and a new art center...

(Someone said-- property rather sacred right now and I don't know whether that is the right place for it.....after all it is not that far from town..... University wouldn't like it.)

Mr. Lloyd: (To reporter: Don't print... that was just off the top of my head.)

Mrs. Stern: We tried to suggest it 25 years ago when we came here as a civic center.

Mr. Hart: I think we should write them (Housing) and tell them this is not a feasibility study-- there was a misunderstanding.

Mr. Lloyd: I talked to John about the status of this committee and he said the money has been set aside.

Mr. Hart: Last Friday the Board gave this Committee permission to go ahead with regard to this application.

Mr. Walton: Can you use that money for whatever purpose you are going to use it for when you don't know where the building is going to be?

(Did not hear any answer to this.)

Mr. Lloyd: Have you considered a civil defense shelter in the basement? I am against big central government but I like their money. The federal government will put up 40% for a construction. All the tax payers in our area would have to provide is the 60%.

Mr. Hart: Once you get into it-- if you apply for this grant, when the money is given to you I think you have about one year to get the job done. You better know where your 60% is coming from before you ask for their 40%. I don't think we know everything about this Library services Act yet.

Mr. Pilcher: Couldn't the library board restrict their function to determining the needs space-wise, and use this City Committee to determine how to get the money?

Mr. Sappington: We should remind them that the library is the only agency which can accumulate funds. In Champaign they are accumulating funds..... in other words, instead of floating a bond.....

Mr. Lloyd: You can do it only up to a certain levy. If you accumulate you can only

go 8-1/3....it is right in the Statute.

Mr. Hart: The total library levy can be 20 cents.

Mr. Pilcher: I think the basic responsibility falls on the city. We can make them aware, etc., but the basic decision falls on the City Council.

Mr. Lloyd: The library board has to build their case when it goes to the people. Of course we have to realize this-- we have some big ones coming up - schools, water plant, sewerage.... we have to sandwich this in somehow. Of course a thing like this has an appeal that sewers don't have.

Mr. Lloyd: I think it is the general feeling that we ought to get the City Planning people in on this.

Mr. Hart: Revise and bring up-to-date our long range planning.

Mr. Lloyd: Again told reporter not to write down....Getting the City Planning Department into the picture would maybe crystallize this thing and revive the Civic Center idea and see whether that is worth talking about.

Mr. Walton: There are two sides to any problem. You have your operating expenses too. If you expand services or whatever you have, it is going to cost more money-- right along with any project or library facility has to be a projection of operating costs.

Mr. Pilcher: Showed cost of processing books.....One of our principal problems today would be lack of volumes. We don't have enough books to put in branches....this is where we have had to cut.

If you have a few more minutes we have a third thing which I think is an immediate problem. Today we are operating with five professional librarians in the city of Decatur, whereas we actually need nine. Therefore some functions that should be done are not being done. It is very definitely a problem. And you can't stop these people from working overtime.

Mr. Lloyd: (Could not hear.)

Mr. Hart: I think at some point a few years back the library budget was fat.

Mr. Pilcher: This Board started to trim the fat out. My own opinion is that we have cut below the fat into meat and bone.

Mr. Hart: Discussed payroll schedule-- bringing people up Library staff has not had cost of living raise since 1957.

Mr. Lloyd: Are the librarians' salaries comparable?

Mr. Pilcher: Only source of knowledge from administrative staff itself.

Mr. Lloyd: Librarians seem to be scarce.

Mr. Hart: We have a devil of a time hiring these people. Basically I think we are not quite up to competition. (salary-wise)

Mr. Lloyd: I am interested only in the cities around Decatur-- I don't even worry too much about the Chicago area.

Mr. Pilcher: Last spring Mr. Sappington and I gave you a budget knowing we could not have it then but for the sole purpose of letting you know the next time you set a levy. At what time do we meet with the City Council so we aren't told---- "you can't have it because of the time element."

Mr. Lloyd: I had a hard time understanding it first time it came up. We received a budget from the library for two years ahead. The levy is made in August, taxes are collected next June, so you are just a year behind collecting money.

Mr. Walton: Quite frankly this is a problem and it does require discussion. You are entitled to a good reason whether or not you should or should not have more money.

Mr. Lloyd: I think this is a good question. I can see your problem.

Mr. Pilcher: Can you help us with the proper timing and proper way to do it.

Mr. Walton: We may have to do it more than once with someone like Jack Loftus-- go over it-- it is rather complicated and you get tripped up.

Mr. Hart: We submit typed copies once for the levy and once for appropriation.

Mr. Walton: Anybody who asks for a given amount of money is entitled to be told either "you are asking for too much money or not"-- rather than "your timing is off".

Mr. Pilcher: You can't do anything about it that year, but you can for the next year.

Mr. Lloyd: I think Jack Loftus can tell us.

Mr. Sappington: He knows, but can he explain it so I can get it?

Mr. Walton: I would strongly suggest this because you are ~~are~~ entitled to know where you stand.

Mr. Hart: Mr. Sappington, as head of Finance Committee-- would you like to call Jack Loftus?

Mr. Pilcher: Would you gentlemen care to inspect our termite situation.....

Meeting ended at 9:40 p.m.

After inspection the Library Board members met in the Lincoln Room and approved submission of the new resolution to build a new library to Community Facilities Administration.

PAYROLL - OCTOBER 1964

DECATUR PUBLIC LIBRARY
Decatur, Illinois

NAME		ANNUAL	CODE	MONTHLY	RET.&SS	INC.TAX	CU	BC & BS	UF	TOT.DED.	NET SALARY
*ASKINS	J	\$ 3,156.	57	3840	608	480				1000	7760
ATCHISON	R M	4,442.	37	37017	2910	5320	500			8738	28279
*BRADSHAW	C	3,408.	53	28400	1953	2530				4483	23917
CHEVILLE	M A	3,036.	8	25300	1740	3530			100	5370	19930
DOBRINICK	M E	3,792.	29	31600	2172	3760			100	6032	25568
*ENSIGN	E E	3,672.	31	30600	2104	3650		660		6414	24186
*GRISSOM	L	4,116.	83	19872	1361	1270				2631	17241
HANSEN	J (3/4)	4,296.	77	26850	1846	2970			100	4916	21934
HATHORNE	R	3,672.	58	30600	2104	4420	4000			10524	20076
*HONNOLD	O D	5,184.	20	43200	2970	6300				9270	33930
HOPPE	I E	3,156.	62	26300	1809	3750			1500	5559	20741
HOUCK	H E	4,548.	26	37900	2606	5430			500	9536	28364
*HOWE	M T	11,000.	1	91666	5963	10830	500	660		18453	73213
HUNK	C E	3,792.	34	31600	2172	3760	5000	660		11592	20008
JONES	E F	5,376.	16	44800	3080	5800		660		9540	35260
LARMON	M E	3,912.	30	32600	2241	3870		660		6771	25829
LEONARD	M E	7,908.	7	65900	4287	9800				14087	51813
MCMILLAN	H E	4,404.	39	36700	2890	540				3430	33270
M McNABB	N	8,028.	3	66900	4352	9240		660		14252	52648
*MC VEY	S K	3,288.	45	27400	1884	3980		660		6524	20876
*MITCHELL	F L	3,792.	23	31600	2172	4540		1788		8500	23100
ODELL	G E	4,019.	21	33492	2303	3090		1788		7181	26311
PAYNE	M N	3,156.	63	26300	1809	3640				5449	20851
*PUHEK	E B	7,656.	4	33857	2331	3840				6171	27686
REDDEN	I	2,796.	68	23300	1602	3280		1788		6670	16630
RUEDGER	O E	5,376.	19	44800	3080	5800				8880	35920
SPIITTLER	H G	3,672.	49	30600	2104	3650		660		6414	24186
STAFFORD	M	8,460.	2	70500	4584	10140		510		15234	55266
STUKE	S	4,116.	64	34300	2360	4760				7120	27180
TURNBO	D	3,792.	28	31600	2172	2090				4262	27338
*VOGLER	O C	3,540.	35	29500	2028	4200	3000			9228	20272
WEIDNER	M K	5,484.	25	45700	3142	4250	6500	1788		15680	30020

NAME		ANNUAL	CODE	MONTHLY	RET.&SS	INC.TAX	CU	BC&BS	UF	TOT.DED.	NET SALARY
WHITE	C L	\$4,176.	22	34800	2394	4210	1000	660	100	8364	26436
WILLIAMS	C	5,184.	18	43200	2970	5520				8490	34710
WILLIAMS	N J	3,552.	32	29600	2035	3530		660		6225	23375
YAMAMOTO	M C	8,028.	5	66900	4352	9020	1000	660	300	15332	51568
TOTAL FULL-TIME EMPLOYEES				\$ 1354102	92498	166790	21500	14922	2700	2984101	1055692
BARCLAY	D	43h @.85	41	3655	132	512				644	3011
CHAPMAN	G	37-1/2h @.85	40	3180	116	446				562	2626
HIGGINS	T	86h @ .85	14	7310	265	1040				1305	6005
HUGHES	E G	40h @ .85	65	3400	123					123	3277
MCBRIDE	J L	68h @ 1.35	70	9180	333	480				813	8367
*MC NABB	E	\$ 4,488.	12	37400	1356	3760				5116	32284
MULLEN	D	16-1/4@2.50	43	4063	147					147	3916
OSBAKKEN	M	81h @ 1.00	73	8100	294	370				664	7436
*POTTS	R D	11h @ .85	24	935	34	130				164	771
RUSK	S	84h @ .85	52	7140	259	980				1239	5901
SEIDMAN	A	15h @2.50	38	3750	136	525				661	3089
SMITH	K	147-1/4h @1.77	9	26063	944	2860				3804	22259
SUMMAR	S	66-1/4h @.85	55	5631	204	810				1014	4617
TOTAL PART TIME & SPECIAL EMPLOYEES				\$ 119815	4343	11913				16256	103559
GRAND TOTAL				\$ 1473917	96841	178703	21500	14922	2700	3146661	1159251

*Askins - Worked 56h @ 1.58

Honold - Raised to \$5,184. annual, 10/1/64

Ensign - Raised to \$3,672. annual, 10/1/64

Howe - Regular pay for period

McVey - Regular pay for period

Mitchell - Regular pay for period

Puhek - Remaining vacation check due

McNabb, E. - Raised to \$4,488. annual, 10/1/64

Potts - Terminal Pay

Bradshaw - Raised to \$3,408. annual 10/1/64

Vogler - Regular pay for period

Grissom - Began full time 9/15 at \$4,116. annual, Library Assistant I

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
OCT 964

GENERAL WORKS	126	43	59	228	863
*	90	37	93	220	812
001 PHILOSOPHY	354	54	2	410	2504
*	464	55	6	525	2658
002 RELIGION	426	20	102	548	2754
*	315	19	113	447	2545
003 SOCIAL SCIENCE	1141	153	589	1883	10903
*	1129	156	662	1947	10500
004 LANGUAGE	120	4	45	169	887
*	101	3	49	153	748
005 SCIENCE	477	173	1054	1704	10713
*	589	184	1045	1818	9731
006 USEFUL ARTS	1475	219	494	2188	12943
*	1519	217	520	2256	13453
007 FINE ARTS	1309	128	422	1859	11463
*	1416	169	448	2033	11632
008 LITERATURE	918	94	211	1223	6828
*	946	83	398	1427	6690
009 HISTORY	797	264	465	1526	8302
*	899	216	493	1608	8249
010 TRAVEL	510	122	298	930	5457
*	527	113	417	1057	5024
011 BIOGRAPHY	751	352	717	1820	9892
*	739	341	804	1884	9614
012 FOREIGN NON FIC	9	1	30	40	234
*	12		36	48	297
013 PERIODICALS	900	118	150	1168	6260
*	816	82	145	1043	5933
014 PAMPHLETS	66	3	7	76	330
*	62		1	63	396
015 PAPERBACKS	13			13	350
*	19			19	255

Total Non-fiction	9392	1748	4645	15785	90683
*	9643	1675	5230	16548	88537

115 FICTION	8982	4215	5144	18341	126158
*	8767	4046	5895	18708	121306
116 FOREIGN FICTION	2	1	18	21	228
*	3		101	104	337
117 J E			9013	9013	60036
*			9718	9718	59200

Total Fiction	8984	4216	14175	27375	186422
*	8770	4046	15714	28530	180843

Total Books	18376	5964	18820	43160	277105
*	18413	5721	20944	45078	269380

Decrease

-1918

+ 7725

218	BIBLIOGRAPHIES	3		2	5	19
221	CLASS VISITS	1	2	9	12	39
222	BOOK TALKS			13	13	23
223	INSTRUCTION	1		1	2	20
224	STORIES			1	1	12
225	ATTENDANCE	8	32	236	276	957
226	EXHIBITS	17	4	3	24	138
227	FILMS ATTENDANC	447			447	2272
228	SHOWINGS	30			30	89
229	16 MM	12			12	71
232	RECORDAK	115			115	973
235	GROUPS NOT CLAS	14		37	51	102
236	ATTENDANCE	127	35	467	629	1258
237	HOME SERVICE VI	69			69	308
238	HOME SERVICE PA	97			97	459
239	HOME SERVICE PA	2			2	5
240	INTER LIBRARY L	25			25	92
241	MAPS	1			1	13
242	MEETINGS IN BLD	5		8	13	70
243	ATTENDANCE	73		60	133	608
244	MENDING	35	1	184	596	4291
245	OVERDUE BOOKS	424	85	474	983	7820
246	OVERDUE NOTICES	273	56	250	579	4768
247	PICTURES FRAMED	7			7	36
248	PICTURES MOUNTE	291		294	585	1730
249	PROFESSIONAL VI	4			4	10
251	RECORDS LP	760	5	38	803	5051
252	RECORDS S	12			12	34
253	RECORDS SR	169			169	977
256	READERS ADVISOR	1249	886	1065	3200	17405
257	REQUESTS	76	41	42	159	902
259	STORY HOURS		5	1	6	15
260	ATTENDANCE		95	8	103	302
261	NUM OF STORIES		12	3	15	39
262	TELEPHONE INCOM	935	2	33	970	9479
263	TV					2
264	VISITS IN COMM					8
265	RECORD BAGS	72			72	666
301	MABELS NURSING			1	1	3
305	WAKEFIELDS	24			24	161
306	WAKEFIELD NO 2	47			47	290
307	MABELS NURSING					15
308	LAKESHORE MANOR	107			107	491
309	RANKIN NURSING	49			49	193
310	SCOTT NURSING H	36			36	192
311	SCOTT NURSING H	42			42	188
401	18TH & E WILLIA	81	89	500	670	4227
402	CARDINAL & PIPI	54	12	78	144	1467
405	FAIRVIEW PLAZA	286	168	696	1150	7756
408	SAWYER & MONROE	209	147	628	984	8342
411	GRAND & SUMMIT	342	199	1544	2085	10676
502	MACON & LINDEN	67	8	98	173	2398
503	FOREST & LINCOL	23	42	173	238	2601
504	32ND & DUCHESS	161	117	666	944	6532
506	MT CALVARY CHUR	465	325	1975	2765	18565
508	MC CLELLAN					3799
509	N FORK RD	32	34	209	275	914
510	MT ZION RD	28	61	424	513	865
512	22ND & E CLAY	167	97	276	540	4714
513	24TH & E WILLIA	71	24	184	279	1779
514	EISNERS	294	232	865	1391	7246
601	AP	4		474	478	2920
602	AM					32
603	AT	10	33	445	488	2597

604	YP			10	325	335	1514
605	YM						1
606	YT				8	8	8
607	JP		9	338	78	87	278
609	JT		7	54	5	12	35
610	JT		78	51	340	730	43
611	JT		59	97	454	875	39
608	JP		33	34	300	812	814
609	JP						4310
610	JP		408	382	7412	7100	7000
611	JP		747	771	888	844	720
612	JP		33	48	743	732	8801
613	JP		81	9	80	715	7000
614	JP		308	730	8244	8040	7801
615	JP		300	741	859	804	8040
616	JP		300	780	850	7700	4120
617	JP		84	73	30	744	7000
618	JP		97	83	800	810	8001
619	JP		43			43	
620	JP		30			30	
621	JP		40			40	
622	JP		784			784	
623	JP						
624	JP		41			41	
625	JP		34			34	
626	JP						
627	JP		43			43	
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697	JP						
698	JP						
699	JP						
700	JP						

MAIN ADULT	8814	755	200	9769	60091
MAIN YOUTH	3807	2257	26	6090	37587
MAGIC CARPET	2	2	6120	6124	39363
REFERENCE	18			18	172
HOME SERV	777	149		926	4476
ST MARYS HOSP	117	9		126	1035
D M C	156	33	278	467	2560
T B SAN	81	2		83	657
JUV COORD			45	45	139
NURSES RES	95			95	480
	13867	3207	6669	23743	146560
B 1	1139	712	3722	5573	37182
B 2	1141	843	4594	6578	44699
EVANS BRANCH	1342	592	1396	3330	22465
DILL BRANCH	887	610	2439	3936	26199
	4509	2757	12151	19417	130545
	18376	5964	18820	43160	277105

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 OCT 964

MAIN ADULT

GENERAL WORKS

		74	10		84	329
001	PHILOSOPHY	231	3		234	1476
002	RELIGION	201	6	1	208	1269
003	SOCIAL SCIENCE	760	40	9	809	4241
004	LANGUAGE	64			64	301
005	SCIENCE	255	38	9	302	1818
006	USEFUL ARTS	978	49	1	1028	5806
007	FINE ARTS	744	22	1	767	4646
008	LITERATURE	387	28	7	422	2366
009	HISTORY	382	42	2	426	2199
010	TRAVEL	281	20	1	302	1836
011	BIOGRAPHY	282	40	6	328	1900
012	FOREIGN NON FIC	4	1		5	49
013	PERIODICALS	312	19		331	1728
014	PAMPHLETS	43	3		46	183
015	PAPERBACKS	10			10	232
		5008	321	37	5366	30379

115	FICTION	3804	433	56	4293	28802
116	FOREIGN FICTION	2	1	3	6	50
117	J E			104	104	860
		3806	434	163	4403	29712
		8814	755	200	9769	60091

218	BIBLIOGRAPHIES	1			1	4
235	GROUPS NOT CLAS	14			14	43
236	ATTENDANCE	127			127	351
241	MAPS	1			1	11
242	MEETINGS IN BLD	4			4	43
243	ATTENDANCE	61			61	463
244	MENDING					1
247	PICTURES FRAMED	6			6	34
248	PICTURES MOUNTE	201			201	564
249	PROFESSIONAL VI					1
251	RECORDS LP	509	4	27	540	3252
252	RECORDS S					16
253	RECORDS SR	124			124	665
256	READERS ADVISOR	521	1		522	3438
257	REQUESTS	1			1	3
262	TELEPHONE INCOM	293			293	1335
263	TV					2
264	VISITS IN COMM					3
265	RECORD BAGS	55			55	494
301	MABELS NURSING					2
		1918	5	27	1950	10725
		1918	5	27	1950	10725

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
OCT 964

MAIN YOUTH

GENERAL WORKS

		24	22		46	173
001	PHILOSOPHY	82	17		99	572
002	RELIGION	87	9		96	380
003	SOCIAL SCIENCE	277	59	1	337	2113
004	LANGUAGE	42	4		46	296
005	SCIENCE	164	80		244	1550
006	USEFUL ARTS	289	84		373	2432
007	FINE ARTS	365	58	1	424	2580
008	LITERATURE	311	39		350	1746
009	HISTORY	277	146	1	424	2329
010	TRAVEL	87	48		135	716
011	BIOGRAPHY	224	146	1	371	1802
012	FOREIGN NON FIC	5			5	42
013	PERIODICALS	150	32		182	748
014	PAMPHLETS	20			20	91
015	PAPERBACKS	3			3	71

	2407	744	4	3155	17641
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115	FICTION	1400	1513	7	2920	19875
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116	FOREIGN FICTION					9
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117	J E			15	15	62
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	1400	1513	22	2935	19946
	3807	2257	26	6090	37587

218	BIBLIOGRAPHIES					2
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221	CLASS VISITS	1	2		3	4
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223	INSTRUCTION	1			1	4
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225	ATTENDANCE	8	32		40	78
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235	GROUPS NOT CLAS					1
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236	ATTENDANCE		35		35	43
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241	MAPS					2
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244	MENDING					8
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247	PICTURES FRAMED	1			1	2
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248	PICTURES MOUNTE	90			90	254
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251	RECORDS LP	94		1	95	848
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252	RECORDS S	3			3	7
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253	RECORDS SR	22			22	131
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256	READERS ADVISOR	116	322		438	2270
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257	REQUESTS		12		12	12
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262	TELEPHONE INCOM		2		2	3
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265	RECORD BAGS	17			17	169
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603	AT			18	18	18
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604	YP			262	262	1291
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606	YT			8	8	8
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	353	405	289	1047	5155
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	353	405	289	1047	5155
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DECATUR PUB LIB
DECATUR ILL
CIRC STAT
OCT 964

MAGIC CARPET
GENERAL WORKS

			26	26	91
001	PHILOSOPHY				7
002	RELIGION		51	51	243
003	SOCIAL SCIENCE		257	257	1572
004	LANGUAGE		17	17	63
005	SCIENCE		376	376	2193
006	USEFUL ARTS		216	216	1353
007	FINE ARTS		173	173	1001
008	LITERATURE	1	103	104	515
009	HISTORY		174	174	790
010	TRAVEL		150	150	687
011	BIOGRAPHY		258	258	1502
012	FOREIGN NON FIC		12	12	56
013	PERIODICALS		64	64	281
014	PAMPHLETS		7	7	9
015	PAPERBACKS				1

1 1884 1885 10364

115	FICTION	1	2	1675	1678	11591
116	FOREIGN FICTION			1	1	56
117	J E			2560	2560	17352

1 2 4236 4239 28999
2 2 6120 6124 39363

218	BIBLIOGRAPHIES					1
221	CLASS VISITS			4	4	8
222	BOOK TALKS			13	13	23
223	INSTRUCTION					2
224	STORIES			1	1	2
225	ATTENDANCE			114	114	227
235	GROUPS NOT CLAS			2	2	8
236	ATTENDANCE			51	51	156
244	MENDING			57	57	412
245	OVERDUE BOOKS			211	211	1240
246	OVERDUE NOTICES			105	105	649
248	PICTURES MOUNTE			100	100	293
256	READERS ADVISOR	8	4	370	382	1270
257	REQUESTS	2	7	35	44	209
259	STORY HOURS			1	1	1
260	ATTENDANCE			8	8	8
261	NUM OF STORIES			3	3	3
262	TELEPHONE INCOM			33	33	222
601	AP			15	15	61
603	AT	1		1	2	5
604	YP			2	2	7
607	JP	9		50	59	221
609	JT	7		5	12	35
		27	11	1181	1219	5063
		27	11	1181	1219	5063

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 OCT 964
 REFERENCE

001	PHILOSOPHY	1			1	10
002	RELIGION					5
003	SOCIAL SCIENCE	2			2	13
004	LANGUAGE					4
005	SCIENCE					8
006	USEFUL ARTS	1			1	21
007	FINE ARTS	1			1	33
008	LITERATURE					25
009	HISTORY	13			13	33
010	TRAVEL					1
011	BIOGRAPHY					8
013	PERIODICALS					6
		18			18	167
115	FICTION					5
						5
		18			18	172
218	BIBLIOGRAPHIES					2
232	RECORDAK	115			115	973
240	INTER LIBRARY L	25			25	92
248	PICTURES MOUNTE					14
251	RECORDS LP	7			7	20
253	RECORDS SR					1
256	READERS ADVISOR	503	358	3	864	4203
265	RECORD BAGS					3
601	AP			442	442	2778
602	AM					31
603	AT	9	33	425	467	2549
604	YP					14
		659	391	870	1920	10680
		659	391	870	1920	10680

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
OCT 964
2ND OFFICE

262 TELEPHONE INCOM

3016

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DECATUR PUB LIB
DECATUR ILL
CIRC STAT
OCT 964
TECH PROCESSES

218 BIBLIOGRAPHIES

244 MENDING

249 PROFESSIONAL VI

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DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 OCT 964
 AUDIO VISUAL

227	FILMS ATTENDANC	447				447	2272
228	SHOWINGS	30				30	89
229	16 MM	12				12	71
245	OVERDUE BOOKS	424	85	263		772	6580
246	OVERDUE NOTICES	273	56	145		474	4119
262	TELEPHONE INCOM	437				437	3362
		1623	141	408		2172	16493
		1623	141	408		2172	16493

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 OCT 964
 B 1

	GENERAL WORKS	1	5	9	15	57
001	PHILOSOPHY	12	15		27	124
002	RELIGION	24		10	34	167
003	SOCIAL SCIENCE	22	11	75	108	716
004	LANGUAGE	5		5	10	50
005	SCIENCE	11	11	156	178	1128
006	USEFUL ARTS	39	34	87	160	1254
007	FINE ARTS	46	16	69	131	839
008	LITERATURE	55	5	25	85	560
009	HISTORY	20	13	76	109	648
010	TRAVEL	18	9	31	58	303
011	BIOGRAPHY	40	28	106	174	1028
012	FOREIGN NON FIC			8	8	31
013	PERIODICALS	83	26	30	139	841
014	PAMPHLETS	1			1	7
		377	173	687	1237	7753
115	FICTION	762	539	1126	2427	17110
116	FOREIGN FICTION			2	2	5
117	J E			1907	1907	12314
		762	539	3035	4336	29429
		1139	712	3722	5573	37182
244	MENDING	11		108	119	526
251	RECORDS LP	8			8	36
256	READERS ADVISOR	53	89	248	390	2410
257	REQUESTS	15	11	2	28	128
		87	100	358	545	3100
		87	100	358	545	3100
401	18TH & E WILLIA	81	89	500	670	4227
402	CARDINAL & PIPI	54	12	78	144	1467
405	FAIRVIEW PLAZA	286	168	696	1150	7756
408	SAWYER & MONROE	209	147	628	984	8342
411	GRAND & SUMMIT	342	199	1544	2085	10676
512	22ND & E CLAY	167	97	276	540	4714
		1139	712	3722	5573	37182
		1139	712	3722	5573	37182

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
OCT 964

B 2

	GENERAL WORKS	2		9	11	37
001	PHILOSOPHY	7	9	2	18	86
002	RELIGION	11		22	33	171
003	SOCIAL SCIENCE	15	26	130	171	1002
004	LANGUAGE	2		7	9	65
005	SCIENCE	3	14	278	295	2482
006	USEFUL ARTS	36	19	100	155	336
007	FINE ARTS	33	8	80	121	797
008	LITERATURE	39	1	27	67	552
009	HISTORY	28	23	90	141	932
010	TRAVEL	26	7	72	105	509
011	BIOGRAPHY	63	24	179	266	1601
012	FOREIGN NON FIC			10	10	45
013	PERIODICALS	92	20	34	146	942
014	PAMPHLETS	1			1	2
015	PAPERBACKS					44
		358	151	1040	1549	9603
115	FICTION	783	692	1132	2607	20382
116	FOREIGN FICTION			10	10	70
117	J E			2412	2412	14644
		783	692	3554	5029	35096
		1141	843	4594	6578	44699
218	BIBLIOGRAPHIES			2	2	2
221	CLASS VISITS			4	4	6
223	INSTRUCTION					1
225	ATTENDANCE			88	88	143
244	MENDING	1		4	5	115
251	RECORDS LP	4			4	64
256	READERS ADVISOR	22	31	114	167	1235
257	REQUESTS	36	11	5	52	420
		63	42	217	322	1986
		63	42	217	322	1986
502	MACON & LINDEN	67	8	98	173	2398
503	FOREST & LINCOL	23	42	173	238	2601
504	32ND & DUCHESS	161	117	666	944	6532
506	MT CALVARY CHUR	465	325	1975	2765	18565
508	MC CLELLAN					3799
509	N FORK RD	32	34	209	275	914
510	MT ZION RD	28	61	424	513	865
513	24TH & E WILLIA	71	24	184	279	1779
514	EISNERS	294	232	865	1391	7246
601	AP	4			4	8
602	AM					1
604	YP		10	2	12	19
607	JP			18	18	32
		1145	853	4614	6612	44759
		1145	853	4614	6612	44759

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 OCT 964
 EVANS BRANCH

	GENERAL WORKS	19	4		23	91
001	PHILOSOPHY	7	5		12	140
002	RELIGION	37		6	43	178
003	SOCIAL SCIENCE	26	6	40	72	586
004	LANGUAGE	5		5	10	63
005	SCIENCE	14	9	101	124	670
006	USEFUL ARTS	75	11	29	115	841
007	FINE ARTS	36	6	17	59	544
008	LITERATURE	52	13	15	80	425
009	HISTORY	52	11	29	92	473
010	TRAVEL	17	27	13	57	288
011	BIOGRAPHY	34	44	41	119	687
012	FOREIGN NON FIC					9
013	PERIODICALS	178	21	10	209	1087
014	PAMPHLETS	1			1	36
015	PAPERBACKS					2
		553	157	306	1016	6120
115	FICTION	789	435	394	1618	11550
116	FOREIGN FICTION					2
117	J E			696	696	4793
		789	435	1090	2314	16345
		1342	592	1396	3330	22465
218	BIBLIOGRAPHIES	1			1	2
221	CLASS VISITS					6
223	INSTRUCTION					6
224	STORIES					6
225	ATTENDANCE					140
235	GROUPS NOT CLAS			23	23	31
236	ATTENDANCE			230	230	391
242	MEETINGS IN BLD					2
243	ATTENDANCE					15
244	MENDING	7	1	15	23	227
248	PICTURES MOUNTE			194	194	605
251	RECORDS LP	47		1	48	323
253	RECORDS SR	13			13	109
256	READERS ADVISOR	26	71	147	244	1418
257	REQUESTS	7			7	23
259	STORY HOURS					2
260	ATTENDANCE					54
261	NUM OF STORIES					4
262	TELEPHONE INCOM	107			107	874
601	AP			14	14	64
603	AT					8
604	YP			48	48	135
605	YM					1
607	JP			6	6	8
		208	72	678	958	4454
		208	72	678	958	4454

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
OCT 964

HOME SERVICE
GENERAL WORKS

001	PHILOSOPHY				5
002	RELIGION	37	2	39	168
003	SOCIAL SCIENCE	8	1	9	45
005	SCIENCE	22	9	31	86
006	USEFUL ARTS	16	2	18	56
007	FINE ARTS	26		26	124
008	LITERATURE	22	1	23	169
009	HISTORY	17	11	28	92
010	TRAVEL	63	5	68	688
011	BIOGRAPHY	47	38	85	169
013	PERIODICALS	4		4	23
		262	69	331	1629

115	FICTION	515	80	595	2847
		515	80	595	2847
		777	149	926	4476

237	HOME SERVICE VI	69		69	308
238	HOME SERVICE PA	97		97	459
239	HOME SERVICE PA	2		2	5
251	RECORDS LP	36		36	158
252	RECORDS S				1
257	REQUESTS	10		10	50
305	WAKEFIELDS	24		24	161
306	WAKEFIELD NO 2	47		47	290
307	MABELS NURSING				15
308	LAKESHORE MANOR	107		107	491
309	RANKIN NURSING	49		49	193
310	SCOTT NURSING H	36		36	192
311	SCOTT NURSING H	42		42	188
610	JT				43
611	JT				39

519	519	2593
519	519	2593

DECATUR PUB LIB

DECATUR ILL

CIRC STAT

OCT 964

ST MARYS HOSP

001	PHILOSOPHY				2
002	RELIGION	7		7	30
003	SOCIAL SCIENCE		1	1	6
005	SCIENCE	1		1	4
006	USEFUL ARTS				2
007	FINE ARTS				61
008	LITERATURE	7		7	43
009	HISTORY				17
010	TRAVEL	3		3	22
011	BIOGRAPHY	7		7	62
		25	1	26	249
115	FICTION	92	8	100	786
		92	8	100	786
		117	9	126	1035

257 REQUESTS

11

11

11

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 OCT 964
 D M C

001	PHILOSOPHY	4			4	6
002	RELIGION	7			7	24
003	SOCIAL SCIENCE			7	7	24
004	LANGUAGE			9	9	11
005	SCIENCE	1		24	25	63
006	USEFUL ARTS	1		16	17	69
007	FINE ARTS	21		14	35	150
008	LITERATURE	8		4	12	51
009	HISTORY			1	1	6
010	TRAVEL	3			3	35
011	BIOGRAPHY	9		17	26	157
		54		92	146	596
115	FICTION	102	33	81	216	1265
117	J E			105	105	699
		102	33	186	321	1964
		156	33	278	467	2560
257	REQUESTS	3			3	8
		3			3	8
		3			3	8

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 OCT 964
 T B SAN

001	PHILOSOPHY				1
002	RELIGION	1		1	10
003	SOCIAL SCIENCE	1		1	11
005	SCIENCE				9
006	USEFUL ARTS	1	1	2	14
007	FINE ARTS	6		6	39
008	LITERATURE				24
009	HISTORY				48
010	TRAVEL	6		6	51
011	BIOGRAPHY	1	1	2	16
013	PERIODICALS	7		7	92
		23	2	25	315
115	FICTION	58		58	323
116	FOREIGN FICTION				19
		58		58	342
		81	2	83	657
257	REQUESTS	2		2	35
		2		2	35
		2		2	35

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
OCT 964
ASST LIBRARIAN

218 BIBLIOGRAPHIES
264 VISITS IN COMM

1
3
4
4

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 OCT 964
 JUV COORDINATOR

002	RELIGION		7	7	8
003	SOCIAL SCIENCE		12	12	16
007	FINE ARTS		5	5	5
008	LITERATURE		1	1	10
009	HISTORY				1
010	TRAVEL				2
011	BIOGRAPHY		12	12	18
014	PAMPHLETS				1
			37	37	61
115	FICTION		8	8	78
			8	8	78
			45	45	139
221	CLASS VISITS		1	1	11
223	INSTRUCTION		1	1	2
224	STORIES				4
225	ATTENDANCE		34	34	246
226	EXHIBITS		3	3	5
235	GROUPS NOT CLAS		11	11	17
236	ATTENDANCE		154	154	260
242	MEETINGS IN BLD		8	8	24
243	ATTENDANCE		60	60	118
249	PROFESSIONAL VI				1
259	STORY HOURS	2		2	7
260	ATTENDANCE	38		38	143
261	NUM OF STORIES	7		7	22
264	VISITS IN COMM				2
		47	272	319	862
		47	272	319	862

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
OCT 964
HELEN SPITTLER

226 EXHIBITS

17

4

21

133

17

4

21

133

17

4

21

133

DECATUR PUB L9B
DECATUR ILL
CIRC STAT
OCT 964

NURSES RESIDENC

001	PHILOSOPHY			8
002	RELIGION	1	1	5
003	SOCIAL SCIENCE			3
006	USEFUL ARTS	7	7	18
008	LITERATURE	3	3	22
011	BIOGRAPHY	1	1	7
		12	12	63
115	FICTION	83	83	417
		83	83	417
		95	95	480

257 REQUESTS

3

3

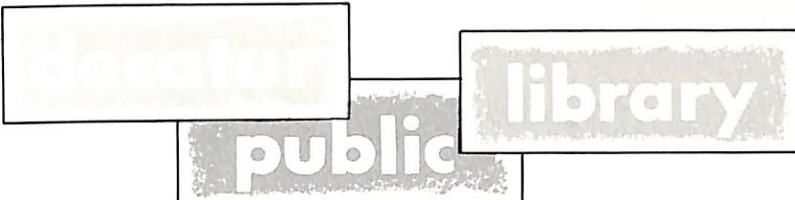
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DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 OCT 964
 DILL BRANCH

	GENERAL WORKS	6	2	15	23	80
001	PHILOSOPHY	10	5		15	68
002	RELIGION	13	3	5	21	96
003	SOCIAL SCIENCE	30	9	58	97	555
004	LANGUAGE	2		2	4	34
005	SCIENCE	6	12	110	128	702
006	USEFUL ARTS	32	19	45	96	741
007	FINE ARTS	31	18	62	111	644
008	LITERATURE	33	7	29	69	320
009	HISTORY	8	18	92	118	734
010	TRAVEL	6	6	31	43	319
011	BIOGRAPHY	43	31	97	171	935
012	FOREIGN NON FIC					2
013	PERIODICALS	74		12	86	512
014	PAMPHLETS					1
		294	130	558	982	5743
115	FICTION	593	480	665	1738	11127
116	FOREIGN FICTION			2	2	17
117	J E			1214	1214	9312
		593	480	1881	2954	20456
		887	610	2439	3936	26199
221	CLASS VISITS					4
223	INSTRUCTION					5
225	ATTENDANCE					123
235	GROUPS NOT CLAS			1	1	2
236	ATTENDANCE			32	32	57
244	MENDING	16			16	144
251	RECORDS LP	55	1	9	65	350
252	RECORDS S	9			9	10
253	RECORDS SR	10			10	71
256	READERS ADVISOR		10	183	193	1161
259	STORY HOURS		3		3	5
260	ATTENDANCE		57		57	97
261	NUM OF STORIES		5		5	10
262	TELEPHONE INCOM	98			98	667
301	MABELS NURSING			1	1	1
601	AP			3	3	9
603	AT			1	1	17
604	YP			11	11	48
607	JP			4	4	17
		188	76	245	509	2798
		188	76	245	509	2798

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
OCT 964
ADM ASSIST

218	BIBLIOGRAPHIES	1	1	4
242	MEETINGS IN BLD	1	1	1
243	ATTENDANCE	12	12	12
249	PROFESSIONAL VI	1	1	4
		15	15	21
		15	15	21



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

BOARD OF DIRECTORS' MEETING
October 30, 1964
AGENDA

1. Call to order: 4 PM - Mr. Francis Hart, president

2. All members expected to be present

3. Minutes of the September 25, 1964 Board of Director's meeting

*approved
as mailed
moved
Nelson - 2
⑦*

4. Report of the Finance Committee - W.A. Sappington, chairman

Bills presented for payment October 1964

Includes Rolling Prairie Libraries

Bill to the City for repair to building

Budget meetings

Nov. 18 - Noon

*Pilcher ①
Sappington
aye*

*make up letter
of transmittal*

5. Properties Committee Report - David Pilcher, chairman

Final report on termite work

Wiring in stacks not dangerous - work to be done later by Mr. Prim

Schematic plans ready for inspection - John Sweetnam

Transfer of alarm equipment to new City Hall being studied

Library request for funds now in the Finance Review - 10-30-64

6. Policy Committee Report - Mrs. Dwight Nelson, chairman

Amendment to the Library By-Laws

League of Women Voters study begun

*Sappington ②
Pilcher ②*

*amendment
Sappington
Pogue*

7. Report of the Librarian

✓ 8. Illinois Library Association Conference, October 23, 1964 - Mrs. Nelson

9. Ask for November Board meeting to be held November 20, 1964
a week early because Thanksgiving falls on day before regular meeting.

*Sappington
Rimale
aye*

10. Give authority to the Finance Committee to check and approve bills for
payment at the Finance meeting to be held November 25, 1964.

*Sappington
Pilcher
aye*

✓ 11. Report on the special City Council meeting with the Board.

✓ 12. Report on the Friends of the Library meeting.

✓ 13. Report on Rolling Prairie Libraries - next meeting to be November 4, 1964.
Ask for authority to reduce or increase non-resident fee in conformity
with the other four libraries.

14. Adjournment

*Pilcher
West
aye*

MEMO

TO: Mrs. Howe

FROM: J. Hansen

DATE:

6 Bills
Board Meeting - 10/30/64

TIME: 3

✓ Hart

yes

X

No X

✓ Pogue

yes

X

X

✓ Nelson

yes

X

4

✓ Sappington

yes

X

X

✓ Russell

yes

✓

X

✓ Koslofski

yes

X

X

✓ Pilcher

yes

✓

4

✓ West

yes

X

X

✓ Stern

yes

X

X

DECATUR PUBLIC LIBRARY

Vendor List October 1964

AM LIBRARY ASSOC		22	421	15666✓	1064
AM LIBRARY ASSOC	M18458	29	421	5400✓	1064
AM LIBRARY ASSOC	S69181	05	224	1350✓	1064
AM LIBRARY ASSOC					

22416

BAKER & TAYLOR	M C24222	402	3950✓	1064
BAKER & TAYLOR	M B9227	402	14937✓	1064
BAKER & TAYLOR	M B6908	402	254✓	CR 1064
BAKER & TAYLOR	M C19498	402	190✓	1064
BAKER & TAYLOR	M B23130	402	21509✓	1064
BAKER & TAYLOR	M C20687	402	395✓	1064
BAKER & TAYLOR	M B23109	402	257✓	CR 1064
BAKER & TAYLOR	M B23109	402	28649✓	1064
BAKER & TAYLOR	M B6908	402	12204✓	1064
BAKER & TAYLOR	M B18042	402	5554✓	1064
BAKER & TAYLOR	M B7842	402	14163✓	1064
BAKER & TAYLOR	M C23778	402	2535✓	1064
BAKER & TAYLOR	M B18049	402	9976✓	1064
BAKER & TAYLOR	M B24177	402	14870✓	1064
BAKER & TAYLOR	M B14470	402	13404✓	1064
BAKER & TAYLOR	M C21059	402	1215✓	1064
BAKER & TAYLOR	M B9208	402	9800✓	1064
BAKER & TAYLOR	M B9209	402	14004✓	1064
BAKER & TAYLOR	M C17815	402	1676✓	1064
BAKER & TAYLOR	M B19525	402	8022✓	1064
BAKER & TAYLOR	M			

176542

BENEFIC PRESS	5207BPL	402	798✓	1064
BENEFIC PRESS	5207BPL	206	35✓	1064
BENEFIC PRESS				

833

BLACK & COMPANY	133467	22	301	30✓	1064
BLACK & COMPANY	128348	22	302	242✓	1064
BLACK & COMPANY					

272

BOWKER R R		402	1000✓	1064
BOWKER R R		223	100✓	1064
BOWKER R R				

1100

BURDICK PLBG		22	305	1125✓	1064
BURDICK PLBG					

1125

CHESTERFIELD MUS	ED22327	414	1021✓	1064
CHESTERFIELD MUS				

1021

CHILDRENS BK CL		3	205	400✓	1064
CHILDRENS BK CL					

400

CHILTON BKS	210571	402	1258✓	1064
CHILTON BKS				

1258

COLLIER MACMILLA	8812831	402	81✓	1064
COLLIER MACMILLA				

81

DASH OTTO DISPOS	22 304	400✓	1064
DASH OTTO DISPOS		400	

DEC INDUST TOWEL	22 314	1555✓	1064
DEC INDUST TOWEL		1555	

DEC PAPER HOUSE	22 301	483✓	1064
DEC PAPER HOUSE		483	

DEC WINDOW CLNG	22 311	71100✓	1064
DEC WINDOW CLNG	32 311	4300✓	1064
DEC WINDOW CLNG	13 311	11500✓	1064
DEC WINDOW CLNG		86900	

DOUBLEDAY & CO	J55527	402	6297✓	1064
DOUBLEDAY & CO	J58388	402	6665✓	1064
DOUBLEDAY & CO	J58443	402	14222✓	1064
DOUBLEDAY & CO			27184	

EDUC PROG SERV		402	2675✓	1064
EDUC PROG SERV		206	107✓	1064
EDUC PROG SERV			2782	

EL BAUER	46445	21 313	250✓	1064
EL BAUER	45919	11 313	250✓	1064
EL BAUER	45919	12 313	250✓	1064
EL BAUER	45919	20 313	250✓	1064
EL BAUER			1000	

F HUBBARD ELEC		22 301	5802✓	1064
F HUBBARD ELEC		22 308	1440✓	1064
F HUBBARD ELEC		22 308	750✓	1064
F HUBBARD ELEC			7992	

GAYLORD BROS	94161	07 201	360✓	1064
GAYLORD BROS			360	

GLASS SPECIALTY	D07547	12 313	1341✓	1064
GLASS SPECIALTY			1341	

H W WILSON CO	138401	22 224	2000✓	1064
H W WILSON CO			2000	

HAINES	ESSICK	5581	402	1354✓	1064
HAINES	ESSICK	5582	22 402	2803✓	1064
HAINES	ESSICK	5583	22 402	3465✓	1064
HAINES	ESSICK	5584	22 402	3031✓	1064
HAINES	ESSICK	5585	22 402	3752✓	1064
HAINES	ESSICK	18827	22 402	810✓	1064
HAINES	ESSICK			15215	

HEISE ELECTRIC		22 301	201✓	1064
HEISE ELECTRIC		22 308	650✓	1064

HOURLANS FLORIST		6	299		1000 ✓	1064
HOURLANS FLORIST					1000	
IBM	366545	09	204		57500 ✓	1064
IBM					57500	
ILLINOIS BELL		22	210		16905 ✓	1064
ILLINOIS BELL		22	209		1090 ✓	1064
ILLINOIS BELL		22	211		300 ✓	1064
ILLINOIS BELL		13	210		744 ✓	1064
ILLINOIS BELL		32	210		1100 ✓	1064
ILLINOIS BELL					20139	
IMPERIAL BOOK CO	192287		402		16808 ✓	1064
IMPERIAL BOOK CO	192412		402		8566 ✓	1064
IMPERIAL BOOK CO	192286		402		3723 ✓	1064
IMPERIAL BOOK CO	193205		402		278 ✓	1064
IMPERIAL BOOK CO	193239		402		10065 ✓	1064
IMPERIAL BOOK CO	193797		402		7478 ✓	1064
IMPERIAL BOOK CO	193633		402		40131 ✓	1064
IMPERIAL BOOK CO	193796		402		3583 ✓	1064
IMPERIAL BOOK CO					90632	
INDUSTRIAL PRNT	G2174	22	207		3095 ✓	1064
INDUSTRIAL PRNT	G2259	22	207		26615 ✓	1064
INDUSTRIAL PRNT					29710	
LINCOLN SUPPLY	B49007	09	502		18860 ✓	1064
LINCOLN SUPPLY	B49007	03	502		10420 ✓	1064
LINCOLN SUPPLY	B49006	09	502		3600 ✓	1064
LINCOLN SUPPLY					32880	
MACS GLASS CO	872	13	308		1143 ✓	1064
MACS GLASS CO					1143	
MCCLURG A C CO	81745		402		675 ✓	1064
MCCLURG A C CO	81745		206		30 ✓	1064
MCCLURG A C CO	81806		402		1024 ✓	1064
MCCLURG A C CO			402		192 ✓	1064
MCCLURG A C CO	81642		402		896 ✓	1064
MCCLURG A C CO	83461		402		189 ✓	1064
MCCLURG A C CO	81433		402		800 ✓	1064
MCCLURG A C CO					3806	
MCGRAW HILL BK			419		2977 ✓	1064
MCGRAW HILL BK					2977	
MCNAUGHTON	S7371		402		2009 ✓	1064
MCNAUGHTON			402		12000 ✓	1064
MCNAUGHTON	S7799		402		594 ✓	1064
MCNAUGHTON					14603	
MIRABELLA & ASSO	572	09	204		1470 ✓	1064

MIRABELLA & ASSO	572	09	206	40✓	1064
MIRABELLA & ASSO					

1510

MOORE BUS FORMS	5180425	22	204	22649✓	1064
MOORE BUS FORMS					

22649

NEA		419	23600✓	1064
NEA				

23600

NATL CITY TRUCK	114929	21	313	902✓	1064
NATL CITY TRUCK	114519	20	313	1316✓	1064
NATL CITY TRUCK	114457	12	313	6650✓	1064
NATL CITY TRUCK	114601	12	313	492✓	1064
NATL CITY TRUCK	114726	12	313	327✓	1064
NATL CITY TRUCK	114680	11	313	1817✓	1064
NATL CITY TRUCK	114829	12	313	1305✓	1064
NATL CITY TRUCK	114788	12	313	1982✓	1064
NATL CITY TRUCK	114674	12	313	4357✓	1064
NATL CITY TRUCK					

19148

NEW METHOD	922206	402	1765✓	1064
NEW METHOD	1013105	402	41592✓	1064
NEW METHOD	1013118	402	2564✓	1064
NEW METHOD				

45921

PFILES CAMERA	97166	05	205	7900✓	1064
PFILES CAMERA	9246	22	412	440✓	CR 1064
PFILES CAMERA					

7460

POSTMASTER		22	206	9000✓	1064
POSTMASTER		22	206	4500✓	1064
POSTMASTER					

13500

PUBLISHERS WKLY		419	1500✓	1064
PUBLISHERS WKLY				

1500

SANNER R E		22	220	52500✓	1064
SANNER R E					

52500

SCARECROW PRESS	D2537	402	990✓	1064
SCARECROW PRESS				

990

SCHUERMAN KEY	2807	22	306	1000✓	1064
SCHUERMAN KEY					

1000

STANDARD & POORS	56372	04	422	8400✓	1064
STANDARD & POORS					

8400

STAPPENBECK	1470	401	752✓	1064
STAPPENBECK	1470	206	40✓	1064
STAPPENBECK	1441	401	7875✓	1064
STAPPENBECK				

8667

SWARTZ HOMES	32	603	17370	✓	1064
SWARTZ HOMES			17370		
SWEETNAM JOHN F	22	312	20097	✓	1064
SWEETNAM JOHN F			20097		
TAB PROD CO	527643	09 204	540	✓	1064
TAB PROD CO			540		
THE SPOKEN WORD	3456	414	598	✓	1064
THE SPOKEN WORD			598		
TRAUGHBER H C	22	303	41667	✓	1064
TRAUGHBER H C	22	303	46367	✓	1064
TRAUGHBER H C	22	303	26337	✓	1064
TRAUGHBER H C	22	303	21438	✓	1064
TRAUGHBER H C					
			137809		
TUTTLE CHAS E	4472A	402	135	✓	1064
TUTTLE CHAS E	4472A	206	10	✓	1064
TUTTLE CHAS E			145		
UNIV MICROFILMS	88901	408	1440	✓	1064
UNIV MICROFILMS	78749	408	1715	✓	1064
UNIV MICROFILMS			3155		
WALLACE PRESS		9 204	5913	✓	1064
WALLACE PRESS		9 203	456	✓	1064
WALLACE PRESS			6369		
YACHTING		402	100	✓	1064
YACHTING			100		

No cks

ASSOCIATED PRESS		402	900	✓	1064
HOWE MRS MARY T		220	10000	✓	1064
ILL LIB ASSOC	22	220	4425	✓	1064
ILL POWER CO		307	25111	✓	1064
SUPT OF DOCUMENT		402	750	✓	1064
UNIV OF ILLINOIS		220	9000	✓	1064
			50186		

Drawer

BOOK NOOK	22	402	423	✓	1064
CROWN TRANSIT	34	203	130	✓	1064
DEC HERLD & REVW	1	419	425	✓	1064
DEC HERLD & REVW	13	419	175	✓	1064
KROWS FRED	32	320	300	✓	1064
N O M A	6	221	300	✓	1064
POSTMASTER	4	206	319	✓	1064
POSTMASTER	7	206	314	✓	1064
POSTMASTER	1	206	37	✓	1064
POSTMASTER	8	206	56	✓	1064
ROGERS HDWE	13	201	5	✓	1064

ROHMAN FRED	22	304	600	1064
SCHERER FREIGHT	9	203	468	1064
SCHERER FREIGHT	9	223	10	1064
VAN ZETTI BAKERY	22	299	330	1064
			3892	

10546.07

14,739.17

25,285.24

DECATUR PUB LIB
 DECATUR ILL
 ENCUMBERED ACCTS
 OCTOBER 64

CODE	ALLOCATION	AMT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
100	SALARIES S	19000000		9631061	9368939
100		19000000		9631061	9368939*
		19000000		9631061	9368939*
201	BINDING SU	39000		66690	27690
201		39000		66690	27690*CR
202	CAT MATERI	90000		22615	67385
202		90000		22615	67385*
203	FREIGHT EX	12500		9276	3224
203		12500		9276	3224*
204	IBM SUPPLI	960000		428485	531515
	GAYLORD BR		3400		
	I B M		10300		
204		960000	13700	442185	517815*
205	OFFICE SUP	80000		126224	46224
	ALLIED OFF		100		
	ALLIED OFF		1350		
	GAYLORD BR		9200		
	HAINES & E		490		
	KEYSTONE M		2480		
205		80000	13620	139844	59844*CR
206	POSTAGE	135000		65619	69381
206		135000		65619	69381*
207	PRINTING	120000		113465	6535
207		120000		113465	6535*
208	REP TO EQU	40000		33629	6371
208		40000		33629	6371*
209	TEL TOLLS	9000		3963	5037
209		9000		3963	5037*
210	TEL SERVIC	185960		92516	93444

ENCUMBERED ACCOUNTS
October 1964

210	ILL BELL T	185960	1100 1100	93616	92344*
211	TEL ALARM			1490	1490
211				1490	1490*CR
212	RENT OF MA	67200		56100	11100
212		67200		56100	11100*
213	SERV CONTR	40000		26200	13800
213		40000		26200	13800*
220	PROF DEVEL	150000		117490	32510
220		150000		117490	32510*
221	COMM SERVI	7500		7871	371
221		7500		7871	371*CR
222	EXHIBIT EX	1500		846	654
222		1500		846	654*
223	HANDLING C	2500		150	2350
223		2500		150	2350*
224	ADVERTISIN	8500		16310	7810
224		8500		16310	7810*CR
225	AUDITING	50000		87040	37040
225		50000		87040	37040*CR
229	R O E			2213	2213
229				2213	2213*CR
299	MISC	10000		2500	7500
299		10000		2500	7500*

2008660 28420 1309112 699548*

301	BLDG SUPPL	120000		57266	62734
	BLACK & CO		89		
	DEC PAPER		602		
	SEARS ROEB		449		
	WESTERVELT		2250		
301		120000	3390	60656	59344*
302	CLEANING S	7000		496	6504
302		7000		496	6504*

ENCUMBERED ACCOUNTS
October, 1964

303	CONTRACT R			200972	200972
303				200972	200972 * CR
304	GARBAGE &	12500		8154	4346
304		12500		8154	4346 *
305	HEAT & FUE			1125	1125
305				1125	1125 * CR
306	INSURANCE	454600		28160	426440
306		454600		28160	426440 *
307	LIGHT & PO	250000		107098	142902
307		250000		107098	142902 *
308	BLDG REPAI	60000		26961	33039
308		60000		26961	33039 *
309	TRAVEL	60000		16548	43452
	CITY OF DE		1852		
	CONSUMERS		720		
309		60000	2572	19120	40880 *
310	HEALTH & S	1500		174	1326
310		1500		174	1326 *
311	CONTRACT C	1000000		505800	494200
311		1000000		505800	494200 *
312	ARCHITECT			20097	20097
312				20097	20097 * CR
313	REP AUTO E	220000		60747	159253
	NATL CITY		652		
313		220000	652	61399	158601 *
314	CLEANING S	17500		7316	10184
314		17500		7316	10184 *
315	APPRAISAL	15000			15000
315		15000			15000 *
320	APPRAISAL	30000		7740	22260
320		30000		7740	22260 *
399	MISC			327	327
399				327	327 * CR
		2248100	6614	1055595	1192505 *
401	BINDING	300000		64487	235513
	BINDING OU		98264		
401		300000	98264	162751	137249 *
402	BOOKS	3602300		2073875	1528425
	BAKER & TA		5630		
	BOOKS OUTS		425226		

ENCUMBERED ACCOUNTS
October 1964

BOOKS STAN		368670		
402		3602300	799526	2873401 728899*
405	FILMS 16MM	1500000		175 149825
405		1500000		175 149825*
406	FILMS SLID	2500		2500
406		2500		2500*
408	FILMS MICR	112500		59579 52921
408		112500		59579 52921*
409	FILMS RENT			3571CR 3571
409				3571CR 3571*
410	PAMPHLETS	10000		1150 8850
410		10000		1150 8850*
412	PICTURES	7500		440CR 7940
412		7500		440CR 7940*
414	RECORDS LP	1100000		33137 76863
	RECORDS OU		4583	
414		1100000	4583	37720 72280*
419	PERIODICAL	4000000		79086 320914
	AMER BK PU		1550	
	FACTS ON F		9600	
	MOODYS INV		37500	
	SPECIAL LI		1000	
419		4000000	49650	128736 271264*
421	MEMBERSHIP	700000		40766 29234
421		700000		40766 29234*
422	SERVICES	2000000		27900 172100
422		2000000		27900 172100*
		4964800	952023	3328167 1636633*
502	ADD TO EQU	1500000		66120 83880
	PUB SCHL D		26550	
502		1500000	26550	92670 57330*
		1500000	26550	92670 57330*
603	RENTALS	208440		104220 104220
603		208440		104220 104220*
		208440		104220 104220*
		28580000	1013607	15520825 13059175*

21765.29

DECATUR PUB LIB
 DECATUR ILL
 BUDGET BILL LIST
 OCTOBER 64

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
100 SALARIES S	19000000		8157144	10842856
		1159251		
BL CR AND		14922		
DEC CITY C		21500		
NATL BK DE		178703		
TREAS CIT		96841		
UNITED FUN		2700		
100	19000000	1473917	9631061	9368939*
	19000000	1473917	9631061	9368939*
201 BINDING SU	39000		66325	27325
GAYLORD BR		360		
ROGERS HDW		5		
201	39000	365	66690	27690*CR
202 CAT MATERI	90000		22615	67385
202	90000		22615	67385*
203 FREIGHT EX	12500		8222	4278
WALLACE PR		456		
CROWN TRAN		130		
SCHERER FR		468		
203	12500	1054	9276	3224*
204 IBM SUPPLI	960000		340413	619587
IBM		57500		
MIRABELLA		1470		
MOORE BUS		22649		
TAB PROD C		540		
WALLACE PR		5913		
204	960000	88072	428485	531515*
205 OFFICE SUP	80000		119442	39442
CHILDRENS		400		
PPFILES CAM		7900		
PLASTIC BA		108CR		
VERIFAX		1410CR		
205	80000	6782	126224	46224*CR
206 POSTAGE	135000		54998	80002

DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST - OCTOBER 1964

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
BENEFIC PR		35		
EDUC PROG		107		
MCCLURG A		30		
MIRABELLA		40		
POSTMASTER		4500		
POSTMASTER		9000		
STAPPENBEC		40		
TUTTLE CHA		10		
POSTMASTER		319		
POSTMASTER		314		
POSTMASTER		37		
POSTMASTER		56		
POSTAGE		3087 CR		
RESERVES		780 CR		
206	135000	10621	65619	69381*
207 PRINTING	120000		83755	36245
INDUSTRIAL		3095		
INDUSTRIAL		26615		
207	120000	29710	113465	6535*
208 REP TO EQU	40000		33629	6371
208	40000		33629	6371*
209 TEL TOLLS	9000		2873	6127
ILLINOIS B		1090		
209	9000	1090	3963	5037*
210 TEL SERVIC	185960		73767	112193
ILLINOIS B		16905		
ILLINOIS B		744		
ILLINOIS B		1100		
210	185960	18749	92516	93444*
211 TEL ALARM			1190	1190
ILLINOIS B		300		
211		300	1490	1490* CR
212 RENT OF MA	67200		56100	11100
212	67200		56100	11100*
213 SERV CONTR	40000		26200	13800
213	40000		26200	13800*
220 PROF DEVEL	150000		41565	108435
SANNER R E		52500		
HOWE MRS M		10000		
ILL LIB AS		4425		
UNIV OF IL		9000		
220	150000	75925	117490	32510*

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DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST - OCTOBER 1964

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
221 COMM SERVI N O M A	7500	300	7571	71
221	7500	300	7871	371 *CR
222 EXHIBIT EX	1500		846	654
222	1500		846	654 *
223 HANDLING C BOWKER R R SCHERER FR	2500	100 10	40	2460
223	2500	110	150	2350 *
224 ADVERTISIN AM LIBRARY H W WILSON	8500	1350 2000	12960	4460
224	8500	3350	16310	7810 *CR
225 AUDITING	50000		87040	37040
225	50000		87040	37040 *CR
229 R O E			2213	2213
229			2213	2213 *CR
299 MISC HOURANS FL VAN ZETTI	10000	1000 330	1170	8830
299	10000	1330	2500	7500 *
	2008660	237758	1280692	727968 *
301 BLDG SUPPL BLACK & CO DEC PAPER F HUBBARD HEISE ELEC	120000	30 483 5802 201	50750	69250
301	120000	6516	57266	62734 *
302 CLEANING S BLACK & CO	7000	242	254	6746
302	7000	242	496	6504 *
303 CONTRACT R TRAUGHBER TRAUGHBER TRAUGHBER TRAUGHBER		41667 48367 26337 21438	63163	63163
303		137809	200972	200972 *CR
304 GARBAGE &	12500		7154	5346

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DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST - OCTOBER 1964

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
DASH OTTO ROHMAN FRE		400 600		
304	12500	1000	8154	4346*
305 BURDICK PL		1125		
305		1125	1125	1125*CR
306 INSURANCE	454600		28160	426440
306	454600		28160	426440*
307 LIGHT & P ILL POWER	250000	25111	81987	168013
307	250000	25111	107098	142902*
308 BLDG REPAI F HUBBARD F HUBBARD HEISE ELEC MACS GLASS SCHUERMAN	60000	1440 750 650 1143 1000	21978	38022
308	60000	4983	26961	33039*
309 TRAVEL	60000		16548	43452
309	60000		16548	43452*
310 HEALTH & S	1500		174	1326
310	1500		174	1326*
311 CONTRACT C DEC WINDOW DEC WINDOW DEC WINDOW	1000000	71100 4300 11500	418900	581100
311	1000000	86900	505800	494200*
312 SWEETNAM J		20097		
312		20097	20097	20097*CR
313 REP AUTO E EL BAUER EL BAUER EL BAUER EL BAUER GLASS SPEC NATL CITY NATL CITY NATL CITY NATL CITY NATL CITY NATL CITY NATL CITY	220000	250 250 250 250 1341 902 1316 6650 492 327 1817 1305	39258	180742

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DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST -- OCTOBER 1964

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
NATL CITY		1982		
NATL CITY		4357		
313	220000	21489	60747	159253*
314 CLEANING S	17500	1555	5761	11739
DEC INDUST		1555		
314	17500	1555	7316	10184*
315 APPRAISAL	15000			15000
315	15000			15000*
320 APPRAISAL	30000		7440	22560
KROWS FRED		300		
320	30000	300	7740	22260*
399 MISC			327	327
399			327	327*CR
	2248100	307127	1048981	1199119*
401 BINDING	300000		55860	244140
STAPPENBEC		752		
STAPPENBEC		7875		
401	300000	8627	64487	235513*
402 BOOKS	3602300		1699634	1902666
BAKER & TA		3950		
BAKER & TA		14937		
BAKER & TA		254CR		
BAKER & TA		190		
BAKER & TA		21509		
BAKER & TA		395		
BAKER & TA		257CR		
BAKER & TA		28649		
BAKER & TA		12204		
BAKER & TA		5554		
BAKER & TA		14163		
BAKER & TA		2535		
BAKER & TA		9976		
BAKER & TA		14870		
BAKER & TA		13404		
BAKER & TA		1215		
BAKER & TA		9800		
BAKER & TA		14004		
BAKER & TA		1676		
BAKER & TA		8022		
BENEFIC PR		798		
BOWKER R R		1000		
CHILTON BK		1250		

DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST - OCTOBER 1964

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
COLLIER MA		81		
DOUBLEDAY		6297		
DOUBLEDAY		6665		
DOUBLEDAY		14222		
EDUC PROG		2675		
HAINES & E		1354		
HAINES & E		2803		
HAINES & E		3465		
HAINES & E		3031		
HAINES & E		3752		
HAINES & E		810		
IMPERIAL B		16808		
IMPERIAL B		8566		
IMPERIAL B		3723		
IMPERIAL B		278		
IMPERIAL B		10065		
IMPERIAL B		7478		
IMPERIAL B		40131		
IMPERIAL B		3583		
MCCLURG A		675		
MCCLURG A		1024		
MCCLURG A		192		
MCCLURG A		896		
MCCLURG A		189		
MCCLURG A		800		
MCNAUGHTON		2009		
MCNAUGHTON		12000		
MCNAUGHTON		594		
NEW METHOD		1765		
NEW METHOD		41592		
NEW METHOD		2564		
SCARECROW		990		
TUTTLE CHA		135		
YACHTING		100		
ASSOCIATED		900		
SUPT OF BO		750		
BOOK NOOK		423		
FRIENDSCRE		1676CR		
GT BOOKS M		1200CR		
L & B		2944CR		
MEMORIAL B		500CR		
STAFF BOOK		2422CR		
402	3602300	374241	2073875	1528425*
405 FILMS 16MM	150000		175	149825
405	150000		175	149825*
406 FILMS SLID	2500			2500
406	2500			2500*
408 FILMS MICR	112500		56424	56076

DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST OCTOBER 1964

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
UNIV MICRO		1 4 4 0		
UNIV MICRO		1 7 1 5		
4 0 8	1 1 2 5 0 0	3 1 5 5	5 9 5 7 9	5 2 9 2 1 *
4 0 9 FILMS RENT			3 4 1 1 CR	3 4 1 1
FILM RENTA		1 6 0 CR		
4 0 9		1 6 0 CR	3 5 7 1 CR	3 5 7 1 *
4 1 0 PAMPHLETS	1 0 0 0 0		1 1 5 0	8 8 5 0
4 1 0	1 0 0 0 0		1 1 5 0	8 8 5 0 *
4 1 2 PICTURES	7 5 0 0			7 5 0 0
PFILES CAM		4 4 0 CR		
4 1 2	7 5 0 0	4 4 0 CR	4 4 0 CR	7 9 4 0 *
4 1 4 RECORDS LP	1 1 0 0 0 0		3 1 5 1 8	7 8 4 8 2
CHESTERFIE		1 0 2 1		
THE SPOKEN		5 9 6		
4 1 4	1 1 0 0 0 0	1 6 1 9	3 3 1 3 7	7 6 8 6 3 *
4 1 9 PERIODICAL	4 0 0 0 0 0		5 0 4 0 9	3 4 9 5 9 1
MCGRAW HIL		2 9 7 7		
N E A		2 3 6 0 0		
PUBLISHERS		1 5 0 0		
DEC HERLD		4 2 5		
DEC HERLD		1 7 5		
4 1 9	4 0 0 0 0 0	2 8 6 7 7	7 9 0 8 6	3 2 0 9 1 4 *
4 2 1 MEMBERSHIP	7 0 0 0 0		1 9 7 0 0	5 0 3 0 0
AM LIBRARY		1 5 6 6 6		
AM LIBRARY		5 4 0 0		
4 2 1	7 0 0 0 0	2 1 0 6 6	4 0 7 6 6	2 9 2 3 4 *
4 2 2 SERVICES	2 0 0 0 0 0		1 9 5 0 0	1 8 0 5 0 0
STANDARD &		8 4 0 0		
4 2 2	2 0 0 0 0 0	8 4 0 0	2 7 9 0 0	1 7 2 1 0 0 *
	4 9 6 4 8 0 0	4 4 5 1 8 5	2 3 7 6 1 4 4	2 5 8 8 6 5 6 *

DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST - OCTOBER 1964

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
502 ADD TO EQU	150000		33240	116760
LINCOLN SU		18860		
LINCOLN SU		10420		
LINCOLN SU		3600		
502	150000	32880	66120	83880*
	150000	32880	66120	83880*
603 RENTALS	208440		86850	121590
SWARTZ HOM		17370		
603	208440	17370	104220	104220*
	208440	17370	104220	104220*
	28580000	2514237	14507218	140,727,82*

Balance in Checking Account
Bills presented for payment: *Mary T. Howe*

Approved for payment: *Louise H. Nelson*
WASappington

#71 - ROLLING PRAIRIE LIBRARIES BUDGET & BILL LIST -- OCTOBER 1964

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
100 SALARIES S	800000			800000
ATCHISON R		1332		
GRIFFIN M		43252		
REDDEN J		14109		
NATL BK DE		7126		
TREAS CIT		2478		
100	800000	68297	68297	731703*
	800000	68297	68297	731703*
201 BINDING SU	10000			10000
201	10000			10000*

#71 - BUDGET AND BILL LIST -- OCTOBER 1964

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
202 CAT MATERI	10000			10000
202	10000			10000*
203 FREIGHT EX	1000			1000
203	1000			1000*
204 IBM SUPPLI	10000			10000
204	10000			10000*
205 OFFICE SUP	60000			60000
GAYLORD BR		750		
HAINES & E		682		
PAXTON SER		740		
SCHUERMAN		270		
205	60000	2442	2442	57558*
206 POSTAGE	1000			1000
206	1000			1000*
207 PRINTING	126400			126400
207	126400			126400*
209 TEL TOLLS	4500			4500
209	4500			4500*
212 RENT OF MA	34000			34000
GAYLORD BR		38500		
212	34000	38500	38500	4500* CR
214 MANPOWER	30000			30000
214	30000			30000*
220 PROF DEVEL	7500			7500
GRIFFIN MA		5500		
GRIFFIN MA		2000		
220	7500	7500	7500	* CR
223 HANDLING C	500			500
223	500			500*
225 AUDITING	5000			5000
225	5000			5000*
	299900	48442	48442	251458*
301 BLDG SUPPL	7000			7000
ATCHISON R		130		
BLACK & CO		598		
301	7000	728	728	6272*

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
302 CLEANING S	1000			1000
302	1000			1000*
305 HEAT & FUE	7500			7500
305	7500			7500*
306 INSURANCE	17000			17000
306	17000			17000*
309 TRAVEL	21500			21500
309	21500			21500*
310 HEALTH & S GRIFFIN MA	300	238		300
310	300	238	238	62*
313 REP AUTO E EL BAUER NATL CITY NATL CITY	35000	250 340 2795		35000
313	35000	3385	3385	31615*
	89300	4351	4351	84949*
401 BINDING	10000			10000
401	10000			10000*
402 BOOKS BAKER & TA BAKER & TA NEW METHOD	500000	5087 8113 2046		500000
402	500000	15246	15246	484754*
405 FILMS 16MM	71900			71900
405	71900			71900*
406 FILMS SLID	1000			1000
406	1000			1000*
412 PICTURES	30000			30000
412	30000			30000*
414 RECORDS LP	50000			50000
414	50000			50000*
419 PERIODICAL	10000			10000
419	10000			10000*

ALLOCATION	AMOUNT FOR YEAR	FOR OCTOBER	YEAR TO DATE	BALANCE
421 MEMBERSHIP	21600			21600
421	21600			21600*
	694500	15246	15246	679254*
601 RENT ON PR	25000			25000
601	25000			25000*
	1908700	136336	136336	1772364*

Balance in Checking Account: \$ 2,146.32

Bills presented for payment: *Mary T. How*Approved for payment: *WASappington**louise H. Nelson**Olivia Rague*

700	BAL LAST M	1007287
	TAX INCOME	4200000
	NATL BK DE	2480611 CR
	NATL BK DE	1482005 CR
	NATL BK DE	995060 CR
	NATL BK DE	2500000
	FINES	76814
	NON RES FE	12600
	L & D	2944
	RESERVES	780
	STAFF BOOK	2422
	MEMORIAL B	500
	FILM RENTA	160
	VERIFAX	1410
	PLASTIC BA	108
	POSTAGE	3087
	GT BOOKS M	1200
	DECATUR VE	125
	MISC TEL R	944
	FRIENDSCRE	1676
	CITY BILLS	25111
	CASH CREDI	14287 CR
	BILL LIST	2514237 CR
RPL	BILL LIST -#71	136336 CR
700		214632

17723.64
 9002.97
 8720.67
 14,781

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, OCTOBER 30, 1964

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois, on October 30, 1964.

Members Present:

Mr. Hart
Mr. Sappington
Mr. Koslofski
Mr. West
Mr. Pilcher (late)

Mrs. Nelson
Mrs. Pogue
Mrs. Stern
Mrs. Russell (late)

Others Present:

Mrs. Mary T. Howe
Mrs. Edith McNabb
Mr. John Sweetnam
Mr. Gary Long (reporter, H & R newspaper)
Mrs. Judith Hansen

The meeting was called to order at 4:15 p.m. by Francis Hart, president.

The minutes of the September 25, 1964 meeting were considered. There were no additions or corrections and the minutes were approved as mailed.

Mr. Sappington reported the Finance Committee met on Wednesday, October 27 and checked Decatur Public Library bills and also Rolling Prairie Libraries bills for the month of October. He mentioned the cost of ALA membership for each board member is \$6 per year and it was considered money well spent. Mr. Sappington moved the bills for Decatur Public Library and Rolling Prairie Libraries for the month of October be paid. The motion was seconded by Mrs. Nelson. Motion carried after roll call vote. All present voted aye: Mr. Hart, Mr. Sappington, Mrs. Pogue, Mrs. Nelson, Mr. Koslofski, Mr. West and Mrs. Stern.

Decatur Public Library

Salaries: \$ 14,739.17
Operating Expenses: 10,403.20
Total Expenditures: \$ 25,142.37

Rolling Prairie Libraries System

Salaries: \$ 682.97
Operating Expenses: 680.39
Total Expenditures: \$ 1,363.36

Mr. Sappington indicated DPL had a bill for repairing those areas of the building which were infested by termites, and he asked if this bill should be presented to the city for reimbursement (Contractor's cost - \$2,009.72, Architect's fee - \$200.97). Mr. Pilcher moved that the board submit this bill in the amount of \$2,210.69 to the City Council. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mr. Sappington had been asked by the Special Committee to talk with Mr. Loftus about the schedule on budgets and also the city schedule. Mr. Loftus was out of town and he was told the city schedule has not been worked out yet. Mr. Sappington will try to get copies as soon as they are available and will also talk to Mr. Loftus about the various dates.

The Finance Committee will have a budget meeting at noon on November 18.

Properties Committee: Mr. Pilcher read Mr. Sweetnam's letter dated October 30, 1964. Mr. Sweetnam reported DPL is now "termite free." Mrs. Howe mentioned there is a five-year guarantee by Decatur Exterminating Co. who treated all areas when they were opened up whether there were live termites or not.

Mr. Sweetnam then presented schematic plans to the Board for inspection. The plans include

a first and second floor and basement -- a total area of 65,710 square feet. The plans are open scheme and designed for the present time and next twenty years. The Board then discussed the schematic plans and Mr. Pilcher requested a set from Mr. Sweetnam.

Mr. Pilcher indicated he had talked to Mr. Lloyd, who suggested the City Engineering Department be brought into whatever problems the library had and were made aware of what was going on.

Mrs. Howe reported she had talked to an ADT representative and apparently the library will have to change their burglar alarm when the city goes into the new building. Hubbard Electric contacted Mrs. Howe regarding the second circuit problem and they assured her the situation is not dangerous and they have it on their work sheets to do as soon as possible.

Policy Committee: Mrs. Nelson advised that the proposed amendment to Article 4 - Committees of the Bylaws had been mailed to the Board members ten days prior to the meeting. She then read Article 4 and the proposed amendment which was followed by a lengthy and serious discussion by the Board members. Mr. Sappington moved the proposed amendment be changed to read: "A quorum of standing or special committees will consist of two members present." Mrs. Pogue seconded the motion. There were six ayes, three nays, motion carried.

Mr. Sappington moved that Article 4 - Committees of the Bylaws be amended as follows: "A quorum of standing or special committees will consist of two members present." Mr. Pilcher seconded the motion. Six members voted aye, three nay. Motion carried.

Mrs. Nelson reported the League of Women Voters has begun their study on the library and have met twice. They toured the library and are planning to study library law among other things. Mrs. Nelson has three copies of drafted law - library statistics which are about to be turned over to the Legislative Bureau.

The Librarian reported that the Staff Institute was held on October 12. Mr. Robert Sanner led the staff in a training session on communication. Mrs. Howe gave out copies of "Library Trustee" to each Board member to be borrowed for one month.

Rolling Prairie Libraries is moving along and will meet on November 4. One library at least has taken their full quota of 300 books - the others 200.

Mrs. Grissom has been added to the staff of DPL as Library Assistant I. Book Week begins November 2 - emphasis on children's books. There will be several articles on DPL appearing in Illinois Libraries. A summary and pictures about Dill Branch in the November issue and Mrs. E. McNabb has an article coming up on community information. About twenty-five members of the Friends of the Library met and saw slides on South America. Mrs. Howe reported on her trip to Fort Bragg and her talk to 3rd Army librarians, and also on her trip to Rosary College and talk to 160 librarians in the Chicago area.

Since Rolling Prairie Libraries are not state, city or federal, this poses a problem in regard to deduction for income tax and social security. Mrs. Howe talked with the social security - IMRF liaison office in Springfield and a decision will be forthcoming regarding the identity of the employer of RPL.

The Board discussed RPL non-resident fees. Of the 529 libraries in Illinois 291 charge non-resident fees ranging from 10¢ per book to \$20 per year. The average is \$4 per person. Mr. Sappington asked this matter be deferred for the time being.

Mrs. Nelson reported she attended the Trustees' Section of the ILA Conference on October 23, which was devoted to the planning and development of libraries in Illinois. She said "Mrs. Howe is regarded with esteem and is given a lot of credit by other libraries for the success of our library."

Mr. Sappington moved the November Board meeting be held on November 20 instead of November 27. Mrs. Russell seconded the motion. All present voted aye. Motion carried. Mr. Sappington then moved the Board give authority to the Finance Committee to check and approve bills for November on Wednesday, November 25. Mr. Pilcher seconded the motion. Motion carried after roll call vote. All present voted aye: Mr. Hart, Mrs. Stern, Mrs. Pogue, Mrs. Nelson, Mr. Sappington, Mrs. Russell, Mr. Koslofski, Mr. Pilcher, Mr. West.

Mr. Pilcher reported on the Special Committee - City Council meeting of September 29 with Mr. R. Lloyd and Mr. E. Walton. He thought it was very successful and laid good ground work for future accomplishments. Three subjects were discussed; first the immediate need to answer government on why they should give us the \$9,000; second, the need for a new library building; third, our need to understand when, why and what they want in the budget. Mr. Sappington was appointed to contact Mr. Loftus. Our present property size was discussed - there were absolutely no decisions made - just open discussion. The Council felt a need for this committee existed because of lack of communication. By having joint meetings we could further accomplishments. Mrs. Howe added that in the government request the Board is committed to this location. Mr. Pilcher also said the business people in Decatur feel quite strongly that the library contributes to the economic health of the downtown area and in everything they are planning they hope the library considers themselves a part of this area.

Mrs. Howe mentioned that Miss Yamamoto is going out as member of Children's Services board of Illinois Library Association and Miss Stafford is going off as President of the Technical Services Division. Mrs. Howe was elected president of Public Libraries Section for this coming year.

Mr. Pilcher moved the meeting be adjourned. Mr. West seconded the motion. Meeting adjourned at 6 p.m.

Respectfully submitted,

Mary T. Howe
Secretary

File

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, September 25, 1964

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois, on September 25, 1964.

Members Present:

Mr. Hart, President
Mrs. Pogue
Mrs. Nelson
Mr. Sappington
Mr. Koslofski
Mr. Pilcher

Members Absent:

Mrs. Russell
Mrs. Stern
Mr. West

Others Present:

Mrs. Mary T. Howe
Mr. John Sweetnam
Mrs. Edith McNabb
Mrs. Judith Hansen
Mr. Kelly (reporter
H & R newspaper)

The meeting was called to order at 4:13 p.m. by Francis Hart, President.

Mr. Sweetnam gave a progress report on the termite investigation (his letter dated September 25, 1964). Contractor's cost as of September 22, 1964-- \$1,115.30.

The minutes of the July 31 meeting and the August 31 special meeting were considered. There were no additions or corrections and the minutes were approved as mailed.

Mr. Sappington reported the Finance Committee met Wednesday, September 23 and reviewed the bills for payment. Mr. Sappington moved the bills for September be approved for payment. The motion was seconded by Mrs. Pogue. Motion carried after roll call vote. All presented voted aye: Mr. Hart, Mr. Koslofski, Mrs. Nelson, Mr. Pilcher, Mrs. Pogue and Mr. Sappington.

Salaries:	\$ 16,356.39
Operating Expenses:	<u>4,489.99</u>
Total Expenditures:	\$ 20,846.38

Mrs. Howe suggested preliminary budget meetings by the Finance Committee be started in the near future. All book ordering had been halted due to the termite investigation but since no further live termites have been found, Mrs. Howe was advised to resume book ordering.

Properties Committee: Mr. Pilcher read City Manager John Dever's letter dated August 25, 1964 regarding the City Electrician's inspection of the library and certain minor corrective work necessary. Mrs. Howe said Hubbard Electric had taken care of the first matter (Circuit 3) and would attend to the second matter (Circuits 5, 7 and 8) as soon as possible.

The board received a letter from Community Facilities Administration indicating that feasibility studies are not eligible for funds. In line with this, Mr. Hart stated the City Council had appointed a committee to work with the library. Committee members from City Council are W. Ross Lloyd, Elmer Walton and Henry Bolz. The following board members were appointed to a Special Building Committee: Mr. Pilcher, Chairman, Mr. Sappington, Mrs. Stern, Mr. Koslofski and Mr. Hart. A tentative meeting between the two committees has been scheduled for 7:30 p.m., Tuesday, September 29, 1964. Mr. Sappington moved the Special Building Committee be given the authority to modify, alter or amend the resolution for application CFA401 to Community Facilities Administration. Mr. Koslofski seconded the motion. All present voted aye. Motion carried.

Mr. Hart recommended that Article 4 - Committees of the Bylaws of the Decatur Public Library be amended to include the following:

"A quorum of standing or special committee meetings will consist of members present."

The board requested the secretary to submit written notice of this amendment to all members ten days before the October meeting.

Mrs. Nelson advised that although the board has always thought August and December meetings were not required, there is actually nothing in the Bylaws to substantiate this belief. It was decided, however, no action would be taken at this time.

A letter dated September 4, 1964 was received from Lee A. Freeman regarding the metal shelving investigation. The board was requested to sign a resolution authorizing William G. Clark, Attorney General of Illinois, to act in the library's behalf in this matter. Mr. Sappington read the resolution and moved the board approve it. Mr. Pilcher seconded the motion. All present voted aye. Motion carried and the resolution was duly signed.

Mrs. Nelson reported the League of Women Voters will begin studying the library on Tuesday, October 8 at 9:30 a.m. They will make their report in January.

Mr. Sappington is still Decatur Public Library's representative to Rolling Prairie Libraries and Mrs. Pogue was appointed the alternative representative. A meeting was held September 23 and Rolling Prairie Libraries will start rolling October 15. Mrs. Griffin, a former employee of Decatur Public Library, has been appointed in charge of the Bookmobile.

The Librarian reported Staff Institute will be held Monday, October 12 at Hott Memorial Center. The book "Excellence," by John W. Gardner will be discussed and Mrs. Nelson will be one of the group leaders. Illinois Library Association meeting will be held in Chicago October 22, 23 and 24. Regional libraries will be discussed. Mrs. Howe, Miss Stafford and Miss Yamamoto will attend and Mr. Sappington, who is a director of ILTA, will try to attend.

The Civil Service examination was given for Library Assistant I positions and several people from various parts of the country have applied for professional positions. Mrs. Howe is expecting the librarian from East Meadow, L. I. who is interested in our Data Processing Department.

Mr. Pilcher requested certain statistics be prepared for him by September 29th.

The Chair entertained motion to adjourn. Mr. Sappington seconded. Meeting adjourned at 5:23 p.m.

Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS
August 21, 1964

The Board of Directors of the Decatur Public Library met in special session to consider the report on the termite investigation found in basement, at the Main Library, 457 North Main Street, Decatur, Illinois, August 21, 1964.

The meeting was called to order by Mr. Francis Hart, president at 4:10 pm.

Members Present:

Mr. Francis Hart, president
Mr. W.A. Sappington, vice-president
Mrs. Dwight Nelson
Mrs. Jos. Russell
Mr. David Pilcher

Members Absent:

Mr. Harold Koslofski
Mr. Robert West
Mrs. Erich Stern
Mrs. Roger Pogue

Others Present:

Mrs. Mary T. Howe, secretary
Mrs. Edith McNabb
Mr. Jon Woods, reporter Herald newspaper

Mr. John Sweetnam, architect made a report on the termite investigation. See attached letter. It was estimated that the cost would be about \$1000. Mr. Pilcher moved the library proceed immediately with the investigation in line with Mr. Sweetnam's recommendation. Mr. Sappington seconded the motion. Roll call vote was taken. Mr. Hart, Mr. Sappington, Mrs. Nelson, Mrs. Russell, and Mr. Pilcher voted aye. Motion carried.

Mr. Pilcher moved the Board authorize the Finance Committee to check the bill list for August and pay the August bills. Mrs. Russell seconded the motion. Roll call vote was taken: Mr. Hart, Mr. Sappington, Mrs. Nelson, Mrs. Russell, and Mr. Pilcher voted aye. Motion carried.

Meeting adjourned at 4:30 pm.

Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, JULY 31, 1964

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room, 457 North Main Street, Decatur, Illinois, July 31, 1964.

Members Present:

Mr. Francis Hart, president
Mr. Harold Koslofski
Mr. W.A. Sappington, vice-president
Mr. David Pilcher
Mr. Robert West
Mrs. Roger Pogue
Mrs. Jos. Russell
Mrs. Erich Stern

Members Absent:

Mrs. Dwight Nelson

Others Present:

Mayor Ellis Arnold
Mrs. Mary T. Howe, Secretary
Mrs. Edith McNabb
Mrs. Judi Hansen
Mr. Jon Woods, reporter from Herald newspaper

The meeting was called to order at 4:05 pm by Mr. Francis Hart, president. Mayor Ellis B. Arnold greeted the Board and said he was happy to meet this hard working group of people..."I am always impressed with the way people will serve the City in any way they are called upon to do. Congratulations to all of you. It is a pleasure to be here, Mr. Chairman." The Mayor gave Mr. Robert West a Certificate of Appointment to the Library Board. Mr. Hart welcomed Mr. West to the Board.

Minutes of the June meeting were considered. There were no additions or corrections. The minutes were approved as read.

Mr. Pilcher reported on the Properties Committee. A meeting was held July 16, 1964. All of the members were present. They went over the bids on the cabinets needed and accepted a bid from the Lincoln Supply Co. who was the lowest bidder. Mr. Pilcher said the accumulated building fund was discussed and the committee recommended that it be presented to the board to start approval of it. The committee also discussed a study needed for engineers to analyze use of the old building. Mr. Sweetnam is proceeding with instructions. Mr. Pilcher reported a leak in the roof early in July which has been repaired.

Mr. Hart explained the operations of the Board to Mr. West. The actual work of the Board is done in committee meetings. Mr. West is on the Finance and Policy committees.

Mr. Koslofski presented the financial report. He moved the payment of the bills for July 1964. The motion was seconded by Mrs. Pogue. Motion carried after roll call vote. All presented voted aye; Mr. Hart, Sappington, Koslofski, Mrs. Pogue, Russell, Stern, Mr. West and Mr. Pilcher.

Bills for July

Salaries.....	\$16,697.16
Operating Exp....	9,230.00
Total Exp.....	\$25,927.16

Mr. Koslofski proposed a meeting for the special budget consideration. The City Council is almost ready to consider the 1965 levy that will be collected in 1966. A special board meeting will be necessary for tentative appropriation of the 65/66 budget but a detailed one will be presented March 1, 1965. The Board discussed a meeting date.

Mrs. Howe reported that she called Mr. Dever who was out and spoke with Mr. Kirk who then read the amount the Council had put down for the library...\$285,800.00. She said this was the maximum that we can get because of the appropriation. The Council will bring up the levy at the August 10th meeting. Mr. Kirk said we could send over papers or not just as we wished. We always do send papers. The Board of Directors decided to meet Monday at 4 pm (August 3, 1964) to discuss the matter.

Mrs. Edith McNabb reported on the library trustee's meeting at the American Library Association in St. Louis. (See attached pages).

The librarian gave her report. She had prepared a cost of service study for each agency including the total units of service performed. Personnel changes for the month include: four pages added, the handyman-driver-collector hired; Mrs. Martin Seidman began work on part-time basis (professional); two library assistant I employees began work; Miss Jones in reference department will return August 15. Since the article appeared in the newspaper Sunday, we have had increased use of the Lincoln Room. Mr. Wilbur Duncan, who wrote a history of postal services in Illinois, has made some contributions to the library. One of these is the earliest Decatur postmark known...made in 1835. Mrs. Howe indicated she would take a vacation the second week in August.

Mr. Hart asked for the chain of command. Mrs. Howe said the person in charge is Mrs. Nellie McNabb, (2) Miss Stafford, (3) Miss Yamamoto, (4) Mrs. Leonard.

Mrs. Howe reported the library has received three tax collections: \$22,000 in May, \$28,000 in June, and \$60,000 in July. \$34,000 was invested in short term treasury bills. \$833.30 was collected in fines for July. Mr. Sappington asked about the payroll. The librarian said everyone who was supposed to be taken up to the next step has received this amount. Everyone is on the level they are supposed to be on. The Civil Service Commission hasn't presented another payroll schedule.

Mrs. Stern moved the meeting be adjourned. Mrs. Pogue seconded the motion. Meeting adjourned at 5:10 pm.

Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, June 25, 1964

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois on June 25, 1964.

Members Present:

Mr. Sappington, Vice-President
Mrs. Nelson
Mrs. Pogue
Mrs. Russell
Mrs. Stern

Members Absent:

Mr. Hart
Mr. Burnett
Mr. Pilcher
Mr. Koslofski

Others Present:

Mrs. Howe
Mrs. Hansen
Mrs. E. McNabb
Mr. Jon Woods, (H & R)

The meeting was called to order at 4:04 PM by Mr. Warren A. Sappington, vice-president.

The minutes of the May 29th meeting were considered and corrected to read "Mr. Sappington gave the Properties Committee report." Mrs. Pogue made a motion the minutes be approved as corrected. Mrs. Nelson seconded the motion. All present voted aye. Motion carried. Mrs. Howe read the minutes of the special meeting held on June 12, 1964. Mrs. Pogue moved the minutes for June 12th be approved. Mrs. Nelson seconded the motion. All present voted aye. Motion carried.

The librarian gave the report on the library. She reported the back orders for books are about cleared. There was an extra \$10 added to our appropriation and this was put in the book fund. A data processing seminar was held in the library during June. Eleven people attended from Davenport, Iowa, Champaign-Urbana, and Charleston as well as the assistant in data center for the Citizen's Bank. Eastern Illinois University is considering a system very similar to Decatur Public Library.

Mrs. Howe was requested to present the revised copy of the budget to the Board members. It was noted this has appeared in the first column of the Bill List since May 1964. The audit bill has not been received. Two tax settlements have been received from the City. Circulation for May is down. The children's summer reading club is gaining... 200 enrolled and over 1000 books read to-date. Mr. Kirchgraber has accepted a position at Belleville, Illinois public library. The staff gave him a wristwatch and a small party in the staff room. Mrs. Howe reported she will not ask to have the assistant librarian's job filled. Mrs. Puhek is working 10 hours a week in the office. Miss Stafford has returned to work. All 39 accredited graduate library schools in the country plus the ALA Bulletin, Library Placement Exchange, Library Journal and Wilson Bulletin will carry ads for five professional vacancies on the Decatur staff. We will be fortunate to hire two or three.

Mrs. Nelson gave the report of the Finance Committee. The committee met and checked the bills for the month of June 1964. She moved these bills be approved for payment:

Staff salaries.....	\$15,860.97
Operating expenses.....	<u>10,890.85</u>
Total bills for June	\$26,751.82

Mrs. Stern seconded the motion. Roll call was taken: Mr. Sappington, Mrs. Nelson, Mrs. Pogue, Mrs. Russell, and Mrs. Stern voted aye. Motion carried.

The Personnel, Policies, and Properties committees did not meet during June 1964.

Mr. Sappington gave a report on the System 17 meeting of the Advisory Council which met June 24, 1964. Mr. Sappington read the minutes of the meeting (Copy attached to these minutes). He explained the need to change the name from System 17. There were suggestions such as Sangamon Libraries, Prairie State, Soy Libraries, Kaskaskia Libraries, Barnes Libraries, etc. Mr. Boord, State librarian in charge of extension indicated to the Advisory Council that the Illinois Library Association is getting ready to submit a bill to the 1965 legislature and the executive board felt if a system was already started it might influence people in their thinking. Library System 17 will include 9 counties. At present it includes four counties. Another name Rolling Prairie Regional Library was suggested. The Board members were asked to think further about a name for the system. Mr. Sappington further reported an executive committee was chosen: Mrs. Loose to serve as chairman and two others, Mrs. P.A. Wilkerson (Moultrie County) and Miss Nettie Davenport (Dewitt). Mrs. Howe serves as secretary-treasurer. The target date for the bookmobile is September 1, 1964. Members agreed that non-resident fees should be the same throughout the system. At present Decatur charges \$7, Bethany charges \$1. Mr. Sappington thought the other libraries could bring their standards up to our standard. Members have been asked to discuss this with their boards. The libraries chose an alternate for the Advisory Council. All library staff members and their boards were invited to attend the Staff Institute to be held at the Hott Memorial Center, October 12.

The Board members of DPL discussed the selection of an alternate.

American Library Association conference in St. Louis was discussed. Mr. Sappington cannot go as planned because he has a class on Saturday. Eleven persons on the staff will attend meetings during the week. The station wagon will be used to transport persons on Wednesday and Thursday. Mrs. Edith McNabb and Mrs. Howe will attend sessions on Friday, Saturday and Sunday.

Two copies of the application to Community Facilities Agency are signed, sealed and ready to be mailed.

The meeting adjourned at 5 PM.

Respectfully submitted

Mary T. Howe (Mrs. H.L.)
Secretary - Librarian

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, MAY 29, 1964

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois, on May 29, 1964.

Members Present:

Mr. Hart Mr. Koslofski
Mrs. Pogue Mrs. Russell
Mrs. Nelson Mr. Sappington

Members Absent:

Mrs. Stern
Mr. Burnett
Mr. Pilcher

Others Present:

Mrs. Mary T. Howe
Mrs. E. McNabb
Mrs. J. Hansen
Mr. N. Weimholt

The meeting was called to order at 4:33 P.M. by Mr. Francis Hart, president.

The Minutes of the April 24, 1964 meeting were approved as mailed. There were no additions or corrections.

The Librarian reported the American Library Association meeting will be coming up the end of June with a Pre-Conference on building. Mrs. Howe asked if any reservations could be made for directors since Decatur Public Library should be represented. It was decided one reservation would be made for a Board member and either Mrs. Pogue, Mrs. Nelson or Mr. Sappington will try to make it.

Mrs. Howe had just come back from an IBM Seminar at Endicott, New York, and said everyone should be very proud because Decatur was held up as an example to 55 librarians from 22 states.

The publication of accounts will be at the end of the month and the Taxpayers group is going to use copies as examples to the rest of the Illinois Municipalities to show them how their financial accounts should be published.

The Librarian reported four attended the District Meeting in Charleston and they found out it was criteria to be a member of Systems in order to receive Federal Construction Act funds. Mr. Byron Merris, and the Properties and Policy Committees have all looked at the Systems 17 contract and the consensus is that it is vague but adequate for the first two years. Four libraries plus Decatur have signed and four more are thinking seriously about it. State will send over some kind of a sample contract which just says DPL will see to it that services are given, and the maximum amount of money will be allocated. Mrs. Howe suggested the Board elect a representative and a discussion followed regarding the advantages of membership in Systems 17.

Mr. Koslofski gave the report for the Finance Committee, which met Wednesday, May 27th. Mr. Koslofski moved the bills for May be approved for payment. Mrs. Pogue seconded the motion and roll call vote was taken. Mr. Hart, Mrs. Nelson, Mrs. Pogue, Mrs. Russell, Mr. Sappington and Mr. Koslofski voted aye. Motion carried.

Salaries:	\$ 15,798.19
Operating Expenses:	6,672.71
Total Expenditures:	\$ 22,470.90

Mrs. Howe stated there was no money last month so the city loaned us \$22,000 without interest. She also mentioned the budget items were remade and they total up to \$285,800. Mr. Dever's letter indicated the \$9,000 the library will get is not included in the budget.

Mrs. Nelson gave the report for the Policy Committee. She stated Equitable Life Insurance Company had approached Mrs. Howe to see if the employees would like to be under the tax sheltered insurance plan. This payment would not be included in their income tax. There will be no expense to the library other than the bookkeeping. It would be up to the individual person - voluntary participation. It is the same plan the Decatur public schools have and should be checked out with Sam Kohr, Business Manager of public schools. Mrs. Nelson moved the Board make available to the employees of Decatur Public Library the opportunity to accept or reject the proposed insurance policy, without recommendation from the Board. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mrs. Nelson reported the Policy Committee went over the contract between John Sweetnam and the library and felt some of the wording should be changed as follows:

Page 4, Article 14, A.2.1 should read "For his basic services 10% of the cost of the remodeling work and 6% of the cost of an addition if erected....."

Page 1, "WITNESSETH that whereas the Owner intends to remodel the existing Main library building, or erect a new library building at a cost not to exceed \$1,500,000.00."

Page 1, Article 2, 2.4....."In computing Direct Personnel Expense principal's time shall be computed at \$12.00 per hour....."

Page 4, Article 14, B.7.2.1, "Twenty-five complete sets of plans and specifications will be furnished by the Architect. Additional sets required beyond this number will be considered a reimbursable item in this Agreement."

Mrs. Nelson moved the Board approve the Architectural Contract contingent upon Mr. Sweetnam's acceptance of the changes and Mr. Byron Merris' approval. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mrs. Nelson then moved the Board approve and sign the application for Advance for Public Works Planning and forward it through proper channels in order to obtain the \$9,000 from Community Facilities Administration. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mr. Sappington reported on the Policy Committee meeting and said the committee considered the two contracts just approved. In addition, Mrs. Howe had requested the committee recommend the purchase of an IBM card tub and she was asked to get bids on the tub. Mrs. Howe also requested permission to get another typewriter on a trade-in (IBM Selectric - includes 3 additional fonts - cost, \$240.50). Mr. Sappington moved that Mrs. Howe be given authority to purchase an IBM typewriter with proper type and model. Mr. Koslofski seconded the motion. All present voted aye. Motion carried. Mr. Sappington then moved the Properties Committee be given permission to review bids and act on purchase of data storage tub.

Mrs. Nelson seconded the motion. All present voted aye. Motion carried.

A lengthy discussion followed regarding System 17 and the staffing of the State Bookmobile, method of purchasing books, the book budget and collection, etc. Mrs. Howe will be administrator along with elected representative from each participating library and this will comprise the Board of System 17. Mrs. Nelson moved the Board sign the contract for Library System 17. Mrs. Russell seconded the motion. Mr. Hart, Mrs. Pogue, Mrs. Nelson, Mr. Koslofski and Mrs. Russell voted aye, Mr. Sappington voted nay, no abstentions. Motion carried.

The Board then discussed appointing or electing a representative to System 17 Board. System 17 will run from July 1 to July 1. Mr. Sappington volunteered to serve until July 1, 1964, attend the first meeting and report on the nature of the duties involved.

Mrs. Nelson moved adjournment. Mrs. Russell seconded the motion. The meeting was adjourned at 5:40 P.M.

Respectfully submitted,

Mary T. Howe
Secretary

MINUTES OF DPL ANNUAL MEETING- May 11, 1964

The Annual Meeting of DPL was held on May 11, 1964 in the Flintridge Room of the Decatur Club. Mr. F. Hart, president, called the luncheon meeting to order at 12:20 noon.

After the invocation by Fr. Ratchford, Mrs. Howe gave the Annual Report. She said she attended ALA previous July in Chicago. Some of the staff went to U. of I. research in Allerton last year - also to U. of Chicago. We had our own seminar in middle of August and 80 people attended on "How to Use Library." Mrs. Howe made two^{30"} television appearances last year. The library had a gift of 180 records from Columbia recording company/ Class - U. of Ill. Extension in *Children's Materials*. The following people then gave one minute reports: Mr. Kirchgraber, Miss White, Mrs. Weidner, Mrs. Leonard, Mrs. Petersen, Mr. Atchison, Miss Schultz, Mrs. Puhek, Mrs. N. McNabb, Miss Yamamoto, Mrs. Turnbo, Miss Spittler, Mrs. E. McNabb.

Mr. Arvid Engdale, president of the Friends of the Library gave a short talk.

Mr. Hart said brief reports would be given on the activities of the board during 1964. ~~He~~ He said meetings had been started to establish district library service with State Library. Smaller libraries ~~had~~ have been contacted. DPL would be able to assist them in many ways - save them money by ordering their books for them. Mr. Hart reported he and Mr. Howe attended ALA meeting in Chicago which was concerned with buildings. They talked with professionals in the field and also with those who have built new libraries or remodeled. ~~Wx~~ Mr. Hart indicated that of a seven step procedure, DPL had already gone through the first four steps and was now engaged in the last three steps. Appeared on Midday twice. During the fiscal year 63/64 the Board took proper legal steps to ~~begin~~ ~~proceed~~ begin procurement of new library building. Board

passed resolution to accept gifts. Mr. Hart reported this year the board presented the budget to city council by means ~~xxx~~ of slides and a report by Mr. Pilcher and Mr. Sappington. Under the direction of Mrs. E. McNabb plans are underway for *a Library Committee.*

This is in the stage of formation to supplement the Friends of the Library-- less active than the Friends but one on which we would like to call. This year it is our very great pleasure to recognize the services of interested ~~of~~ citizens of Decatur to DPL by the presentation of Certificates of Service. Mr. Hart then presented these certificates.

The secretary then read the Minutes of the May, 1963 Annual Meeting. There were no additions or corrections and the Minutes stand approved as read.

Mr. Burnett, Chairman of the Finance Committee gave the financial report: "It seems that the last two years I stood before this group-- last year I went off as president, this year I am going off entirely. At this time I would like to thank all of the staff and those who made presentations at this meeting. Mr. President, as finance chairman, again we have had a fairly successful year. Of course we ~~have~~ never have enough money. I hope someday that will be cured. I don't know if that will be in my lifetime or yours, but the Board is always in there trying. ~~xxxxxxveryxxsaidxxxxxxhave~~ We have the library audited by a firm of independent certified public accountants. This year included in their audit is one statement I want to emphasize and that is in the letter "no unpaid liabilities for materials or services were noted in the course of our examination." We owe no one. Mr. Jenne, who is here representing firm of Murphey, Jenne & Jones will make a report.

Mr. Jenne: Our report is addressed to the Board of ~~Trustees~~ Trustees of DPL. I will give you the highlights-- the other details are available to those who would like them.

Cash balance of \$565 on April 30, 1964. Expenses and revenues are detailed for those of you who might be interested. There is a schedule of taxes compared to the last four years. The library has been operating on a lesser amount of taxes than it has in previous years.

If any of you from the news media are interested there are copies up here you may look at. Any questions?

The next item is report of Properties Committee. Mr. Pilcher reported the properties Committee had a simple but difficult job ~~tax~~ ~~due~~ due to the size of the budget. Minimum maintenance was done, nothing major. Principal accomplishment was the investigation of the need and adequacy of our Main Library. We took further steps of

appointing a committee of Mr. ^{Frank} Bein ^{hauer} Mr. ^{Leo} Foltz and Mr. Robert Wood + Mr. John Sweetnam

to survey our present building for the purpose of seeing if it could be remodeled economically or not and what would be the better and most economical thing to do for the taxpayers. They met and found they could not arrive at a decision without details and specifications as to what was needed. The drawings of the library are outdated and they recommended to us that we proceed with adequate drawings and specifications so that from that they could drawing conclusions. Mr. Sweetnam, our architect, said this job could be done for approximately \$7,000.

The board requested the \$7,000 in our new budget. Technically it was not given to us for this coming year, however, we are going to proceed with the plans to see what can be done. The city, through Mr. Dever, is trying to secure for us funds to proceed with this work. We have forms we are going to fill out and submit to the government. ~~In the meantime~~ ~~we have prepared plans~~ Mr. Sweetnam has more information to give you.

Mr. Sweetnam said we have prepared plans of the library so we can determine whether this building can or cannot be used. Drawings has floor plans to scale. We also took some elevations of outside levels and

we know now that basement level is the same as Main. Whether or not this existing building can be used -- we will try to come off street level. One problem we have been reading about is the strength of the floors of the library which is over 60 years old. We have had to move stacks and files from the center of floors to areas close to load bearing walls. This does not infer the library is unsafe, but it is old and the demands put upon it in weight and traffic exceed what it was planned for. Something has to be done and we are proceeding to do it.

Mrs. Nelson reported on Policy Committee. During the last year we have revised bylaws, approved investigation of Library System 17 and I also have the feeling that we made the resolution to proceed with plans to include library facilities (?????) Also we secured the help of the League of Women Voters in that the League is going to study the problems of the library next year.

Mr. Hart then announced the election of officers of the Board of Dir. of DPL for ensuing year would take place. Mr. Burnett offered the name of Mr. Fr. Hart as president. Mr. Pilcher seconded the motion. Mr. Burnett moved the nomination for presidency be closed. Mr. Pilcher seconded. ~~xxxxxxx~~ All present voted aye. ^{by show of hands} Motion carried.

Mr. Burnett offered the name of Mr. W. A. Sappington ~~as~~ for Vice President of Board of Dir. Mrs. Nelson seconded. Mr. Burnett moved the nominations be closed. Mrs. Nelson seconded. All present voted unanimously by show of hands. Motion carried.

Mrs. Howe is Secretary-Treasurer of Board. This completed election of officers for 64/65 and Mr. Hart thanked the other board members for their confidence.

Mr. Hart said: In closing the 63/64 year I, as president, would like to note with sincere regret the ending of the last term which ~~is~~ is *Jack Burnett*

permitted. Mr. Burnett's service has been excellent and beyond. He has given freely of time and talent. At this time it would be highly appropriate if the board and staff would.....(standing ovation or applaud????)

We will close 1964 annual meeting with ~~xxx~~ prayer by Fr. Ratchford. Meeting was adjourned at 2 p.m.