

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE PERSONNEL COMMITTEE MEETING
May 24, 1962

The meeting was held in the Boyd Room. Members present: Mr. John Cheeks, Chairman, Mrs. Roger Pogue, Mr. Francis Hart, Mrs. Mary T. Howe, Secretary, and Mr. Robert Kirchgraber, Assistant Librarian.

The meeting was called to order at 5 PM.

A discussion was held on the proposed pay grades for the library staff. An analysis of the proposal was presented by Mrs. Howe.

It was recommended that the Board of Directors be advised that the Pay Plan has been received from Mr. Bodnar and is being worked on to see whether the Library can afford it.

Meeting adjourned at 6 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Librarian.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE PROPERTIES COMMITTEE MEETING
BOARD OF DIRECTORS
May 24, 1962

The Properties committee of the Board of Directors met in the Boyd Room of Decatur Public Library, May 24, 1962.

Members Present:

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

Others Present:

Mrs. Roger Pogue
Mr. Robert Kirchgraber, Assistant Librarian
Mr. Jackson Kemper

The meeting was called to order at 4:15 PM. Mr. Jackson Kemper was introduced to the committee. He explained that he had been trying to obtain 4 of the 5 volume set of books on Morgan Horses (Joseph Battell. The Morgan Horse and Register) which had been given to the library by Mrs. Flynn. He said, "only a breeder would have an interest in these volumes". He was not interested in the actual volumes but only the contents. Mr. Hart asked him if his attorney had explained the procedure he might use to obtain a copy of the books. Mr. Kemper then asked what this was. Mrs. Howe explained the xerography process used by University Micro-films in Ann Arbor, Michigan. The cost would depend on the size of the book but average costs amount to \$2.50-\$17.50 per volume with paper covers. The books may then be bound in hard covers by Stappenbeck Bindery in Bloomington.

The Librarian said that a letter had been sent OP-University Micro-films and no answer had been received. She said another letter would be written.

Mr. Kemper thanked the members of the committee and retired.

Repairs to be made during the summer were discussed. Mr. Cheeks moved that the following items be referred to John Sweetnam, Architect: repair on masonry wall, caulking all joints of concrete, cleaning brick, and painting window sills. The alarm installation should be deferred until July. The black topping for Main should await the price from the City. Mrs. Stern seconded the motion. All present voted aye. Motion carried. Mrs. Stern moved a bicycle rack be purchased for Dill Branch. Mr. Cheeks seconded. All present voted aye. Motion carried. Signs for the front door were approved by a motion from Mrs. Stern and seconded by Mr. Cheeks. All present voted aye. Motion carried.

The meeting adjourned at 4:50 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Librarian.

CITY OF DECATUR, ILLINOIS
BUDGET FORM 5

CONTRACTUAL REPAIRS AND REMODELING

Department: Decatur Public Library

Activity: Library Services

Submitted By: Board of Directors

Date: 3/1/62

ITEM REQUESTED	LIBRARY OBJECT CODE NO. 302	These are estimates for contracts and may be repairs
		Request
Black topping		
Main Library		\$ 2,138.30
Evans Branch		650.15
Repair masonry wall at		210.00
existing basement steps-		
Main Library		
new hand rail		
Caulk all joints of concrete		150.00
coping west wing - Main		
Library		
Clean brick, point up mortar		750.00
& spray - west wing		
Exterior painting		820.00
Paint toilet, coatroom,		191.00
vestible		
Paint Technical Processes		90.55
		<u>\$5,000.00</u>

Decatur Public Library
457 North Main

Estimated repair and Maintenance work.

#1 caulk all joints of concrete coping on
west wing 150⁰⁰

Remove vines on brick walls on west wing
#2 Clean brick, point up mortar and spray
a coat of silicone on brick walls. 750⁰⁰

#3 Exterior Painting

2 coats on fireescapes.
2 coats on windows and doors except
window sills to have three coats.

820⁰⁰

First Floor Clear and 1 coat of paint
on walls, windows and doors,
Varnish work as noted

Vestibule including Varnish on doors.

85⁰⁰ ✓

Coat Room

53⁰⁰ ✓
138

Ladies Toilet (First Floor)

53⁰⁰ ✓

Recreation Room No 1 including
Varnish on doors and chair rail

270⁰⁰ ✓

Recreation Room No. 2 including
Varnish on door

175⁰⁰ ✓

Stark Room including paint on
ceiling

304⁰⁰

Youth Rooms including Varnish on
windows.

193⁰⁰

Interior Painting

Basement - clean & 1 coat of paint on walls, windows and doors
varnish work as noted

Technical Processes Office _____ 90 ⁰⁰ ✓

Technical Processes Room _____ 120 ⁰⁰ ✓

Lounge Staff Room. _____ 70 ⁰⁰ ✓

Central Hall including varnish on doors and chair rail 200 ⁰⁰

Delivering Room _____ 77 ⁰⁰ ✓

Hall _____ 44 ⁰⁰

Data Process Room _____ 120 ⁰⁰ ✓

Second Floor clean and 1 coat of Paint
on walls.

Meeting Room

122 ⁰⁰

Hall

113 ⁰⁰

Directors Room

74 ⁰⁰

JOHN F. SWEETNAM

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

October 24, 1961

Decatur Public Library

LIBRARY REPAIR WORK

Repairing masonry wall at existing basement steps including new pipe hand rail.

Bill Carrant	\$210.00
Christy-Foltz	\$216.00
Lunn Brothers	\$250.00

Installing new steps to west and repairing masonry wall at existing basement steps with new pipe hand rail.

Frank Weber Co.	\$760.00
Lunn Brothers	\$781.00
Christy-Foltz	\$897.00

This was deferred for inclusion in next year's budget.



COUNCIL - MANAGER
GOVERNMENT

CITY OF DECATUR

COUNTY BUILDING • DECATUR, ILLINOIS



July 26, 1961

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

Dear Mrs. Howe:

The City's black-topping contractor is rapidly approaching the stage where he will begin blacktopping operations on this year's contract. To date we have had no official word from the Library on its proposed blacktopping projects.

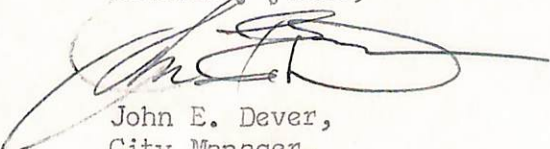
If the Public Library would like to include the black-topping previously discussed we must have a purchase order authorized by the Library Board for this capital improvement. Based upon contract unit prices this will be:

Main Library	\$2,138.30
Evans Branch	<u>650.15</u>
Total	\$2,788.45

The City's Engineering Division should have a definite decision on this matter by August 1, 1961 so the contractor can be instructed to include or exclude this work. They will be pleased to go over any details of the projects or cost with you.

We are always pleased to be of assistance to the Public Library.

Cordially yours,


John E. Dever,
City Manager.

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DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
May 25, 1962

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Boyd Room of the Main Library, 457 North Main Street, May 25, 1962 at 3:45 PM.

Members Present:

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

Members Absent:

Mrs. Harry Moothart
Mr. James Sommer

Others Present:

Mr. Icen, reporter Decatur Herald
Mr. Robert Kirchgraber, Assistant Librarian

The Librarian read the Minutes of the April 27, 1962 Meeting and the Properties Committee meeting held May 24, 1962. Other minutes submitted to the Board were: The Annual Board Meeting held May 11, 1962, Special Finance Meeting held April 30, 1962, Personnel Committee Meeting held May 24, 1962. A correction on the April 27, 1962 Minutes, page 2 last line, was made to read "sent to Mr. Burnett for signature". There were no other corrections, therefore, the minutes were declared approved as read and submitted.

Mr. Burnett asked for authorization for the officers to sign the check for the dormant account in the National Bank on the Library Book Fund 1913 and to transfer the amount to the Decatur Public Library checking account. Mr. Cheeks made the motion. Mr. Koslofski seconded the motion. All present voted aye. Motion carried.

Mr. Koslofski presented the May bills for payment. Mrs. Stern seconded the motion. Roll call was taken, Mr. Burnett, Mrs. Stern, Mrs. Pogue, Mr. Koslofski, Mr. Hart, Mr. Cheeks, and Mr. Pilcher voted aye. No abstentions or noes were recorded. Motion carried.

Staff Salaries	\$14,326.30	
Janitors Salaries	<u>398.77</u>	
Total Salaries		\$14,725.07
Operating Expenditures		<u>3,641.51</u>
Total Expenditures		\$18,366.58

Mr. Hart gave the report for the Properties Committee. He made the motion to refer the following repairs to Mr. Sweetnam, Architect:

Repair masonry wall at existing basement steps of Main Library with new hand rails.	\$210.00
Caulk all joints of concrete coping, west wing-Main Library	150.00
Clean brick, paint up mortar and spray with silicone-west wing-Main Library.	750.00
Exterior painting-window sills and fire escapes	850.00

Minutes of the Board of Directors,
May 25, 1962

Paint toilets, coatroom, vestibule	191.00
Paint Technical Processes	<u>90.55</u>

Mr. Pilcher seconded the motion. All present voted aye. Motion carried.

The black topping of Main Library (approx. \$2,138.30) awaits 1962 bids from the City. The Evans Bookmobile ramp needs permission from the City to proceed with work.

Mr. Hart moved the library purchase a bicycle rack for Dill Branch at the best possible price to fill our needs. (18 capacity-10 ft. length-approx. cost \$63.50). Mr. Pilcher seconded the motion. All present voted aye. Motion carried.

Mr. Cheeks reported for the Personnel Committee. (see minutes for the Committee, May 24, 1962). He advised the Board that the Pay Grade Plan for the Library Employees Classifications had been received from Mr. Bodnar, Secretary to Civil Service Commission. The Committee is working on it to see whether the Library can afford it. Mrs. Howe is making an analysis which will be distributed to the members for discussion at a later date.

Mr. Burnett appointed the following committees to serve during 1962/63:

<u>Properties</u>	<u>Finance</u>	<u>Policy</u>	<u>Personnel</u>
Mr. Hart, Chairman	Mr. Koslofski, Chair.	Mr. Pilcher, Chair.	Mr. Cheeks, Chair.
Mr. Cheeks	Mr. Pilcher	Mr. Koslofski	Mrs. Pogue
Mrs. Stern	Mr. Sommer	Mrs. Stern	Mr. Hart
Mr. Sommer	Mrs. Moothart	Mrs. Pogue	Mrs. Moothart

Mrs. Howe reported on her vacation which will begin June 11 and end July 16, 1962. Mr. Kirchgraber will be in charge while the Librarian is gone and he will attend the June Board Meeting.

Mr. Burnett reported on the Area Meeting of the Trustees. There were representatives from Pana, Urbana, East Peoria, Centralia, Decatur and the Illinois State Library. The Library Laboratory was on display from 10AM-3PM. Audio visual material, class facilities, and basic reference books were displayed. DeLafayette Reid, Assistant State Librarian and Harold Rath, Library Consultant talked about new library laws, National Library Week, and financial problems. Mr. Burnett urged all Directors to attend these meetings when they are held. He pointed out the ILA meeting in Springfield October 25, 26, 27, 1962. Mr. Pilcher is a Director of the ILTA Division.

Mrs. Howe announced the medium sized library institute at the University of Chicago August 8, 9, 10. She said four members of the staff would attend and offered to reserve places for two Directors. Staff Institute will be held October 12, 1962 in the Hott Memorial House in Monticello. The University of Illinois Conference will be held November 12, 13, 14 in Allerton House. This will emphasize medium sized libraries too. She said Decatur people drive back

Minutes of the Board of Directors Meeting,
May 25, 1962.

and forth to Allerton and do not stay overnight.

Mr. Burnett entertained a motion to adjourn. Mr. Pilcher moved adjournment. Mrs. Pogue seconded the motion. Meeting adjourned at 5:20 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST - MAY 1962

Code	Expense Allocation	Amt. for Yr.	For May	Year-to-date	Balance
100	SALARIES S	17500000			17500000
			1102454		
	NATL BK DE		216760		
	UNITED FUN		1000		
	BL CR AND		15734		
	DEC CITY C		7000		
	TREAS CIT		89682		
100		17500000	1432630	1432630	16067370*
150	SALARIES B	552000			552000
			32600		
	NATL BK DE		4450		
	UNITED FUN		100		
	TREAS CIT		2727		
150		552000	39877	39877	512123*
		18052000	1472507	1472507	16579493*
201	BINDING SU	82200			82200
201		82200			82200*
202	CAT MATER I	84000			84000
202		84000			84000*
203	FREIGHT EX	14400			14400
203		14400			14400*
204	IBM SUPPL I	535000			535000
	IBM		51500 ✓		
204		535000	51500	51500	483500*
205	OFFICE SUP	292100			292100
	DEC PAPER		829 ✓		
	IBM		368 ✓		
	VERIFAX		305 CR ✓		
205		292100	892	892	291208*
206	POSTAGE	129300			129300
	POSTMASTER		57 ✓		
	POSTMASTER		17 ✓		
	POSTMASTER		84 ✓		
	POSTMASTER		4000 ✓		
	AMER HOTEL		38 ✓		
	BENNETT C		19 ✓		
	FRENCH BK		24 ✓		
	GEMAC CORP		9 ✓		
	HACKER ART		44 ✓		
	IOWA STATE		29 ✓		
	POSTMASTER		9000 ✓		

THOMAS C C
RESERVES

10 ✓
1800 CR

206		129300	13151	13151	116149*
207	PRINTING	82000			82000
207		82000			82000*
208	REP TO EQU	66400			66400
208		66400			66400*
209	TEL TOLLS	14000			14000
	ILLINOIS B		300 ✓		
209		14000	300	300	13700*
210	TEL SERVIC	8900			8900
	ILLINOIS B		100 ✓		
210		8900	100	100	8800*
212	RENT OF MA	75700			75700
	PITNEY BOW		1800 ✓		
212		75700	1800	1800	73900*
213	SERV CONTR	21800			21800
213		21800			21800*
214	MANPOWER I		1306 ✓		
214			1306	1306	1306*CR
220	PROF DEVEL	117700			117700
	HOWE MRS M		334 ✓		
	HOWE MRS M		100 ✓		
	M LEONARD		333 ✓		
	M LEONARD		100 ✓		
	STAFFORD M		100 ✓		
	STAFFORD M		333 ✓		
	UNIV OF CH		12000 ✓		
220		117700	13300	13300	104400*
221	COMM SERVI	15900			15900
221		15900			15900*
222	EXHIBIT EX	8600			8600
222		8600			8600*
223	HANDLING C	3000			3000
223		3000			3000*
224	ADVERTISIN	1200			1200
	DEC HERLD		670 ✓		
	DEC HERLD		17280 ✓		
224		1200	17950	17950	16750*CR

225	AUDITING	50000				50000
225		50000				50000*
299	MISC	23300				23300
299		23300				23300*

1625500	100299	100299	1525201*
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301	BLDG SUPPL	117900				117900
	BLACK & CO		62 ✓			
	BLACK & CO		106 ✓			
	GATES JOH		115 ✓			
	GRACE BROS		2682 ✓			
	HEISE ELEC		5973 ✓			

301		117900	8938	8938	108962*
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302	CLEANING S	16100				16100
302		16100				16100*

303	CONTRACT R	500000				500000
303		500000				500000*

304	GARBAGE &	11400				11400
	GARD DISPO		400 ✓			
	H & H DISP		800 ✓			

304		11400	1200	1200	10200*
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306	INSURANCE	465800				465800
	SANKS INS		100 ✓			

306		465800	100	100	465700*
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307	LIGHT & PO	79200				79200
307		79200				79200*

308	BLDG REPAI	83500				83500
	TRAUGHBER		10400 ✓			

308		83500	10400	10400	73100*
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309	TRAVEL	62800				62800
	PP CO GAS		140 ✓			

309		62800	140	140	62660*
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310	HEALTH & S	4900				4900
310		4900				4900*

311	CONTRACT C	552800				552800
	DEC WINDOW		33500 ✓			
	DEC WINDOW		4300 ✓			

311	DEC WINDOW	552800	11500 ✓ 49300	49300	503500 *
312	ARCHITECT	60000			60000
312		60000			60000 *
313	REP AUTO E	221000			221000
	DECATUR RE		2650 ✓		
	F HUBBARD		400 ✓		
	NATL CITY		1492 ✓		
	NATL CITY		1845 ✓		
313		221000	6387	6387	214613 *
314	CLEANING S	9500			9500
	NORMANS		270 ✓		
314		9500	270	270	9230 *
315	APPRAISAL	15000			15000
315		15000			15000 *
399	MISC	3400			3400
399		3400			3400 *
		2203300	76735	76735	2126565 *

401	BINDING	100000			100000
401		100000			100000 *
402	BOOKS	3819100			3819100
	AMER HOTEL		450 ✓		
	BAKER & TA		20877 ✓		
	BAKER & TA		67177 ✓		
	BENNETT C		522 ✓		
	BUNTING &		750 ✓		
	DOUBLEDAY		762 ✓		
	FORD KENNE		250 ✓		
	FRENCH BK		701 ✓		
	GEMAC CORP		240 ✓		
	HACKER ART		2000 ✓		
	HAINES & E		5002 ✓		
	HAINES & E		4100 ✓		
	HAINES & E		2961 ✓		
	HAINES & E		3812 ✓		
	ILLINOIS B		5640 ✓		
	IMPERIAL B		12394 ✓		
	IOWA STATE		842 ✓		
	MCNAUGHTON		10500 ✓		
	NEW AMERIC		550 ✓		

NEW METHOD
NEW METHOD
NEW YORK P
RANDOLPH M
SCARECROW
THOMAS C C
GENERAL PA
L AND D
MEMORIAL B
STAFF BOOK

1654 ✓
210 ✓
500 ✓
400 ✓
1260 ✓
450 ✓
113 CR ✓
1068 CR ✓
450 CR ✓
361 CR ✓

402		3819100	142012	142012	3677088*
405	FILMS 16MM	30000			30000
405		30000			30000*
408	FILMS MICR	177000			177000
	UNIV MICRO		17530 ✓		
408		177000	17530	17530	159470*
409	FILM RENTA		580 CR ✓		
409			580 CR	580 CR	580*
410	PAMPHLETS	20000			20000
410		20000			20000*
412	PICTURES	10000			10000
	TURNER L R		3500 ✓		
412		10000	3500	3500	6500*
415	RECORDS S	120000			120000
415		120000			120000*
419	PERIODICAL	300000			300000
	DEC HERLD		45 ✓		
	DEC HERLD		30 ✓		
	DEC HERLD		30 ✓		
	DEC HERLD		45 ✓		
	DEC HERLD		45 ✓		
	DEC HERLD		30 ✓		
	OFFICIAL G		300 ✓		
419		300000	525	525	299475*
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000			70000
421		70000			70000*
422	SERVICES	200000			200000
	AM LIBRARY		180 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST - MAY 1962

Code	Expense Allocation	Amt. for Yr.	For May	Year-to-date	Balance
422	BOWKER R R	200000	7200 ✓ 7380	7380	192620 *
499	MISCELLANE	2100			2100
499		2100			2100 *
		4853200	170367	170367	4682833 *
502	ADD TO EQU	165000			165000
502		165000			165000 *
603	RENTALS	201000			201000
	SWARTZ HOM		16750 ✓		
603		201000	16750	16750	184250 *
		201000	16750	16750	184250 *
		27100000	1836658	1836658	25263342 *

Balance in checking account

3,940.67 cr.

Bills presented for payment

Mary T. Howe

Approved for payment

Alfred R. Hume
David D. Fisher

Finance Committee

BAL LAST M
FINES
RES FEES
L AND D
RESERVES
STAFF BOOK
MEMORIAL B
FILM RENTA
VERIFAX
GENERAL PA
TREAS CITY
CASH CREDI
BILL LIST

1387880
52511
2100 ✓
1068 ✓
180 ✓
361 ✓
450 ✓
580 ✓
305 ✓
113 ✓
100
3057 CR
1836658 CR
~~1387880~~
394067 CR

PAYROLL - May 1962

DECATUR PUBLIC LIBRARY
Decatur, Illinois

NAME	ANNUAL	CODE	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Atchison, Russell	\$4442.	37	37017	2730	6840	500	1430		11500	25517
Ayers, Myrna	2462.	33	20517	1308	3780		534		5622	14895
Bogard, Russell	3410.	79	28417	2096	4260				6356	22061
Dobrinick, Marjorie	3518.	29	29317	1869	4400				6269	23048
Ensign, Eunice	2462.	31	20517	1380	1780		534		3694	16823
Goff, Patricia A.	4046.	27	33717	1612	5120	4000			10732	22985
Honnold, Opal	4410.	20	36750	2343	6660				9003	27747
Houck, Hattie	4310.	26	35917	2290	6550			100	8940	26977
Howe, Mary T.	9500.	1	79167	5146	13200	500	1430		20276	58891
Hunk, Clara E.	3254.	34	27117	1729	3970		534		6233	20884
Johnson, Carolyn	2330.	53	19417	1238	2560			100	3898	15519
Jones, Edna F.	4410.	16	36750	2343	5700				8043	28707
Kelley, Neva A.	3518.	87	29317	1869	4400				6269	23048
Kirchgraber, Robert B.	8175.	11	68125	5109	7600		1430		14139	53986
Larmon, Margaret	3518.	30	29317	1869	4400		534		6803	22514
Leonard, Mildred	7157.	7	59642	3877	11160				15037	44605
Lonnon, Wilma	2462.	50	20517	1305	780		1430		3515	17002
McMillan, Harold	4310.	39	35917	2649	550				3199	32718
McNabb, Nellie	7157.	3	44732	2908	8460		534		11902	32830
Mitchell, Frances	3238.	23	27533	1755	5110		1430		8295	19238
O'Dell, Gladys	4019.	21	33492	2135	5470		1430		9035	24457
Puhek, Esther	6893.	4	57442	3733	10620				14353	43089
Read, Mary A.	4740.	15	18960	1209	3490		534		5233	13727
Ruedger, Ora	4905.	19	40875	2657	6740				9397	31478
Seitz, Barbara	4019.	51	33492	2135	5120				7255	26237
Shafer, Meredythe	4019.	62	33492	2135	6120				8255	25237
Stafford, Marjorie	8175.	2	68125	4428	12320		384	500	17632	50493
Turnbo, Dorthia	3320.	28	27667	1764	2110				3874	23793
Vogler, Ozella	2462.	35	20517	1308	3780			100	5188	15329
Ward, Emery	3905.	38	32542	2400	3980				6380	26162
Weidner, Mary K.	4574.	25	38117	2430	3980		1430		7840	30277
White, Carola	3634.	22	30284	1931	4540	1000	534	100	8105	22179
Williams, Charlotte	4740.	18	39500	2518	6550				9068	30432
Williams, Nancy	2924.	32	24367	1553	3540		534	100	5727	18640
Yamamoto, Catherine	7421.	5	61822	4018	11880	1000	534		17432	44390
Total Full Time Employees			1260414	83779	197520	7000	15200	1000	304499	975915

PAYROLL - MAY 1962

Decatur Public Library - Decatur, Illinois

NAME	ANNUAL	CODE	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Arisman, Susan 62½h@2.00		65	12500	391	2340				2751	9769
Baker, Ronald 64h@.83		81	5312	166	40				206	5106
Bork, Shirley 15h@1.43		59	2145	67	40				107	2038
Branson, Judith 69 5/6h@.83		89	5796	181	1120				1301	4495
Brewer, Fred 94½h @.83		91	7823	244	1480				1724	6099
Collinsworth, Jim 75 1/3h@1.38		60	10396	325	980				1305	9091
Cox, Ruth 109 3/4h@.83		92	9109	285	1690				1975	7134
McBride, Jim 78h@1.25		70	9750	305	1840				2145	7605
Miller, Steven 84h @.83		93	6972	218	330				548	6424
Moser, Bill 84 1/6h@.83		90	6986	218	330				548	6438
Osbakken, Kristine 81 1/6h@.83		94	6733	210	260				470	6263
Petersen, Dora 117 5/12h @2.00		47	23483	1497	4280				5777	17706
Schultz, Verna 131h@1.65		75	21615	676	3000				3676	17939
Spittler, Helen 71 11/12h@1.65		49	11800	752	1200		534		2486	9314
Stuke, Sally 48h@1.27		64	6096	190	190				380	5716
Woodard, Glenda 57h@1.00		78	5700	178	120				298	5402
Total Part Time Employees		9	152216	5903	19240		534		25677	126539
Burton, Lynn \$4180.		40	34853	2569	3410			100	6079	28754
Hendrian, Donald 34 1/12h@1.48		41	5044	158	1040				1198	3846
Janitor's Salaries			39877	2727	4450			100	7277	32600
			1432630	89682	216760	7000	15734	1000	3301761	102454
GRAND TOTAL			\$ 1472507	\$ 92409	\$ 221210	\$ 7000	\$ 15734	\$ 1100	\$ 337453	\$ 135054

May 1962

GENERAL WORKS		72	30	70	172	172
		76	40	61	177	177
001	PHILOSOPHY	274	38	1	313	313
		353	42	3	398	398
002	RELIGION	328	4	155	487	487
		390	13	149	552	552
003	SOCIAL SCIENCE	799	96	693	1588	1588
		935	94	709	1738	1738
004	LANGUAGE	67	7	32	106	106
		85	2	36	123	123
005	SCIENCE	429	77	1128	1634	1634
		459	125	1138	1722	1722
006	USEFUL ARTS	1288	197	608	2093	2093
		1495	189	703	2387	2387
007	FINE ARTS	1058	112	365	1535	1535
		1224	127	434	1785	1785
008	LITERATURE	964	30	236	1230	1230 - 24
		876	67	263	1206	1206
009	HISTORY	820	142	401	1363	1363
		873	174	366	1413	1413
010	TRAVEL	552	46	464	1062	1062 - 96
		558	26	402	986	986
011	BIOGRAPHY	647	196	784	1627	1627
		671	199	818	1688	1688
012	FOREIGN NON FIC	41		35	76	76 - VI
		26		29	55	55
013	PERIODICALS	852	79	82	1013	1013
		1011	77	103	1191	1191
014	PAMPHLETS	54	1	3	58	58
		104	11	3	118	118
015	PAPERBACKS	17			17	17

Total Non-Fict 1962	8262	1055	5057	14374	14374
	8262	1055	5057	14374	14374
Total Non-Fict 1961	9136	1186	5217	15539	15539
	9136	1186	5217	15539	15539

115	FICTION	7891	2874	5910	16675	16675	216
		7676	3002	5781	16459	16459	
116	FOREIGN FICTION	23	1	227	251	251	201
		8		42	50	50	
117	J E			10255	10255	10255	816
				11071	11071	11071	

Total Fiction 1962	7914	2875	16392	27181	27181
	7914	2875	16392	27181	27181
Total Fiction 1961	7684	3002	16894	27580	27580
	7684	3002	16894	27580	27580

Total Books 1962	16176	3930	21449	41555	41555
	16176	3930	21449	41555	41555
Total Books 1961	16820	4188	22111	43119	43119
	16820	4188	22111	43119	43119

218	BIBLIOGRAPHIES	2		1	3	3
221	CLASS VISITS	1		17	18	18
223	INSTRUCTION	1		2	3	3
224	STORIES			9	9	9
225	ATTENDANCE	30		403	433	433
226	EXHIBITS	10			10	10
227	FILMS ATTENDANC	251			251	251
228	SHOWINGS	12			12	12
229	16 MM	11			11	11
232	RECORDAK	192			192	192
235	GROUPS NOT CLAS			17	17	17
236	ATTENDANCE			316	316	316
237	HOME SERVICE VI	71	2	2	75	75
238	HOME SERVICE PA	71	2	2	75	75
239	HOME SER NEW PA	1			1	1
240	INTER LIBRARY L	4			4	4
241	MAPS	4			4	4
242	MEETINGS IN BLD	49			49	49
243	ATTENDANCE	156			156	156
244	MENDING	194	5	299	886	886
245	OVERDUE BOOKS	912	94	809	1815	1815
246	OVERDUE NOTICES	647	72	398	1117	1117
247	PICTURES FRAMED	6			6	6
248	PICTURES MOUNTE	447		445	892	892
249	PROFESSIONAL VI	3			3	3
250	RADIO	2		1	3	3
251	RECORDS LP	820	1	21	842	842
252	RECORDS S	6			6	6
253	RECORDS SR	92			92	92
256	READERS ADVISOR	681	696	1409	2786	2786
257	REQUESTS	66	27	11	104	104
259	STORY HOURS		2		2	2
260	ATTENDANCE		47		47	47
261	NUM OF STORIES		7		7	7
262	TELEPHONE INCOM	1363			1363	1363
263	TV	60			60	60
264	VISITS IN COMM	5			5	5
265	RECORD BAGS	101			101	101
302	VELWYN	40			40	40
306	WAKEFIELD NO 2	33			33	33
307	MINOR NURSING H	59			59	59
308	LAKESHORE MANOR	49			49	49
401	18TH & E WILLIA	91	59	669	819	819
405	FAIRVIEW PLAZA	337	143	751	1231	1231
407	GARFIELD & WATE	86	25	590	701	701
408	SAWYER & MONROE	228	213	1208	1649	1649
411	GRAND & SUMMIT	277	215	1271	1763	1763
501	OAKLAND & W WOO	132	15	386	533	533
503	FOREST & LINCOL	71	30	367	468	468
506	MT CALVARY CHUR	493	311	2174	2978	2978
508	S TAYLOR & W WO	324	166	1322	1812	1812
510	L BR RD & SOUTH	40	46	288	374	374
511	STALEY BRIDGE	22		14	36	36
512	22ND & E CLAY	53	7	5	65	65
513	24TH & E WILLIA	43	32	223	298	298
514	16TH & LINCOLN	225	93	811	1129	1129
601	AP	5		164	169	169
603	AT	11	35	312	358	358
604	YP	1	19	41	61	61
605	YM			2	2	2
607	JP	36		45	81	81

MAY 1962

001	MAIN ADULT	7450	9	218	7677	7677
002	MAIN YOUTH	3086	1933	3	5022	5022
003	MAGIC CARPET			5925	5925	5925
004	REFERENCE	3			3	3
		10539	1942	6146	18627	18627
111	B 1	1091	677	4757	6525	6525
112	B 2	1331	678	5322	7331	7331
113	EVANS	1361	305	2003	3669	3669
115	HOME SERVICE	608	36	73	717	717
116	ST MARYS HOSP	205	7	1	213	213
117	D M C	306	48	349	703	703
118	T B SAN	124	1	6	131	131
131	NURSES RESIDENC	85			85	85
132	DILL BRANCH	526	236	2792	3554	3554
		5637	1988	15303	22928	22928
		16176	3930	21449	41555	41555

MAY 1962

	MAIN ADULT					
	GENERAL WORKS	40			40	40
001	PHILOSOPHY	160			160	160
002	RELIGION	190		1	191	191
003	SOCIAL SCIENCE	478		6	484	484
004	LANGUAGE	23			23	23
005	SCIENCE	204		3	207	207
006	USEFUL ARTS	801		1	802	802
007	FINE ARTS	587		3	590	590
008	LITERATURE	351		12	363	363
009	HISTORY	341			341	341
010	TRAVEL	241		2	243	243
011	BIOGRAPHY	240		11	251	251
012	FOREIGN NON FIC	8			8	8
013	PERIODICALS	231	8		239	239
014	PAMPHLETS	36	1		37	37
015	PAPERBACKS	9			9	9
		3940	9	39	3988	3988
115	FICTION	3501		105	3606	3606
116	FOREIGN FICTION	9			9	9
117	J E			74	74	74
		3510		179	3689	3689
		7450	9	218	7677	7677
226	EXHIBITS	10			10	10
241	MAPS	4			4	4
242	MEETINGS IN BLD	34			34	34
243	ATTENDANCE	84			84	84
247	PICTURES FRAMED	5			5	5
248	PICTURES MOUNTE	192			192	192
251	RECORDS LP	588		15	603	603
252	RECORDS S	6			6	6
253	RECORDS SR	72			72	72
256	READERS ADVISOR	26			26	26
262	TELEPHONE INCOM	374			374	374
263	TV	60			60	60
265	RECORD BAGS	76			76	76
		1531		15	1546	1546
		1531		15	1546	1546

MAY 1962

	MAIN YOUTH					
	GENERAL WORKS	17	13		30	30
001	PHILOSOPHY	79	10		89	89
002	RELIGION	41	2		43	43
003	SOCIAL SCIENCE	230	47		277	277
004	LANGUAGE	27	6		33	33
005	SCIENCE	178	45		223	223
006	USEFUL ARTS	233	103		336	336
007	FINE ARTS	246	67		313	313
008	LITERATURE	367	27		394	394
009	HISTORY	350	85		435	435
010	TRAVEL	167	29		196	196
011	BIOGRAPHY	165	107		272	272
012	FOREIGN NON FIC	20			20	20
013	PERIODICALS	96	38	1	135	135
014	PAMPHLETS	18			18	18
015	PAPERBACKS	8			8	8
		2242	579	1	2822	2822
115	FICTION	838	1354		2192	2192
116	FOREIGN FICTION	6			6	6
117	J E			2	2	2
		844	1354	2	2200	2200
		3086	1933	3	5022	5022
247	PICTURES FRAMED	1			1	1
248	PICTURES MOUNTE	255			255	255
251	RECORDS LP	166		1	167	167
253	RECORDS SR	15			15	15
256	READERS ADVISOR		153		153	153
262	TELEPHONE INCOM	18			18	18
265	RECORD BAGS	25			25	25
		480	153	1	634	634
		480	153	1	634	634
604	YP		14	41	55	55
605	YM			2	2	2
			14	43	57	57
			14	43	57	57

MAY 1962

	MAGIC CARPET						
	GENERAL WORKS				29	29	29
002	RELIGION				55	55	55
003	SOCIAL SCIENCE				212	212	212
004	LANGUAGE				5	5	5
005	SCIENCE				346	346	346
006	USEFUL ARTS				185	185	185
007	FINE ARTS				93	93	93
008	LITERATURE				75	75	75
009	HISTORY				102	102	102
010	TRAVEL				118	118	118
011	BIOGRAPHY				267	267	267
012	FOREIGN NON FIC				15	15	15
013	PERIODICALS				32	32	32
014	PAMPHLETS				3	3	3
					1537	1537	1537
115	FICTION				1401	1401	1401
116	FOREIGN FICTION				157	157	157
117	J E				2830	2830	2830
					4388	4388	4388
					5925	5925	5925
218	BIBLIOGRAPHIES				1	1	1
221	CLASS VISITS				9	9	9
223	INSTRUCTION				1	1	1
224	STORIES				8	8	8
225	ATTENDANCE				211	211	211
235	GROUPS NOT CLAS				6	6	6
236	ATTENDANCE				161	161	161
244	MENDING				177	177	177
245	OVERDUE BOOKS				185	185	185
246	OVERDUE NOTICES				101	101	101
248	PICTURES MOUNTE				151	151	151
250	RADIO				1	1	1
256	READERS ADVISOR	2			264	266	266
257	REQUESTS	3			3	6	6
259	STORY HOURS		2			2	2
260	ATTENDANCE			47		47	47
261	NUM OF STORIES			7		7	7
		5		56	1279	1340	1340
		5		56	1279	1340	1340
601	AP				10	10	10
603	AT	2			4	6	6
607	JP	36			45	81	81
		38			59	97	97
		38			59	97	97

MAY 1962

REFERENCE

003	SOCIAL SCIENCE	3			3	3
		3			3	3
		3			3	3
232	RECORDAK	192			192	192
240	INTER LIBRARY L	4			4	4
251	RECORDS LP	4			4	4
256	READERS ADVISOR	430	315	6	751	751
		630	315	6	951	951
		630	315	6	951	951
601	AP	2		154	156	156
603	AT	6	35	308	349	349
		8	35	462	505	505
		8	35	462	505	505

MAY 1962
2ND OFFICE

262 TELEPHONE INCOM

95
95
95

95
95
95

95
95
95

MAY 1962
MARY T HOWE

218	BIBLIOGRAPHIES	1	1	1
242	MEETINGS IN BLD	8	8	8
243	ATTENDANCE	72	72	72
249	PROFESSIONAL VI	3	3	3
250	RADIO	1	1	1
262	TELEPHONE INCOM	11	11	11
264	VISITS IN COMM	5	5	5
		101	101	101
		101	101	101
603	AT	3	3	3
		3	3	3
		3	3	3

MAY 1962
TECHNICAL PROCE

244 MENDING

388	388
388	388
388	388

MAY 1962
LINCOLN ROOM

227	FILMS ATTENDANC	251				251	251
228	SHOWINGS	12				12	12
229	16 MM	11				11	11
245	OVERDUE BOOKS	835	83	478		1396	1396
246	OVERDUE NOTICES	591	61	232		884	884
262	TELEPHONE INCOM	626				626	626
		2326	144	710		3180	3180
		2326	144	710		3180	3180

MAY 1962

B 1

	GENERAL WORKS	2	2	12	16	16
001	PHILOSOPHY	7	10		17	17
002	RELIGION	10		18	28	28
003	SOCIAL SCIENCE	12	9	128	149	149
004	LANGUAGE	4		8	12	12
005	SCIENCE	8	9	235	252	252
006	USEFUL ARTS	57	39	163	259	259
007	FINE ARTS	55	14	100	169	169
008	LITERATURE	46		39	85	85
009	HISTORY	21	22	89	132	132
010	TRAVEL	27	6	75	108	108
011	BIOGRAPHY	35	26	142	203	203
012	FOREIGN NON FIC	7		8	15	15
013	PERIODICALS	119	2	4	125	125
		410	139	1021	1570	1570
115	FICTION	681	538	1505	2724	2724
116	FOREIGN FICTION			48	48	48
117	J E			2183	2183	2183
		681	538	3736	4955	4955
		1091	677	4757	6525	6525
242	MEETINGS IN BLD	7			7	7
244	MENDING	141	3	35	179	179
245	OVERDUE BOOKS	29			29	29
246	OVERDUE NOTICES	14			14	14
256	READERS ADVISOR	61	70	296	427	427
257	REQUESTS	12	9	5	26	26
		264	82	336	682	682
		264	82	336	682	682
401	18TH & E WILLIA	91	59	669	819	819
405	FAIRVIEW PLAZA	337	143	751	1231	1231
407	GARFIELD & WATE	86	25	590	701	701
408	SAWYER & MONROE	228	213	1208	1649	1649
411	GRAND & SUMMIT	277	215	1271	1763	1763
508	S TAYLOR & W WO	72	22	268	362	362
		1091	677	4757	6525	6525
		1091	677	4757	6525	6525

MAY 1962

B 2

	GENERAL WORKS	3	6	11	20	20
001	PHILOSOPHY	3	12	1	16	16
002	RELIGION	21		44	65	65
003	SOCIAL SCIENCE	22	23	178	223	223
004	LANGUAGE	5		14	19	19
005	SCIENCE	8	12	289	309	309
006	USEFUL ARTS	71	22	134	227	227
007	FINE ARTS	46	17	90	153	153
008	LITERATURE	45		69	114	114
009	HISTORY	55	18	112	185	185
010	TRAVEL	36	6	101	143	143
011	BIOGRAPHY	54	23	195	272	272
012	FOREIGN NON FIC			2	2	2
013	PERIODICALS	103	17	30	150	150
115	FICTION	859	522	1645	3026	3026
116	FOREIGN FICTION			19	19	19
117	J E			2388	2388	2388
		1331	678	5322	7331	7331
		1331	678	5322	7331	7331

235	GROUPS NOT CLAS			11	11	11
236	ATTENDANCE			155	155	155
244	MENDING	8	2	40	50	50
245	OVERDUE BOOKS	18	11	94	123	123
246	OVERDUE NOTICES	16	11	46	73	73
251	RECORDS LP	20			20	20
256	READERS ADVISOR	116	90	586	792	792
257	REQUESTS	6	18	3	27	27
		184	132	935	1251	1251
		184	132	935	1251	1251

501	OAKLAND & W WOO	132	15	386	533	533
503	FOREST & LINCOL	71	30	367	468	468
506	MT CALVARY CHUR	493	311	2174	2978	2978
508	S TAYLOR & W WO	252	144	1054	1450	1450
510	L BR RD & SOUTH	40	46	288	374	374
511	STALEY BRIDGE	22		14	36	36
512	22ND & E CLAY	53	7	5	65	65
513	24TH & E WILLIA	43	32	223	298	298
514	16TH & LINCOLN	225	93	811	1129	1129
		1331	678	5322	7331	7331
		1331	678	5322	7331	7331

MAY 1962

	EVANS BRANCH					
	GENERAL WORKS	10	5	6	21	21
001	PHILOSOPHY	12	2		14	14
002	RELIGION	12		23	35	35
003	SOCIAL SCIENCE	18	6	91	115	115
004	LANGUAGE	5		5	10	10
005	SCIENCE	16	5	113	134	134
006	USEFUL ARTS	79	12	49	140	140
007	FINE ARTS	47	4	31	82	82
008	LITERATURE	74	3	16	93	93
009	HISTORY	23	3	42	68	68
010	TRAVEL	18	3	31	72	72
011	BIOGRAPHY	25	16	77	118	118
012	FOREIGN NON FIC			10	10	10
013	PERIODICALS	165	8	13	186	186
		504	67	527	1098	1098
115	FICTION	857	238	542	1637	1637
117	J E			934	934	934
		857	238	1476	2571	2571
		1361	305	2003	3669	3669
221	CLASS VISITS			3	3	3
223	INSTRUCTION			1	1	1
224	STORIES			1	1	1
225	ATTENDANCE			107	107	107
244	MENDING	20		41	61	61
245	OVERDUE BOOKS	30		52	82	82
246	OVERDUE NOTICES	26		19	45	45
248	PICTURES MOUNTED			294	294	294
251	RECORDS LP	42	1	3	46	46
253	RECORDS SR	5			3	3
256	READERS ADVISOR	41	52	171	264	264
257	REQUESTS	2			2	2
262	TELEPHONE INCOM	189			189	189
		355	53	696	1104	1104
		355	53	696	1104	1104
601	AP	3			3	3
604	YP	1	5		6	6
		4	5		9	9
		4	5		9	9

MAY 1962

HOME SERVICE

001	PHILOSOPHY	7			7	7
002	RELIGION	26			26	26
003	SOCIAL SCIENCE	14	2	1	17	17
005	SCIENCE	6	5	21	32	32
006	USEFUL ARTS	17	7		24	24
007	FINE ARTS	4	1		5	5
008	LITERATURE	48		1	49	49
009	HISTORY	8			8	8
010	TRAVEL	24	1	25	50	50
011	BIOGRAPHY	68	4		72	72
013	PERIODICALS	66			66	66
		288	20	48	356	356

115	FICTION	312	15	1	328	328
116	FOREIGN FICTION	8	1		9	9
117	J E			24	24	24
		320	16	25	361	361
		608	36	73	717	717

218	BIBLIOGRAPHIES	1			1	1
237	HOME SERVICE VI	71	2	2	75	75
238	HOME SERVICE PA	71	2	2	75	75
239	HOME SER NEW PA	1			1	1
250	RADIO	1			1	1
257	REQUESTS	42			42	42
		187	4	4	195	195
		187	4	4	195	195

302	VELWYN	40			40	40
306	WAKEFIELD NO 2	33			33	33
307	MINOR NURSING H	59			59	59
308	LAKE SHORE MANOR	49			49	49
		181			181	181
		181			181	181

MAY 1962

ST MARYS HOSP

002	RELIGION	9	1		10	10
004	LANGUAGE	1			1	1
005	SCIENCE	4		1	5	5
007	FINE ARTS	3			3	3
008	LITERATURE	11			11	11
009	HISTORY	7			7	7
010	TRAVEL	3			3	3
011	BIOGRAPHY	15			15	15
013	PERIODICALS	19			19	19
		72	1	1	74	74
115	FICTION	133	6		139	139
		133	6		139	139
		205	7	1	213	213

MAY 1962

D M C

001	PHILOSOPHY	1			1	1
002	RELIGION	4			4	4
003	SOCIAL SCIENCE	2		21	23	23
005	SCIENCE			39	39	39
006	USEFUL ARTS	4		40	44	44
007	FINE ARTS	53		8	61	61
008	LITERATURE	8		5	13	13
009	HISTORY	4			4	4
010	TRAVEL	15		16	31	31
011	BIOGRAPHY	12		13	25	25
013	PERIODICALS	5			5	5
		108		142	250	250
115	FICTION	198	48	56	302	302
117	J E			151	151	151
		198	48	207	453	453
		306	48	349	703	703
257	REQUESTS	1			1	1
		1			1	1
		1			1	1

MAY 1962

T B SAN

003	SOCIAL SCIENCE	3			3	3
005	SCIENCE		1		1	1
007	FINE ARTS	1			1	1
008	LITERATURE	2			2	2
009	HISTORY	3			3	3
010	TRAVEL	7		6	13	13
011	BIOGRAPHY	5			5	5
013	PERIODICALS	19			19	19
		40	1	6	47	47
115	FICTION	84			84	84
		84			84	84
		124	1	6	131	131

NURSES RESIDENC

001	PHILOSOPHY	4	4	4
002	RELIGION	7	7	7
003	SOCIAL SCIENCE	5	5	5
006	USEFUL ARTS	6	6	6
009	HISTORY	1	1	1
010	TRAVEL	4	4	4
011	BIOGRAPHY	13	13	13
		40	40	40
115	FICTION	45	45	45
		45	45	45
		85	85	85

	DILL BRANCH					
	GENERAL WORKS		4	12	16	16
001	PHILOSOPHY	1	4		5	5
002	RELIGION	8	1	14	23	23
003	SOCIAL SCIENCE	12	9	56	77	77
004	LANGUAGE	2	1		3	3
005	SCIENCE	5		81	86	86
006	USEFUL ARTS	20	14	36	70	70
007	FINE ARTS	16	9	40	65	65
008	LITERATURE	12		19	31	31
009	HISTORY	7	14	56	77	77
010	TRAVEL	10	1	70	81	81
011	BIOGRAPHY	15	20	79	114	114
012	FOREIGN NON FIC	6			6	6
013	PERIODICALS	29	6	2	37	37
		143	83	465	691	691
115	FICTION	383	153	655	1191	1191
116	FOREIGN FICTION			3	3	3
117	J E			1669	1669	1669
		383	153	2327	2863	2863
		526	236	2792	3554	3554
221	CLASS VISITS	1		3	4	4
223	INSTRUCTION	1			1	1
225	ATTENDANCE	30		85	115	115
244	MENDING	25		6	31	31
256	READERS ADVISOR	5	16	86	107	107
262	TELEPHONE INCOM	50			50	50
		112	16	180	308	308
		112	16	180	308	308

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

Gift List, May 1962

Rotary Club of Decatur, Illinois Mr. Conrad E. Kranz, Sec. 1054 West Decatur St. Decatur, Illinois	5/17/62	Subscription to Revista Rotaria
Mr. Howard T. Rice 1350 North Oakland Decatur, Illinois	5/27/62	39 miscellaneous volumes
Mrs. Beulah Barnes 2135 East Lawrence Decatur, Illinois	5/17/62	Babcock - The soul of Ann Rutledge Brubaker - Ranny
Mr. Dale Hinton 430 West Main St. Decatur, Illinois	5/17/62	Vonier - A key to the doctrine of the Eucharist Donohue - Christian maturity
Soy City Coin Club P.O. Box 862 Decatur, Illinois	5/17/62	Klawans - An outline of ancient Greek coins Coin collecting Subscription to new coin magazine
U. A. W. 8000 E. Jefferson Ave. Detroit 14, Michigan	5/25/62	Walter P. Reuther: selected papers
Harold J. Ruttenberg 5821 Aylesboro Avenue Pittsburgh 17, Pa.	5/31/62	Ruttenberg: Self-developing America
Lago Oil & Transport Co., Ltd. Aruba, Neth. Antilles	5/31/62	Hartog - Aruba

May 12, 1962

The Honorable Robert A. Grohne
Mayor, City of Decatur
253 East Wood Street
Decatur, Illinois

Dear Mayor Grohne:

The Board of Trustees of the Decatur Public Library submits herewith the Annual Report of the Decatur Public Library, with statistics showing the measurement of work and the use of the funds for the year ending April 30, 1962.

The condensed statements from the directors and staff are illustrated in this ninety-fifth Annual Report.

In accordance with the law of the State of Illinois, we have also published in the Decatur Herald and Review on May 12, 1962, a statement of our financial receipts and disbursements for the fiscal year 1961-62.

The directors and the staff wish to take this opportunity to thank the Council for its cooperation in carrying out the work of the library.

Respectfully submitted,

COPY

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE 95th ANNUAL MEETING - May 11, 1962
BOARD OF DIRECTORS

The Annual Meeting of the Board of Directors was held in the Flintridge Room of the Decatur Club, May 11, 1962. After a luncheon with the staff members at 12 o'clock, reports were heard on the year's work.

Board of Directors Present were Mr. Jack Burnett, Mrs. Harry Moothart, Mrs. Roger Pogue, Mr. John Cheeks, Mrs. Erich Stern, and 23 staff members.

Mr. Jack Burnett called the business meeting of the Board of Directors to order at 1 PM. The Annual printed report was received. Mr. Cheeks moved acceptance of the report. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

The election of officers was held. Mrs. Moothart moved the same two officers be retained for the coming year: Mr. Jack Burnett, President, Mr. Francis Hart, Vice-President, Mrs. Stern seconded the motion. All present voted aye. Motion carried.

Mrs. Moothart moved the adjournment of the business meeting. Mr. Cheeks seconded the motion. Meeting adjourned at 1:15 PM.

Mr. Jack Burnett summarized the work of the Board of Directors. He reported the large increase in circulation of library materials, the meeting with the City Council, the opening the Dill Branch, the completion of the Library Employees Position Classification Survey, the installation of the new book slide, and the compliance with fire prevention recommendations.

Staff reports were made by -

1. Miss Marjorie Stafford, Technical Processes
Miss Margaret Larmon, Binding Dept.
2. Mrs. Mildred Leonard, Extension Division:
Mrs. Ora Ruedger, Dill Branch
Mrs. Dora Petersen, Children's Room-Evans Branch
Mr. Russell Atchison, Bookmobile Maintenance
Mr. Harold McMillan, Bookmobile II
Mrs. Frances Mitchell, Bookmobile I
Mrs. Hattie Houck, Hospital Service
3. Mr. Robert Kirchgraber, Central Public Services
Mrs. Opal Honnold, Main Adult Circulation
4. Miss Catherine Yamamoto, Children's Services and Magic Carpet
5. Mrs. Patricia A. Goff, Library Office
Mrs. Dorthia Turnbo, Film Service
Miss Helen Spittler, Exhibits
Mrs. Nellie McNabb, Special projects and finance
Mrs. Mary K. Weidner, Data Processes

The Auditor's Report was received by the Board members and Mr. Bob Jenne, Murphy, Jenne and Jones, made the presentation.

The meeting adjourned at 3 PM.

Respectfully submitted,
Mary T. Howe
Mary T. Howe, Librarian.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING
May 25, 1962

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Boyd Room of the Main Library, 457 North Main Street, May 25, 1962 at 3:45 PM.

Members Present:

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

Members Absent:

Mrs. Harry Moothart
Mr. James Sommer

Others Present:

Mr. Icen, reporter Decatur Herald
Mr. Robert Kirchgraber, Assistant Librarian

The Librarian read the Minutes of the April 27, 1962 Meeting and the Properties Committee meeting held May 24, 1962. Other minutes submitted to the Board were: The Annual Board Meeting held May 11, 1962, Special Finance Meeting held April 30, 1962, Personnel Committee Meeting held May 24, 1962. A correction on the April 27, 1962 Minutes, page 2 last line, was made to read "sent to Mr. Burnett for signature". There were no other corrections, therefore, the minutes were declared approved as read and submitted.

Mr. Burnett asked for authorization for the officers to sign the check for the dormant account in the National Bank on the Library Book Fund 1913 and to transfer the amount to the Decatur Public Library checking account. Mr. Cheeks made the motion. Mr. Koslofski seconded the motion. All present voted aye. Motion carried.

Mr. Koslofski presented the May bills for payment. Mrs. Stern seconded the motion. Roll call was taken, Mr. Burnett, Mrs. Stern, Mrs. Pogue, Mr. Koslofski, Mr. Hart, Mr. Cheeks, and Mr. Pilcher voted aye. No abstentions or noes were recorded. Motion carried.

Staff Salaries	\$14,326.30	
Janitors Salaries	<u>398.77</u>	
Total Salaries		\$14,725.07
Operating Expenditures		<u>3,641.51</u>
Total Expenditures		\$18,366.58

Mr. Hart gave the report for the Properties Committee. He made the motion to refer the following repairs to Mr. Sweetnam, Architect:

Repair masonry wall at existing basement steps of Main Library with new hand rails.	\$210.00
Caulk all joints of concrete coping, west wing-Main Library	150.00
Clean brick, paint up motor and spray with silicone-west wing Main Library.	750.00
Exterior painting-window sills and fire escapes	850.00

Minutes of the Board of Directors,
May 25, 1962

Paint toilets, coatroom, vestibule	191.00
Paint Technical Processes	<u>90.55</u>

Mr. Pilcher seconded the motion. All present voted aye. Motion carried.

The black topping of Main Library (approx. \$2,138.30) awaits 1962 bids from the City. The Evans Bookmobile ramp needs permission from the City to proceed with work.

Mr. Hart moved the library purchase a bicycle rack for Dill Branch at the best possible price to fill our needs. (18 capacity-10 ft. length-approx. cost \$63.50). Mr. Pilcher seconded the motion. All present voted aye. Motion carried.

Mr. Cheeks reported for the Personnel Committee. (see minutes for the Committee, May 24, 1962). He advised the Board that the Pay Grade Plan for the Library Employees Classifications had been received from Mr. Bodnar, Secretary to Civil Service Commission. The Committee is working on it to see whether the Library can afford it. Mrs. Howe is making an analysis which will be distributed to the members for discussion at a later date.

Mr. Burnett appointed the following committees to serve during 1962/63:

<u>Properties</u>	<u>Finance</u>	<u>Policy</u>	<u>Personnel</u>
Mr. Hart, Chairman	Mr. Koslofski, Chair.	Mr. Pilcher, Chair.	Mr. Cheeks, Chair.
Mr. Cheeks	Mr. Pilcher	Mr. Koslofski	Mrs. Pogue
Mrs. Stern	Mr. Sommer	Mrs. Stern	Mr. Hart
Mr. Sommer	Mrs. Moothart	Mrs. Pogue	Mrs. Moothart

Mrs. Howe reported on her vacation which will begin June 11 and end July 16, 1962. Mr. Kirchgraber will be in charge while the Librarian is gone and he will attend the June Board Meeting.

Mr. Burnett reported on the Area Meeting of the Trustees. There were representatives from Pana, Urbana, East Peoria, Centralia, Decatur and the Illinois State Library. The Library Laboratory was on display from 10AM-3PM. Audio visual material, class facilities, and basic reference books were displayed. DeLafayette Reid, Assistant State Librarian and Harold Rath, Library Consultant talked about new library laws, National Library Week, and financial problems. Mr. Burnett urged all Directors to attend these meetings when they are held. He pointed out the ILA meeting in Springfield October 25, 26, 27, 1962. Mr. Pilcher is a Director of the ILTA Division.

Mrs. Howe announced the medium sized library institute at the University of Chicago August 8, 9, 10. She said four members of the staff would attend and offered to reserve places for two Directors. Staff Institute will be held October 12, 1962 in the Hott Memorial House in Monticello. The University of Illinois Conference will be held November 12, 13, 14 in Allerton House. This will emphasize medium sized libraries too. She said Decatur people drive back

Minutes of the Board of Directors Meeting,
May 25, 1962.

and forth to Allerton and do not stay overnight.

Mr. Burnett entertained a motion to adjourn. Mr. Pilcher moved adjournment. Mrs. Pogue seconded the motion. Meeting adjourned at 5:20 PM.

Respectfully submitted,

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE 95th ANNUAL MEETING - May 11, 1962
BOARD OF DIRECTORS

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Mr. Jack Burnett called the business meeting of the Board of Directors to order at 1 PM. The Annual printed report was received. Mr. Cheeks moved acceptance of the report. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

The election of officers was held. Mrs. Moothart moved the same two officers be retained for the coming year: Mr. Jack Burnett, President, Mr. Francis Hart, Vice-President, Mrs. Stern seconded the motion. All present voted aye. Motion carried.

Mrs. Moothart moved the adjournment of the business meeting. Mr. Cheeks seconded the motion. Meeting adjourned at 1:15 PM.

Mr. Jack Burnett summarized the work of the Board of Directors. He reported the large increase in circulation of library materials, the meeting with the City Council, the opening the Dill Branch, the completion of the Library Employees Position Classification Survey, the installation of the new book slide, and the compliance with fire prevention recommendations.

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Mr. Harold McMillan, Bookmobile II
Mrs. Frances Mitchell, Bookmobile I
Mrs. Hattie Houck, Hospital Service
3. Mr. Robert Kirchgraber, Central Public Services
Mrs. Opal Honnold, Main Adult Circulation
4. Miss Catherine Yamamoto, Children's Services and Magic Carpet
5. Mrs. Patricia A. Goff, Library Office
Mrs. Dorthia Turnbo, Film Service
Miss Helen Spittler, Exhibits
Mrs. Nellie McNabb, Special projects and finance
Mrs. Mary K. Weidner, Data Processes

The Auditor's Report was received by the Board members and Mr. Bob Jenne, Murphy, Jenne and Jones, made the presentation.

The meeting adjourned at 3 PM.

Respectfully submitted,
Mary T. Howe, Librarian.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE FINANCE COMMITTEE MEETING
BOARD OF DIRECTORS

April 30, 1962

The special meeting of the Finance Committee to check and approve year end bills was held April 30, 1962 at four o'clock in the Board Room.

Members Present:

Mr. Koslofski, Chairman
Mrs. Stern
Mrs. Moothart
Mrs. Mary T. Howe, Secretary

The meeting was called to order at 4 PM. All bills were checked. A motion to pay the bills for April was made by Mrs. Moothart, seconded by Mrs. Stern. Roll call was taken. All present voted aye. There were no abstentions or noes. Motion carried.

Staff Salaries	\$11,165.54	
Janitors Salaries	<u>356.06</u>	
Total Salaries		\$11,521.60
Operating Expenses		<u>16,696.63</u>
Total		\$28,218.23

Meeting adjourned at 4:45 PM.

Respectfully submitted,

Mary T. Howe,
Librarian.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING

April 27, 1962

The regular meeting of the Board of Directors of the Decatur Public Library was held April 27, 1962 in the Board Room, 457 North Main Street, Decatur, Illinois.

Members Present:

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

Members Absent:

Mr. David Pilcher
Mr. James Sommer
Mrs. Roger Pogue

Others Present:

Mr. Robert Kirchgraber, Assistant City Librarian
Miss Sandy Salenski, reporter from Herald-Review.

The meeting was called to order at 4:05 PM by Mr. Burnett, President. The minutes of the March 30, 1962 meeting were read by Mrs. Howe, Secretary. Mr. Burnett suggested two corrections - "as chairman he could not make a motion for approval of the Area Trustee's Meeting in the library", and "the minutes make it appear as though Mr. Irwin, City Planner, was present at the Board Meeting instead of the Properties Meeting of March 13, 1962". Mr. Burnett asked if there were any other corrections to be made, if not, the minutes would stand approved as corrected.

Mr. Harold Koslofski reported on the Finance Committee Meeting. The committee met April 26, 1962 at 4 PM and checked all bills through April 27. He made the motion that bills for April 1-27 be approved for payment. Mrs. Moothart seconded the motion. Roll call was taken, Mr. Burnett, Mrs. Moothart, Mr. Hart, Mrs. Stern and Mr. Koslofski voted aye. No abstentions or noes were recorded. Motion carried.

Mr. Burnett said we need a resolution for designating the National Bank of Decatur as our depository for the Fiscal Year 1962/63. We have followed the procedure of transferring our account every three years so the library doesn't pick out one bank and stay with it all the time. That way we are being fair to all banks. Mrs. Moothart made the motion that the National Bank of Decatur be designated for the depository of the Decatur Public Library funds for this Fiscal Year 1962/63. Mr. Koslofski seconded the motion. All present voted aye. There were no abstentions or noes recorded. Motion carried.