

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

MINUTES OF THE PROPERTIES COMMITTEE
BOARD OF DIRECTORS
June 7, 1962

The Properties Committee of the Board of Directors, Decatur Public Library, met in the Boyd Room of Main Library, June 7, 1962.

Mr. Hart called the meeting to order at 12:15 P.M. after lunch was enjoyed by members.

Present were:

Mr. Francis Hart
Mr. John Cheeks
Mr. Jack Burnett
Mr. John Sweetnam, Architect
Mr. Robert Kirchgraber, Assistant Librarian
Mrs. Mary T. Howe, Librarian

Mrs. Erich Stern communicated with the Committee by telephone.

Bids were received for painting and repairing as follows:

Repair of west wing:

Christy-Foltz	\$ 1,429.00
Lunn Bros.	2,250.00

Painting:

Christy-Foltz	1,234.00
Moomey & Moore	1,390.00
Ben Slider	1,693.50
J. L. Simmons	1,435.00

Mr. Cheeks moved to accept the painting bid from Christy-Foltz at \$1,234.00 and asked the architect to secure an estimate for repairing the coping on the west wing. Mrs. Stern seconded the motion. All present voted aye - motion carried. The Committee had been instructed by Board action on May 25th to proceed with the work.

Mrs. Howe reported on painting jobs to be done by Mr. Burton.

Respectively submitted,

Mary T. Howe

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS - JUNE 29, 1962

The regular meeting of the Board of Directors was held June 29, 1962 at 4 o'clock in the Board Room of the Decatur Public Library, 457 North Main, Decatur, Illinois.

Members Present:

Mr. Jack Burnett, President
Mrs. Erich Stern
Mr. John Cheeks
Mr. David Pilcher

Mr. Francis Hart
Mrs. Harry Moothart
Mr. Harold Koslofski

Absent Were:

Mrs. Roger Pogue
Mr. James Sommer

Others Present:

Sandy Salenski, newspaper reporter
Neillie McNabb

Mr. Robert Kirchgraber, Assistant Librarian

Mr. Jack Burnett asked for a motion to approve the Minutes for the May 25, 1962

Board Meeting. Mrs. Moothart made the motion and Mr. Koslofski seconded it. All present voted aye. No additions or corrections were recorded.

Mrs. Moothart moved that bills presented for June be approved for payment.

Mr. Koslofski seconded the motion. A roll call vote was taken - Mr. Burnett, Mrs. Stern, Mr. Hart, Mrs. Moothart, Mr. Koslofski all voted aye. Motion carried.

Staff Salaries	\$15,464.96	
Janitors Salary	348.33	
Total Salaries		\$15,813.29
Operating Expenditures		8,110.73
TOTAL EXPENDITURES		<u>\$23,924.02</u>

Mr. Hart reported for the Properties Committee. He said that as yet we have received no word from the city on the black topping for Main or Evans. The bids were opened at a special meeting for the work to be done on the Main Building but will be held in abeyance.

Mr. Koslofski asked if something could be done about the lawn and shrubbery at the Dill Branch as the grass is growing and its general appearance is unsightly.

Mr. Burnett said that an attempt has been made to cut the grass but it seems that a rotary lawn mower is needed.

Mr. Pilcher also felt that something should be done in regard to the lawn at Dill.

Mr. Kirchgraber said that he talked with Mr. Swartz about the lawn and that Mr. Swartz feels that he has fulfilled his obligation but would be willing to bring in more topsoil for low spots and reseed the bare spots, but did not feel that he could do the entire lawn.

Mr. Hart said that it needs some black dirt and something to retain it.

Mrs. Moothart felt that evergreens would enhance the appearance of the branch and not be too costly.

Mr. Burnett asked if a "page" could see to it that the lawn was mowed and asked Mr. Hart to check into the cost of a sprinkler system.

Mr. Cheeks reported on the Personnel Meeting. He said that we have some information from Mr. Bodnar as to the salary adjustment but we need to see how it fits into the money that the library has to spend. The committee can't make any recommendations as this is a joint thing for the Finance Committee as well as the Personnel Committee and a special meeting will have to be set up. It was decided that this special meeting be held Thursday, July 19, 1962, at 6:00 p.m. at the Decatur Club.

Mr. Kirchgraber said that Mrs. Howe has everything ready for this special meeting and Mrs. Goff will see to it that this material is delivered. Mr. Cheeks asked that each Board Member bring this material when he comes for this meeting. We have a certain amount of money and can take care of a certain amount of the adjustments but it may take two or three years to bring certain employees up in line. This must be brought to the Board so we can get started.

Mr. Burnett said that we received the job classifications and the salary recommendations for everyone. The special meeting should be open to anyone, the staff or even the newspaper.

Mr. Burnett asked about the Morgan Horse books for Mr. Kemper and Mr. Kirchgraber said that it would cost about \$150-225 according to the letter received from University Microfilms.

Mr. Kirchgraber said he was waiting for Mrs. Howe to return before calling Mr. Kemper. Mr. Burnett advised Mr. Kirchgraber to go ahead and call Mr. Kemper and find out what he wants to do about these books.

Mr. Burnett read the letter from Mayor Grohne concerning the appointment of Mrs. Dwight Nelson and the reappointments of Mr. Hart, and Mr. Koslofski. Their terms will expire in 1965. Mr. Burnett expressed the regrets of the Board in losing Mrs. Moothart but invited her to feel free to come in and see them.

Mrs. Moothart said that she has enjoyed being on the Board for six years, there have been a lot of changes and it has been a very educational experience.

Meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary

PROPOSAL

for the

REPAIR OF WEST WING (39'± x 49'±)

Decatur Public Library
457 North Main Street
Decatur, Illinois

12:00 Noon, D.S.T.
Friday, June 8, 1962

Decatur Public Library
457 North Main Street
Decatur, Illinois

Gentlemen:

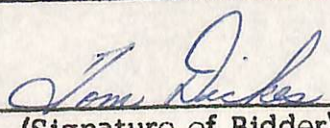
Having carefully examined the Instructions to Bidders, the General Conditions and Specifications entitled "Specifications for the Repair of West Wing (39'± x 49'±) of Decatur Public Library, Decatur, Illinois", as well as the premises and conditions effecting the work, the Undersigned proposes to furnish all labor, materials and equipment called for by them for the repair in accordance with said documents, for the sum of

One thousand, four hundred twenty nine and no/100----- Dollars (\$ 1,429.00).

Receipt of Addenda Nos. _____ is hereby acknowledged.

The Undersigned agrees, if awarded the Contract, to start work immediately and carry the work forward as rapidly as possible, with the work to be substantially completed on or before July 15, 1962.

Submitted by CHRISTY AND FOLTZ

BY 
(Signature of Bidder)

TABULATION OF BIDS

PROJECT Repair of west wing

LOCATION 457 N. Main

OWNER Decatur Public Library

ARCHITECT _____

DATE OF OPENING OF BIDS Friday June 8, 1962 TIME 12:00 Noon

COMPLIMENTS OF

[illegible]

SPECIFICATIONS

for the

REPAIR OF WEST WING (39'± x 49'±)

Decatur Public Library
457 North Main Street
Decatur, Illinois

John F. Sweetnam
Architect and Engineer
759 West Macon
Decatur, Illinois



June 4, 1962

PROPOSAL

for the

REPAIR OF WEST WING (39'± x 49'±)

Decatur Public Library
457 North Main Street
Decatur, Illinois

12:00 Noon, D.S.T.
Friday, June 8, 1962

Decatur Public Library
457 North Main Street
Decatur, Illinois

Gentlemen:

Having carefully examined the Instructions to Bidders, the General Conditions and Specifications entitled "Specifications for the Repair of West Wing (39'± x 49'±) of Decatur Public Library, Decatur, Illinois", as well as the premises and conditions effecting the work, the Undersigned proposes to furnish all labor, materials and equipment called for by them for the repair in accordance with said documents, for the sum of

_____ Dollars (\$_____).

Receipt of Addenda Nos. _____ is hereby acknowledged.

The Undersigned agrees, if awarded the Contract, to start work immediately and carry the work forward as rapidly as possible, with the work to be substantially completed on or before _____.

Submitted by _____

BY _____
(Signature of Bidder)

INSTRUCTIONS TO BIDDERS
for the
REPAIR OF WEST WING (39'± x 49'±)
Decatur Public Library
457 North Main Street
Decatur, Illinois

Proposals to be entitled to consideration, must be made in accordance with the following instructions.

Proposals shall be made upon the forms provided therefor and all blank spaces in the form shall be fully filled; numbers shall be both in writing and in figures; the signature shall be in longhand; and the completed form shall be without interlineation, additions, alteration, or erasure.

No oral, telegraphic, or telephonic proposals or modifications will be considered.

Proposals shall be addressed to the Owner and shall be enclosed in an opaque sealed envelope addressed to him, marked "Proposal" and bearing the title of the work and the name of the bidder.

Proposals will be received by the Decatur Public Library, Decatur, Illinois at 12:00 noon, Daylight Saving Time, Friday, June 8, 1962.

Should a bidder find discrepancies in, or omissions from, the drawings or documents, or should he be in doubt as to their meaning, he should at once notify the Architect, who will send a written instruction to all bidders. Neither Owner nor Architect will be responsible for any oral instructions.

Any written instructions to bidders issued during the time of bidding are to be covered in the Proposal, and in signing a Contract, they will become a part thereof.

Contractor shall state in his Proposal the number of calendar days from date of signing a Contract in which he will guarantee to complete the work.

Before submitting Proposal, bidders are requested to visit the site with the drawings and specifications, and inform themselves of all conditions, including other work, if any, being performed. Failure to visit the site will in no way relieve the successful bidder from necessity of furnishing any

Continued -

materials or performing any work that may be required to complete work in accordance with drawings and specifications without additional cost to Owner.

The competency and responsibility of bidders will be considered in making the award. The Owner reserves the right to waive any informality in, or to reject any or all bids.

No bidder may withdraw his bid for a period of thirty (30) days after the date of opening thereof.

SPECIFICATIONS

Pages 1 through 4.

SPECIFICATIONS

for the

REPAIR OF WEST WING (39'± x 49'±)

Decatur Public Library
457 North Main Street
Decatur, Illinois

GENERAL CONDITIONS

Contractor to whom work is awarded hereby agrees to be wholly responsible for his work and all loss or damage occurring before acceptance by the Owner will be thoroughly repaired by the Contractor at his own expense and no counter claim shall relieve the Contractor from such responsibility. He is to be solely answerable for and shall promptly make good all damage, delay to other contractors, injury to other contractors, to neighboring premises or to persons or property of the public by himself or men, or through any operation under his charge, whether in contract or extra work.

Compensation, Employer's Liability Insurance, and Occupational Disease Insurance: The Contractor shall take out and shall maintain during the life of this contract the statutory Workmen's Compensation, Employer's Liability Insurance and Occupational Disease Insurance for all of his employees to be engaged in such work unless such employees are covered by the protection afforded by the contractor's Workmen's Compensation Insurance.

Public Liability and Property Damage Insurance: The Contractor shall take out and maintain, during the life of this contract, Public Liability Insurance in the amount of not less than \$100,000.00 for injuries, including accidental death, to any person, and subject to the same limit for each person, in an amount of not less than \$300,000.00 on account of one accident and property damage insurance in an amount of not less than \$50,000.00 as protection for him and any subcontractor performing work covered by this contract from claim for damages for personal injury including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them.

The Contractor shall require his subcontractors, if any, not protected under the Contractor's insurance policies, to take out and maintain insurance the same as required of him.

Contractor shall indemnify and save harmless, without exclusion, the Owner, all the Owner's agents and employees, and the Architect, and his agents, free from all losses, claims, demands and actions of every kind made by any member of the general public, or any employee (1) of the Contractor, or (2) of his subcontractors, or (3) the personal representatives of any of such persons, on account of damage to property or personal injuries sustained and arising or alleged to have arisen out of the work done under the contract based upon any Common Law Liability or upon any Statute of the State of Illinois, including but not limited to the so-called Scaffolding Act. The Contractor shall furnish the Architect with two copies of the certificate of insurance showing covering for the above indemnification.

The Contractor shall not commence work under this contract until he has obtained the insurance required under this heading and such insurance has been approved by the Owner, nor shall the Contractor permit any subcontractor to commence work on his subcontract until the aforementioned approval has been obtained.

The Contractor shall be required to file with the Owner two copies of a certified statement of the insurance carrier that he is carrying Liability and Compensation Insurance as herein required. He shall keep such insurance in force during the entire life of this contract.

Fire Insurance: The Owner shall effect and maintain fire insurance upon the entire structure on which the work of this contract is to be done to one hundred per cent of the insurable value thereof, including items of labor and materials connected therewith whether in or adjacent to the structure insured, materials in place or to be used as part of the permanent construction including surplus materials, shanties, protective fences, bridges, or temporary structures, miscellaneous materials and supplies incident to the work, and such scaffoldings, stagings, towers, forms, and equipment as are not owned or rented by the Contractor, the cost of which is included in the cost of the work. **EXCLUSIONS:** This insurance does not cover any tools owned by mechanics, any tools, equipment, scaffolding, staging, towers, and forms owned or rented by the Contractor, the capital value of which is not included in the cost of the work. The loss, if any, is to be made adjustable with and payable to the Owner as Trustee for the insureds as their interests may appear, except in such cases as may require payment of all or a proportion of said insurance to be made to a mortgagee as his interests may appear.

The Contractor and all subcontractors shall be named or designated in such capacity as insured jointly with the Owner in all policies, all of

which shall be opened to the Contractor's inspection. Certificates of such insurance shall be filed with the Contractor if he so requires. If the Owner fails to effect or maintain insurance as above and so notifies the Contractor, the Contractor may insure his own interest and that of the subcontractors and charge the cost thereof to the Owner. If the Contractor is damaged by failure of the Owner to maintain such insurance or to so notify the Contractor, he may recover as stipulated in the contract for recovery of damages. If extended coverage or other special insurance not herein provided for is required by the Contractor, the Owner shall effect such insurance at the Contractor's expense by appropriate riders to his fire insurance policy.

If required in writing by any party in interest, the Owner as Trustee shall, upon the occurrence of loss, give bond for the proper performance of his duties. He shall deposit any money received from insurance in an account separate from all his other funds and he shall distribute it in accordance with such agreement as the parties in interest may reach, or under an award of arbitrators appointed, one by the Owner, another by joint action of the other parties in interest, all other procedure being as provided elsewhere in the contracts or arbitration. If after loss no special agreement is made, replacement of injured work shall be ordered and executed as provide for changes in the work.

The Trustees shall have power to adjust and settle any loss with the insurers unless one of the Contractors interested shall object in writing within three working days of the occurrence of loss, and thereupon arbitrators shall be chosen as above. The Trustee shall in that case make settlement with the insurers in accordance with the directions of such arbitrators, who shall also, if distribution by arbitration is required, direct such distribution.

REPAIR OF WEST WING (39'± x 49'±)

SCOPE OF WORK

Provide all labor and material to complete all repair work as specified herein.

CLEANING

Contractor shall remove all vines from masonry walls of west wing.

Clean brick and stone.

CAULKING

Contractor shall caulk all joints of concrete coping on west wing.

POINTING

Contractor shall point up with mortar all mortar joints as needed.

SILICONE SEALER

Contractor shall spray a coat of silicone on south, west, and north walls of west wing.

GUARANTY

The Contractor shall guarantee the entire installation from the standpoint of workmanship and material for one year after final acceptance.

TABULATION OF BIDS

PROJECT Painting

LOCATION 437 N. Main

OWNER Deatur Public Library

ARCHITECT John F. Sweetnam

DATE OF OPENING OF BIDS Friday June 8 1962 TIME EST 12:00 Noon
CST

DST
EST
CST 12:00 Noon

COMPLIMENTS OF

[illegible]

SPECIFICATIONS
for
PAINTING WORK OF MAIN BUILDING

Decatur Public Library
457 North Main Street
Decatur, Illinois

John F. Sweetnam
Architect and Engineer
759 West Macon
Decatur, Illinois

June 4, 1962



PROPOSAL

PAINTING WORK OF MAIN BUILDING

Decatur Public Library
457 North Main Street
Decatur, Illinois

12:00 Noon, D.S.T.
Friday, June 8, 1961

Decatur Public Library
457 North Main Street
Decatur, Illinois

Gentlemen:

Having carefully examined the Instructions to Bidders, the General Conditions for Painting Work of Main Building, and Specifications entitled "Specifications for Painting Work of Main Building of Decatur Public Library, Decatur, Illinois", as well as the premises and conditions effecting the work, the Undersigned proposes to furnish all labor, materials and equipment called for by them for the roof drains and piping in accordance with said documents, for the sum of

_____ Dollars (\$_____).

Receipt of Addenda Nos. ____ is hereby acknowledged.

The Undersigned agrees, if awarded the Contract, to start work immediately and carry the work forward as rapidly as possible, with the work to be substantially completed on or before _____.

Submitted by _____

BY _____
(Signature of Bidder)

INSTRUCTIONS TO BIDDERS

for the

PAINTING WORK OF MAIN BUILDING

Decatur Public Library

457 North Main Street

Decatur, Illinois

Proposals, to be entitled to consideration, must be made in accordance with the following instructions.

Proposals shall be made upon the forms provided therefor and all blank spaces in the form shall be fully filled; numbers shall be both in writing and in figures; the signature shall be in longhand; and the completed form shall be without interlineation, additions, alteration, or erasure.

No oral, telegraphic, or telephonic proposals or modifications will be considered.

Proposals shall be addressed to the Owner and shall be enclosed in an opaque sealed envelope addressed to him, marked "Proposal" and bearing the title of the work and the name of the bidder.

Proposals will be received by the Decatur Public Library, Decatur, Illinois at 12:00 noon, Daylight Saving Time, Friday, June 8, 1962.

Should a bidder find discrepancies in, or omissions from, the drawings or documents, or should he be in doubt as to their meaning, he should at once notify the Architect, who will send a written instruction to all bidders. Neither Owner nor Architect will be responsible for any oral instructions.

Any written instructions to bidders issued during the time of bidding are to be covered in the Proposal, and in signing a Contract, they will become a part thereof.

Contractor shall state in his Proposal the number of calendar days from date of signing a Contract in which he will guarantee to complete the work.

Before submitting Proposal, bidders are requested to visit the site with the drawings and specifications, and inform themselves of all conditions, including other work, if any, being performed. Failure to visit the site

Continued -

Specifications for Painting Work
Instructions to Bidders - continued

Decatur Public Library

will in no way relieve the successful bidder from necessity of furnishing any materials or performing any work that may be required to complete work in accordance with drawings and specifications without additional cost to Owner.

The competency and responsibility of bidders will be considered in making the award. The Owner reserves the right to waive any informality in, or to reject any or all bids.

No bidder may withdraw his bid for a period of thirty (30) days after the date of opening thereof.

SPECIFICATIONS

Pages 1 through 8.

SPECIFICATIONS

for

PAINTING WORK OF MAIN BUILDING

Decatur Public Library
457 North Main Street
Decatur, Illinois

GENERAL CONDITIONS

Contractor to whom work is awarded hereby agrees to be wholly responsible for his work and all loss or damage occurring before acceptance by the Owner will be thoroughly repaired by the Contractor at his own expense and no counter claim shall relieve the Contractor from such responsibility. He is to be solely answerable for and shall promptly make good all damage, delay to other contractors, injury to other contractors, to neighboring premises or to persons or property of the public by himself or men, or through any operation under his charge, whether in contract or extra work.

Compensation, Employer's Liability Insurance, and Occupational Disease Insurance: The Contractor shall take out and shall maintain during the life of this contract the statutory Workmen's Compensation, Employer's Liability Insurance and Occupational Disease Insurance for all of his employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance.

Public Liability and Property Damage Insurance: The Contractor shall take out and maintain, during the life of this contract, Public Liability Insurance in the amount of not less than \$100,000.00 for injuries, including accidental death, to any person, and subject to the same limit for each person, in an amount of not less than \$300,000.00 on account of one accident and property damage insurance in an amount of not less than \$50,000.00 as protection for him and any subcontractor performing work covered by this contract from claim for damages for personal injury including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them.

Contractor shall indemnify and save harmless, without exclusion, the Owner, all the Owner's agents and employees, and the Architect, and his agents, free from all losses, claims, demands and actions of every kind made by any member of the general public, or any employee (1) of the Contractor, or

(2) of his sub-contractors, or (3) the personal representatives of any of such persons, on account of damage to property or personal injuries sustained and arising or alleged to have arisen out of the work done under the contract based upon any Common Law Liability or upon any Statute of the State of Illinois, including but not limited to the so-called Scaffolding Act. The Contractor shall furnish the Architect with two copies of the certificate of insurance showing covering for the above indemnification.

The Contractor shall require his sub-contractors, if any, not protected under the Contractor's insurance policies, to take out and maintain insurance the same as required of him.

The Contractor shall not commence work under this contract until he has obtained the insurance required under this heading and such insurance has been approved by the Owner, nor shall the Contractor permit any sub-contractor to commence work on his subcontract until the aforementioned approval has been obtained.

The Contractor shall be required to file with the Owner two copies of a certified statement of the insurance carrier that he is carrying Liability and Compensation Insurance as herein required. He shall keep such insurance in force during the entire life of this contract.

Fire Insurance: The Owner shall effect and maintain fire insurance upon the entire structure on which the work of this contract is to be done to one hundred per cent of the insurable value thereof, including items of labor and materials connected therewith whether in or adjacent to the structure insured, materials in place or to be used as part of the permanent construction including surplus materials, miscellaneous materials, and supplies incident to the work, and such scaffoldings and equipment as are not owned or rented by the Contractor, the cost of which is included in the cost of the work. **EXCLUSIONS:** This insurance does not cover any tools owned by mechanics, any tools, equipment, and scaffolding owned or rented by the Contractor, the capital value of which is not included in the cost of the work. The loss, if any, is to be made adjustable with and payable to the Owner as Trustee for the insureds as their interests may appear, except in such cases as may require payment of all or a proportion of said insurance to be made to a mortgagee as his interests may appear.

The Contractor and all subcontractors shall be named or designated in such capacity as insured jointly with the Owner in all policies, all of which shall be opened to the Contractor's inspection. Certificates of such insur-

ance shall be filed with the Contractor if he so requires. If the Owner fails to effect or maintain insurance as above and so notifies the Contractor, the Contractor may insure his own interest and that of the subcontractors and charge the cost thereof to the Owner. If the Contractor is damaged by failure of the Owner to maintain such insurance or to so notify the Contractor, he may recover as stipulated in the contract for recovery of damages. If extended coverage or other special insurance not herein provided for is required by the Contractor, the Owner shall effect such insurance at the Contractor's expense by appropriate riders to his fire insurance policy.

If required in writing by any party in interest, the Owner as Trustee shall, upon the occurrence of loss, give bond for the proper performance of his duties. He shall deposit any money received from insurance in an account separate from all his other funds and he shall distribute it in accordance with such agreement as the parties in interest may reach, or under an award of arbitrators appointed, one by the Owner, another by joint action of the other parties in interest, all other procedure being as provided elsewhere in the contracts or Arbitration. If after loss, no special agreement is made, replacement of injured work shall be ordered and executed as provide for changes in the work.

The Trustees shall have power to adjust and settle any loss with the insurers unless one of the Contractors interested shall object in writing within three working days of the occurrence of loss, and thereupon arbitrators shall be chosen as above. The Trustee shall in that case make settlement with the insurers in accordance with the directions of such arbitrators, who shall also, if distribution by arbitration is required, direct such distribution.

PAINING

SCOPE OF WORK

Provide all painting work required as specified herein, also any other work as noted herein or incidental to the work shown and/or specified, unless specifically excepted.

Painting and varnishing shall be done in the following areas:

1. All exterior wood trim, all exterior metal work.
2. Interior painting on first floor in Toilet Room, Coat Room, and Vestibule.

PRECAUTIONS

See that all work is properly prepared, dry, clean, and in perfect condition before finishing.

Special care shall be taken in cleaning all metal work to thoroughly remove all oil, grease, and other foreign matter, using DuPont Paint Cleaner and warm water according to the manufacturer's directions, and wire brushes where necessary.

Close off the various spaces while painting and exclude dust until the finish is dry.

All material shall be well and evenly applied by thoroughly experienced, skilled workmen. No laps, skips, or brush marks shall show on finished surfaces.

Remove surplus finishing materials from mouldings, which shall be kept clean and sharp.

Finish all edges of doors same as faces.

All special brands of finish and paint herein called for shall be brought to the building in the original package; they shall be used in strict accordance

with the manufacturer's directions and shall not be thinned or adulterated unless otherwise hereinafter noted. Keep paint well stirred at all times.

Submit duplicate samples of all colors and finishes to the Architect, as directed, for approval. Make samples on same material as that used for work.

Stop out with shellac all stains and other defects which would show through the finish.

Putty all nail holes, cracks, and other depressions in painted work in neat manner. Putty for interior finish shall be made of white lead and whiting, colored to match finish. Use putty after priming coat.

Paints and finishes shall be applied in the order named unless otherwise directed or approved; sanding lightly between coats when necessary to provide smooth, even finish.

All undercoats shall be thoroughly dry before succeeding coats are applied.

Sandpaper smooth any roughness on priming coat of paint work.

Remove from glass and other finish work all spots, etc., due to work in this contract.

After the completion of the work, do all necessary touching up of all painting and finishing, and leave all work in perfect condition.

MATERIALS

List of Materials

Before materials are ordered, this Contractor shall submit to the Architect a list of the approved materials he proposes to use for the various parts of the work listed, where more than one make is specified or where approval is given on other makes.

Original Packages

All paints and other special finishes or materials shall be brought to the building in the original unbroken packages.

Colors

Colors for paint on work for which no color is definitely specified shall be of color to match samples furnished or selected by the Architect. Submit samples for selection, or paint samples at the job.

Maker's Directions

Unless otherwise specified herein, or directed, all ready-mixed paints and all finishes shall be mixed and applied according to the maker's directions, and shall not be adulterated.

Kinds and Makes

Unless otherwise specified hereinafter, materials used shall be those made by Pratt & Lambert Co., the DuPont Co., Dutch Boy, Sherwin-Williams, or approved equal. The materials hereinafter mentioned shall be used as a guide to indicate the kind and quality of the finish required.

PAINTING

Paint the following work in colors to match samples furnished by the Architect, and with the kinds of paint and the number of coats as noted below, in addition to the priming coats before mentioned.

Exterior Metal Work

Exterior metal fire escape door from Youth Room on south side of building shall have the existing paint removed, then cleaned, with any rust areas wire brushed and sanded smooth. The door shall then be given:

1 coat of State of Illinois Specification red lead paint.

2 coats of Pratt & Lambert Effecto Enamel.

All other exterior metal work including fire escapes, doors and frames shall be cleaned and any rust areas wire brushed and sanded smooth. Any such areas shall then be touched up with State of Illinois Specification red lead paint and Pratt & Lambert Effecto Enamel.

Finish all surfaces with one coat of Pratt & Lambert Effecto Enamel.

Exterior Woodwork

All exterior woodwork including windows and trim shall be cleaned.

All pealed, cracked, blistered, etc., areas shall be removed and sanded, and then given a coat of white lead and oil primer.

All areas shall be puttied where required and given two coats of white lead and oil in color as selected.

Interior Painting on First Floor

No painting of scagliola, marble or non-ferrous metals will be required.

Toilet Rooms:

All areas shall be thoroughly cleaned.

Existing varnished door, window, and trim shall be given 1 coat of Pratt & Lambert #61 Varnish, gloss.

All plaster walls shall be given:
1 coat P & L Lyt-all Double Duty Primer
1 coat P & L Vitralite Enamel, gloss.

All wood stall doors and trim shall be given:
1 coat P & L Vitralite Enamel Undercoating
1 coat P & L Vitralite Enamel, gloss.

All conduit pipes, etc., shall be given:
1 coat P & L Vitralite Enamel Undercoating.
1 coat P & L Vitralite Enamel, gloss.

Coat Room:

All areas shall be thoroughly cleaned.

Existing varnished door, window, and trim shall be given a coat of Pratt & Lambert #61 Varnish, gloss.

All plaster walls shall be given:
1 coat P & L Lyt-all Double Duty Primer
1 coat P & L Vitralite Enamel, gloss.

All wood shelves, trim, etc., shall be given:
1 coat P & L Vitralite Enamel Undercoating.
1 coat P & L Vitralite Enamel, gloss.

All conduit, pipes, radiator and duct work shall be given:
1 coat P & L Vitralite Enamel Undercoating
1 coat P & L Vitralite Enamel, gloss.

Vestibule:

All areas shall be thoroughly cleaned.

Existing varnished doors and trim shall have all holes puttied and filled. All areas of raw wood shall be filled as existing work. All varnished areas shall be stained alike and given two coats of Pratt & Lambert #61 Varnish, satin.

All plaster walls shall be given:
1 coat P & L Lyt-All Double Duty Primer.
1 coat P & L Vitralite Enamel, Eggshell.

PROTECTION

This Contractor shall protect all paint material from damage by dust, rough treatment, and shall repair or refinish all surfaces damaged before the work has been finally accepted.

This Contractor shall take all necessary precaution against staining and soiling other work with paint materials, and upon completion of the work shall carefully remove all such stains and leave the work clean and complete.

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

Code	Expense Allocation	Amt. for Yr.	For June	Year-todate	Balance
100	SALARIES S	17500000		1432630	16067370
	BL CR AND		1189577✓		
	DEC CITY C		15734✓		
	NATL BK DE		12500✓		
	TREAS CIT		234546✓		
	UNITED FUN		92839✓		
			1300✓		
100		17500000	1546496	2979126	14520874*
150	SALARIES B	552000		39877	512123
	NATL BK DE		28754✓		
	TREAS CIT		3410✓		
	UNITED FUN		2569✓		
			100✓		
150		552000	34833	74710	477290*
		18052000	1581329	3053836	14998164*
201	BINDING SU	82200			82200
	REMINGTON		940✓		
201		82200	940	940	81260*
202	CAT MATERI	84000			84000
	STURGIS VI		1200✓		
202		84000	1200	1200	82800*
203	FREIGHT EX	14400			14400
	BECKLEY CA		441✓		
	CLEV COTTO		255✓		
	I K C		441✓		
	PRENTICE H		14✓ - should be #223		
	R E A EXPR		395✓		
203		14400	1546	1546	12854*
204	IBM SUPPLI	535000		51500	483500
	IBM		51500✓		
	IBM		1466✓		
204		535000	52966	104466	430534*
205	OFFICE SUP	292100		892	291208
	DEC PAPER		1428✓		
	DEC PAPER		419✓		
	HAINES & E		500✓		
	INDUSTRIAL		20640✓		
	LINXWEILER		153✓		
	MCFADDENS		710✓		
	NATL BK DE		550✓		
	TAB PROD C		1100✓		
	TAB PROD C		1100✓		

	TAB PROD C HAINES & E VERIFAX		1100✓ 63✓ 865CR		
205		292100	26898	27790	264310*
206	POSTAGE	129300		13151	116149
	BNA		14✓		
	BNA		14✓		
	BRITISH BK		105✓		
	CENTURY HO		18✓		
	FRENCH BK		14✓		
	FRENCH BK		9✓		
	FRONTIER P		50✓		
	INST FOR R		38✓		
	POSTMASTER		9000✓		
	STECHELT H		17✓		
	STECHELT H		98✓		
	STURGIS VI		44✓		
	SUPT OF DO		3665✓		
	TAB PROD C		230✓		
	U OF MINNE		19✓		
	POSTMASTER		100✓		
	POSTMASTER		4✓		
	POSTMASTER		4✓		
	POSTMASTER		49✓		
	POSTMASTER		5✓		
	POSTMASTER		7✓		
	POSTMASTER		10✓		
	POSTMASTER		10✓		
	RESERVES		511CR		
206		129300	13013	26164	103136*
207	PRINTING	82000			82000
	INDUSTRIAL		9585✓		
	INDUSTRIAL		35840✓		
	INDUSTRIAL		5175✓		
207		82000	50600	50600	31400*
208	REP TO EQU	66400			66400
	COMBS SERV		750✓		
	DECATUR RE		16225✓		
	DECATUR RE		1500✓		
	F HUBBARD		3619✓		
	HEISE ELEC		850✓		
208		66400	22944	22944	43456*
209	TEL TOLLS	14000		300	13700
	ILLINOIS B		640✓		
209		14000	640	940	13060*
210	TEL SERVIC	8900		100	8800

Should be in 203

210	ILLINOIS B	8900	100✓ 100	200	8700*
212	RENT OF MA	75700		1800	73900
212		75700		1800	73900*
213	SERV CONTR	21800			21800
	IBM		3500✓		
	IBM		3500✓		
	IBM		7000✓		
213		21800	14000	14000	7800*
214	SERV CONTR			1306	1306
	MANPOWER I		1777✓		
	MANPOWER I		2874✓		
	MANPOWER I		2400✓		
	MANPOWER I		2508✓		
214			9559	10865	10865*CR
220	PROF DEVEL	117700		13300	104400
220		117700		13300	104400*
221	COMM SERVI	15900			15900
	HOUCK HATT		830✓		
	GOFF PATRI		150✓		
	HOWE MRS M		400✓		
	INTNL TRAD		1500✓		
	REDWOOD		1300✓		
221		15900	4180	4180	11720*
222	EXHIBIT EX	8600			8600
222		8600			8600*
223	HANDLING C	3000			3000
	IOWA STATE		24✓		
	PRENTICE H		14✓		
	PRENTICE H		19✓		
	PRENTICE H		14✓		
	PRENTICE H		24✓		
	PRENTICE H		14✓		
	PRENTICE H		14✓		
	PRENTICE H		14✓		
	PRENTICE H		14✓		
	PRENTICE H		14✓		
	PRENTICE H		14✓		
	PRENTICE H		19✓		
	PRENTICE H		14✓		
	PRENTICE H		14✓		
	PRENTICE H		19✓		
	PRENTICE H		19✓		

	PRENTICE H		19✓		
	PRENTICE H		14✓		
	PRENTICE H		14✓		
	PRENTICE H		14✓		
	PRENTICE H		14✓		
	STECHERT H		23✓		
	TAPLINGER		23✓		
	U CHICAGO		99✓		
	CITIZENS N		10✓		
223		3000	494	494	2506*
224	ADVERTISIN	1200		17950	16750
224		1200		17950	16750*CR
225	AUDITING	50000			50000
225		50000			50000*
299	MISC	23300			23300
	KIRCHGRABE		3271✓		
299		23300	3271	3271	20029*
		1625500	202351	302650	1322850*
301	BLDG SUPPL	117900		8938	108962
	BLACK & CO		2169✓		
	CLEV COTTO		2370✓		
	DEC PAPER		3175✓		
	JANSAN SUP		1300✓		
	WESTERVELT		2950✓		
301		117900	11964	20902	96998*
302	CLEANING S	16100			16100
	DEC INDUST		325✓		
	DECATUR GR		2859✓		
302		16100	3184	3184	12916*
303	CONTRACT R	500000			500000
303		500000			500000*
304	GARBAGE &	11400		1200	10200
	H & H DISP		200✓		
	MAXEDON E		400✓		
	ROHMAN FRE		600✓		
304		11400	1200	2400	90000*
306	INSURANCE	465800		100	465700
306		465800		100	465700*
307	LIGHT & PO	79200			79200
	ILL POWER		32560		
307		79200	32560	32560	46640*

*paid by
city - no
furthered*

308	BLDG REPAI	83500		10400	73100
308		83500		10400	73100*
309	TRAVEL	62800		140	62660
	CONSUMER S		291✓		
309		62800	291	431	62369*
310	HEALTH & S	4900			4900
310		4900			4900*
311	CONTRACT C	552800		49300	503500
	DEC WINDOW		33500✓		
	DEC WINDOW		4300✓		
	DEC WINDOW		11500✓		
311		552800	49300	98600	454200*
312	ARCHITECT	60000			60000
312		60000			60000*
313	REP AUTO E	221000		6387	214613
	NATL CITY		2733✓		
	NATL CITY		435✓		
	NATL CITY		2139✓		
	NATL CITY		1913✓		
	NATL CITY		5278✓		
	NATL CITY		435✓		
313		221000	12933	19320	201680*
314	CLEANING S	9500		270	9230
314		9500		270	9230*
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	3400			3400
399		3400			3400*
		2203300	111432	188167	2015133*
401	BINDING	100000	+1500		100000
401		100000			100000*
402	BOOKS	3819100		142012	3677088
	AM LIBRARY	- 1500	158✓		
	AM LIBRARY		225✓		
	BAKER & TA		6378✓		
	BAKER & TA		61475✓		
	BAKER & TA		8911✓		
	BAKER & TA		21385✓		

BAKER & TA	8098✓
BAKER & TA	9059✓
BAKER & TA	3128✓
BAKER & TA	36339✓
BAKER & TA	192✓
BAKER & TA	813✓
BAKER & TA	23740✓
BAKER & TA	8794✓
BAKER & TA	36403✓
BAKER & TA	1658✓
BAKER & TA	618✓
BAKER & TA	20052✓
BAKER & TA	17253✓
BNA	925✓
BNA	575✓
BOAT OWNER	100✓
BOWKER R R	1750✓
BRITISH BK	2400✓
CATH HOSP	75✓
CENTURY HO	495✓
CL STATE G	900✓
DOUBLEDAY	1876✓
DOUBLEDAY	570✓
DOUBLEDAY	698✓
ENCY BRITA	960✓
FAIRLEIGH	600✓
FOLLETT LI	522✓
FR RICHMON	100✓
FRENCH BK	367✓
FRENCH BK	274✓
FRONTIER P	3100✓
FUNK WAGN	750✓
H W WILSON	29000✓
HAINES & E	347✓
HAINES & E	210✓
HINES THEO	30✓
HUSTON PAT	24000✓
HUSTON PAT	3000✓
ILLINI UNI	200✓
ILLINOIS B	2050✓
IMPERIAL B	2625✓
IMPERIAL B	42684✓
IMPERIAL B	6373✓
IMPERIAL B	6672✓
IND SCHOOL	100✓
IOWA STATE	421✓
MCCLURG A	437✓
MCNAUGHTON	10500✓
MENTAL HEA	300✓
N M A A	500✓

NAT GEOGRA	1195✓
NATL CAMP	125✓
NEW AMERIC	41✓
NEW METHOD	1565✓
NEW METHOD	3382✓
NEW YORK P	300✓
PASADENA L	295✓
PAULIST PR	70✓
PRENTICE H	265✓
PRENTICE H	710✓
PRENTICE H	332✓
PRENTICE H	801✓
PRENTICE H	352✓
PRENTICE H	332✓
PRENTICE H	399✓
PRENTICE H	332✓
PRENTICE H	399✓
PRENTICE H	284✓
PRENTICE H	1005✓
PRENTICE H	442✓
PRENTICE H	405✓
PRENTICE H	626✓
PRENTICE H	784✓
PRENTICE H	710✓
PRENTICE H	399✓
PRENTICE H	486✓
PRENTICE H	265✓
PRENTICE H	533✓
PRENTICE H	265✓
STECHELT H	400✓
STECHELT H	175✓
STECHELT H	1250✓
SYRACUSE P	750✓
TAPLINGER	787✓
THE SPOKEN	598✓
U CHICAGO	5046✓
U OF MINNE	468✓
UNIV OREGO	125✓
US GPO	625✓
L AND D	5634CR

402		3819100	432854	5748.66	3244234*
405	FILMS 16MM	30000 +500			30000
	UNIV OF IL		565✓		
	HOWE MRS M		5000✓		
405		30000	5565	5565	24435*
408	FILMS MICR	177000		17530	159470
	DEC HERLD		2195✓		
408		177000	2195	19725	157275*

409	FILMS RENT			580 CR	580
	FILM RENTA		1271 CR		
409			1271 CR	1851 CR	1851 *
410	PAMPHLETS	20000			20000
	INST FOR R		950 ✓		
410		20000	950	950	19050 *
412	PICTURES	10000		3500	6500
412		10000		3500	6500 *
414	CHESTERFIE		1096 ✓		
	CHESTERFIE		8021 ✓		
414			9117	9117	9117 * CR
415	RECORDS S	120000			120000
415		120000			120000 *
419	PERIODICAL	300000		525	299475
	H W WILSON		21900 ✓		
	UNIV OF IL		600 ✓		
	DEC HERLD		45 ✓		
	DEC HERLD		30 ✓		
	DEC HERLD		30 ✓		
	DEC HERLD		30 ✓		
	DEC HERLD		45 ✓		
	DEC HERLD		30 ✓		
	DEC HERLD		45 ✓		
	DEC HERLD		30 ✓		
	DEC HERLD		45 ✓		
	DEC HERLD		30 ✓		
	DEC HERLD		30 ✓		
	DEC HERLD		30 ✓		
	DEC HERLD		30 ✓		
419		300000	22980	23505	276495 *
420	MAPS	5000			5000
420		5000			5000 *
421	MEMBERSHIP	70000			70000
	ILL LIB AS		1800 ✓		
421		70000	1800	1800	68200 *
422	SERVICES	200000		7380	192620
422		200000		7380	192620 *
499	MISCELLANE	2100			2100
499		2100			2100 *
		4853200	474190	644557	4208643 *

502	ADD TO EQU	165000			165000
	BECKLEY CA		6350		
502		165000	6350	6350	158650*
		165000	6350	6350	158650*
603	RENTALS	201000		16750	184250
	SWARTZ HOM		16750		
603		201000	16750	33500	167500*
		201000	16750	33500	167500*
		27100000	2392402	4229060	22870940*

Balance in checking account

\$70,088.21

Bills presented for payment

Approved for payment

Mary T. Howe

Edna M. McArthur

DD Kitchin

Harold W. Koslowski

Finance Committee

700	BAL LAST M	394067 CR
	TAX INCOME	2150000
	TAX INCOME	7500000
	FINES	99789
	NON RES FE	6300
	L AND D	5634
	RESERVES	5110
	FILM RENTA	12710
	VERIFAX	8650
	DORMANT AC	6641
	CASH CREDI	8281 CR
	BILL LIST	2359842 CR
700	Balance in checking account	7008821

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE - JUNE 1962

Code	Expense Allocation	Amt. for Yr.	Enc. for June	Tot. Enc.	Balance
100	SALARIES S	17500000		2979126	14520874
100		17500000		2979126	14520874*
150	SALARIES B	552000		7471	477290
150		552000		7471	477290*
201	BINDING SU	82200		94	81260
	GAYLORD BR		6340		
	GAYLORD BR		480		
201		82200	6820	776	74440*
202	CAT MATER I	84000		120	82800
	GAYLORD BR		4500		
202		84000	4500	570	78300*
203	FREIGHT EX	14400		1546	12854
203		14400		1546	12854*
204	IBM SUPPL I	535000		104466	430534
204		535000		104466	430534*
205	OFFICE SUP	292100		2779	264310
	GAYLORD BR		1995		
205		292100	1995	29785	262315*
206	POSTAGE	129300		26164	103136
206		129300		26164	103136*
207	PRINTING	82000		5060	31400
207		82000		5060	31400*
208	REP TO EQU	66400		22944	43456
208		66400		22944	43456*
209	TEL TOLLS	14000		94	13060
209		14000		94	13060*
210	TEL SERVIC	8900		20	8700
210		8900		20	8700*
212	RENT OF MA	75700		180	73900
212		75700		180	73900*
213	SERV CONTR	21800		1400	7800
213		21800		1400	7800*
214	SERV CONTR			10865	10865
214				10865	10865*CR
220	PROF DEVEL	117700		1330	104400
220		117700		1330	104400*

221	COMM SERVI	15900		418	11720
221		15900		418	11720*
222	EXHIBIT EX	8600			8600
222		8600			8600*
223	HANDLING C	3000		494	2506
223		3000		494	2506*
224	ADVERTISIN	1200		1795	16750
224		1200		1795	16750*CR
225	AUDITING	50000			50000
225		50000			50000*
299	MISC	23300		3271	20029
299		23300		3271	20029*
301	BLDG SUPPL	117900		20902	96998
	G E DAY SO		1795		
301		117900	1795	22697	95203*
302	CLEANING S	16100		3184	12916
302		16100		3184	12916*
303	CONTRACT R	500000			500000
303		500000			500000*
304	GARBAGE &	11400		240	9000
304		11400		240	9000*
306	INSURANCE	465800		10	465700
306		465800		10	465700*
307	LIGHT & PO	79200		3256	46640
307		79200		3256	46640*
308	BLDG REPAI	83500		1040	73100
	MIRACLE MO		1310		
308		83500	1310	1171	71790*
309	TRAVEL	62800		431	62369
309		62800		431	62369*
310	HEALTH & S	4900			4900
310		4900			4900*
311	CONTRACT C	552800		9860	454200
311		552800		9860	454200*
312	ARCHITECT	60000			60000
312		60000			60000*

313	REP AUTO E	221000		1932	201680
313		221000		1932	201680*
314	CLEANING S	9500		27	9230
	NORMANS		229		
314		9500	229	499	9001*
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	3400			3400
399		3400			3400*
401	BINDING	100000			100000
401		100000			100000*
402	BOOKS	3819100		574866	3244234
	OUTSTANDIN		389984		
	STANDING O		201060		
402		3819100	591044	11659.10	2653190*
405	FILMS 16MM	30000		5565	24435
	CONTEMPORA		1595		
	FILM CENTE		2500		
	INTNL FILM		800		
	REMBRANDT		2250		
	S REYNOLDS		2700		
	UNIV OF IL		5195		
405		30000	15040	20605	9395*
408	FILMS MICR	177000		19725	157275
	DEC HERLD		2342		
408		177000	2342	22067	154933*
409	FILMS RENT			1851 CR	1851
409				1851 CR	1851*
410	PAMPHLETS	20000		95	19050
410		20000		95	19050*
412	PICTURES	10000		350	6500
412		10000		350	6500*
414	RECORDS LP			9117	9117
414				9117	9117*CR
415	RECORDS S	120000			120000
415		120000			120000*
419	PERIODICAL	300000		23505	276495
419		300000		23505	276495*

420	MAPS	5000		5000
420		5000		5000*
421	MEMBERSHIP	70000	180	68200
421		70000	180	68200*
422	SERVICES	200000	738	192620
422		200000	738	192620*
499	MISCELLANE	2100		2100
499		2100		2100*
502	ADD TO EQU	165000	635	158650
502		165000	635	158650*
603	RENTALS	201000	3350	167500
603		201000	3350	167500*

27100000	625075	4854135	22245865*
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PAYROLL - June 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
* Bailey, Ruby E.	4344.	10	41414	1294	6740				8034	33380
✓ Bogard, Russell	3410.	79	28417	296	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	3646	232	656			400	1288	2358
✓ Mary T. Howe	9500.	1	79167	5146	13200	6000	1430		25776	53391
✓ Hunk, Clara	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	59642	3877	11160		534		15571	44071
✓ 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
✓ Ruedger, Ora	4905.	19	40875	2657	6740				9397	31478
✓ Seitz, Barbara	4019.	1	33492	2135	5120		534		7789	25703
✓ Shafer, Meredythe	4019.	82	33492	2135	6120				8255	25237
✓ Stafford, Marjorie	8175.	2	68125	4428	12320		384	500	17632	50493
✓ Turnbo, Dorthia	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	418	11880	1000	534		17432	44390
Total Full Time Employees			\$ 1285507	\$82775	\$ 197576	\$ 12500	\$ 15200	\$ 1300	\$ 309351	\$976156

PAYROLL - JUNE 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 99h @2.00		65	19800	619	3640				4259	15541
✓ Baker, Ronald 103h @.83		81	8549	267	620				887	7662
✓ Bork, Shirley 113 3/4 @1.43		59	16266	505	1990				2495	13771
✓ Branson, Judith 121 1/2h @.83		89	10085	313	1910				2223	7862
✓ Brewer, Fred 123h @.83		91	10209	319	1910				2229	7980
✓ Collinsworth, Jim 92 1/30h @1.38		60	12701	397	1340				1737	10964
✓ Cox, Ruth 126 11/12 @.83		92	10534	329	1980				2309	8225
✓ McBride, Jim 112h @1.25		70	14000	438	2560				2998	11002
Miller, Steven 116 1/4h @.83		93	9649	302	840				1142	8507
✓ Moser, Bill 98 11/12h @.83		90	8210	257	1550				1807	6403
* Mullen, Dean 120h @2.15		43	25800	774	2820				3594	22206
✓ Osbakken, Kristine 100 7/12 @.83		94	8348	261	550				811	7537
✓ Petersen, Dora 146h @2.00		47	29200	1753	5400				7153	22047
✓ Schultz, Verna 156h @1.65		75	25740	804	3820				4624	21116
✓ Spittler, Helen 159 1/2 @1.65		49	33988	2167	4300		534		7001	26987
✓ Stuke, Sally 114 1/2h @1.27		64	14510	453	1700				2153	12357
* Woodward, Glenda 78h @1.00		78	3400	106	40				146	3254
Total Part Time Employees			260989	1064	36970		534		47568	213421
✓ Burton, Lynn		40	34833	2569	3410			100	6079	28754
			1546496	92839	234546	12500	15734	1300	356919	1189577
GRAND TOTAL			\$1581329	\$95408	\$237956	\$12500	\$15734	\$1400	\$362998	\$1218331

- * Bailey, Ruby K. - Began employment May 28, 1962 in Youth Room and on Reference Desk @ \$4344. per year.
- Mullen, Dean - Began part time summer employment 6-11-62 in Reference @ \$2.15 per hour.
- Woodard, Glenda - Left employ 6-1-62 during the summer
- Jones, Edna - Attending summer school at Univ. of Ill. beginning 6-18-62
- Houck, Hattie - On Leave of Absence beginning 6-1-62

Decatur Public Library
Decatur, Illinois
Circulation Statistics June 1962

	Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS	43	5	11	59	231
	57	13	18	88	265
001 PHILOSOPHY	276	84	1	361	674
	323	80	2	405	803
002 RELIGION	379	15	152	546	1033
	365	22	145	532	1084
003 SOCIAL SCIENCE	1006	173	779	1958	3546
	927	132	744	1803	3541
004 LANGUAGE	107	7	25	139	245
	131	7	18	156	279
005 SCIENCE	456	158	1075	1689	3323
	446	134	1172	1752	3474
006 USEFUL ARTS	1365	282	711	2358	4451
	1363	279	671	2313	4700
007 FINE ARTS	1343	205	434	1982	3517
	1299	215	440	1954	3739
008 LITERATURE	706	52	227	985	2215
	786	53	206	1045	2251
009 HISTORY	807	173	374	1354	2717
	863	229	358	1450	2863
010 TRAVEL	457	71	258	786	1848
	501	38	291	830	1816
011 BIOGRAPHY	641	402	724	1767	3394
	744	362	786	1892	3580
012 FOREIGN NON FIC	18	4	29	51	127
	24		38	62	117
013 PERIODICALS	783	69	96	948	1961
	845	79	89	1013	2204
014 PAMPHLETS	34			34	92
	50	6	7	63	181
015 PAPERBACKS	33			33	50

Non-fiction	8454	1700	4896	15050	29424
	8724	1649	4985	15358	30897

115 FICTION	9112	5410	7590	22112	38787
	9228	5133	6583	20944	37403
116 FOREIGN FICTION	11		39	50	301
	45	125	60	230	280
117 J E			11107	11107	21362
			11245	11245	22316

~~10825 15430 33736 55558 120250~~

Fiction	9123	5410	18736+	33269	60450
	9273	5258	17888	32419	59999

Total Books	17577	7110	23632	48319	89874
	17997	6907	22873	47777	90896

Increase 542

218	BIBLIOGRAPHIES	2			2	5
221	CLASS VISITS	1			1	19
223	INSTRUCTION					3
224	STORIES					9
225	ATTENDANCE	32			32	465
226	EXHIBITS	10			10	20
227	FILMS ATTENDANC	454			454	705
228	SHOWINGS	12			12	24
229	16 MM	10			10	21
232	RECORDAK	142			142	334
235	GROUPS NOT CLAS					17
236	ATTENDANCE					316
237	HOME SERVICE VI	54			54	129
238	HOME SERVICE PA	53			53	128
239	HOME SER NEW PA					1
240	INTER LIBRARY L	14			14	18
241	MAPS	1			1	5
242	MEETINGS IN BLD	6			6	55
243	ATTENDANCE	67			67	223
244	MENDING	141		148	591	1477
245	OVERDUE BOOKS	817	85	693	1595	3410
246	OVERDUE NOTICES	456	62	361	879	1996
247	PICTURES FRAMED	5			5	11
248	PICTURES MOUNTE	37		88	125	1017
249	PROFESSIONAL VI					3
250	RADIO	2			2	5
251	RECORDS LP	867	3	13	883	1725
252	RECORDS S	10			10	16
253	RECORDS SR	90	2		92	184
254	RECORDS 16	1			1	1
256	READERS ADVISOR	624	741	1474	2839	5625
257	REQUESTS	33	12	5	50	154
259	STORY HOURS					2
260	ATTENDANCE					47
261	NUM OF STORIES					7
262	TELEPHONE INCOM	1169			1169	2592
264	VISITS IN COMM					5
265	RECORD BAGS	118			118	219
302	VELWYN	37			37	77
306	WAKEFIELD NO 2	10			10	43
307	MINOR NURSING H	46			46	105
308	LAKESHORE MANOR	50			50	99
401	18TH & E WILLIA	105	125	607	837	1656
405	FAIRVIEW PLAZA	314	178	761	1253	2484
407	GARFIELD & WATE	124	66	446	636	1337
408	SAWYER & MONROE	276	242	1024	1542	3191
411	GRAND & SUMMIT	380	365	1469	2214	3977
501	OAKLAND & W WOO	112	58	316	486	1019
503	FOREST & LINCOL	111	80	279	470	938
506	MT CALVARY CHUR	521	407	1873	2801	5779
508	S TAYLOR & W WO	363	193	943	1499	3311
510	L BR RD & SOUTH	91	143	452	686	1060
511	STALEY BRIDGE	41	34	148	223	259
512	22ND & E CLAY	77	45	195	317	382
513	24TH & E WILLIA	66	37	344	447	745
514	16TH & LINCOLN	316	237	1098	1651	2780
601	AP	24		124	148	317
602	AM	7		1	8	8
603	AT	40	43	269	355	713
604	YP	1	15	28	44	105
605	YM					2
607	JP	37		21	58	139
609	JT	3		2	5	5

JUNE 1962

001	MAIN ADULT	8446	8	313	8767	16444
002	MAIN YOUTH	3083	3694	3	6780	11802
003	MAGIC CARPET			7916	7916	13841
004	REFERENCE	7			7	10
		11536	3702	8232	23470	42097
111	B 1	1199	976	4307	6482	13007
112	B 2	1698	1234	5648	8580	15911
113	EVANS BRANCH	1338	617	2683	4638	8307
115	HOME SERVICE	519	68	39	626	1343
116	ST MARYS HOSP	134	5	7	146	359
117	D M C	317	101	340	758	1461
118	T B SAN	126	6	1	133	264
131	NURSES RES	74			74	159
132	DILL BRANCH	636	401	2375	3412	6966
		6041	3408	15400	24849	47777
		17577	7110	23632	48319	89874

JUNE 1962

MAIN ADULT

GENERAL WORKS

		23			23	63
001	PHILOSOPHY	208			208	368
002	RELIGION	224			224	415
003	SOCIAL SCIENCE	616		9	625	1109
004	LANGUAGE	34			34	57
005	SCIENCE	213		7	220	427
006	USEFUL ARTS	843			843	1645
007	FINE ARTS	720		2	722	1312
008	LITERATURE	301		8	309	672
009	HISTORY	310			310	651
010	TRAVEL	271			271	514
011	BIOGRAPHY	270		13	283	534
012	FOREIGN NON FIC	12	1		13	21
013	PERIODICALS	266	7		273	512
014	PAMPHLETS	21			21	58
015	PAPERBACKS	19			19	28
115	FICTION	4086		137	4223	7829
116	FOREIGN FICTION	9			9	18
117	J E			137	137	211
		8446	8	313	8767	16444
		8446	8	313	8767	16444
226	EXHIBITS	5			5	15
241	MAPS	1			1	5
242	MEETINGS IN BLD	5			5	39
243	ATTENDANCE	62			62	146
247	PICTURES FRAMED	5			5	10
248	PICTURES MOUNTE	15			15	207
251	RECORDS LP	659	1	10	670	1273
252	RECORDS S	10			10	16
253	RECORDS SR	70			70	142
256	READERS ADVISOR	12	14		26	52
262	TELEPHONE INCOM	210			210	644
265	RECORD BAGS	92			92	168
		1146	15	10	1171	2717
		1146	15	10	1171	2717

JUNE 1962

MAIN YOUTH

GENERAL WORKS

		8	2		10	40
001	PHILOSOPHY	41	41		82	171
002	RELIGION	40	12	1	53	96
003	SOCIAL SCIENCE	251	104		355	632
004	LANGUAGE	58	3		61	94
005	SCIENCE	168	95		263	486
006	USEFUL ARTS	223	150		373	709
007	FINE ARTS	350	116		466	779
008	LITERATURE	169	43		212	606
009	HISTORY	321	113		434	869
010	TRAVEL	49	47		96	292
011	BIOGRAPHY	114	241		355	627
012	FOREIGN NON FIC	6	3	1	10	30
013	PERIODICALS	72	32		104	239
014	PAMPHLETS	11			11	29
015	PAPERBACKS	12			12	20
		1893	1002	2	2897	5719
115	FICTION	1188	2692	1	3881	6073
116	FOREIGN FICTION	2			2	8
117	J E					2
		1190	2692	1	3883	6083
		3083	3694	3	6780	11802
226	EXHIBITS	5			5	5
247	PICTURES FRAMED					1
248	PICTURES MOUNTE	22			22	277
251	RECORDS LP	155		3	158	325
253	RECORDS SR	15			15	30
254	RECORDS 16	1			1	1
256	READERS ADVISOR		130		130	283
262	TELEPHONE INCOM					18
265	RECORD BAGS	26			26	51
		224	130	3	357	991
		224	130	3	357	991
604	YP	1	10	28	39	94
605	YM					2
		1	10	28	39	96
		1	10	28	39	96

JUNE 1962

MAGIC CARPET

GENERAL WORKS

002	RELIGION		4	4	33
003	SOCIAL SCIENCE		80	80	135
004	LANGUAGE		321	321	533
005	SCIENCE		3	3	8
006	USEFUL ARTS		433	433	779
007	FINE ARTS		246	246	431
008	LITERATURE		164	164	257
009	HISTORY		101	101	176
010	TRAVEL		131	131	233
011	BIOGRAPHY		89	89	207
012	FOREIGN NON FIC		259	259	526
013	PERIODICALS		13	13	28
014	PAMPHLETS		44	44	76
					3
			1888	1888	3425

115	FICTION		2645	2645	4046
116	FOREIGN FICTION		9	9	166
117	J E		3374	3374	6204
			6028	6028	10416
			7916	7916	13841

218	BIBLIOGRAPHIES				1
221	CLASS VISITS				9
223	INSTRUCTION				1
224	STORIES				8
225	ATTENDANCE				211
235	GROUPS NOT CLAS				6
236	ATTENDANCE				161
244	MENDING		72	72	249
245	OVERDUE BOOKS		181	181	366
246	OVERDUE NOTICES		85	85	186
248	PICTURES MOUNTE				151
250	RADIO				1
256	READERS ADVISOR	1	347	348	614
257	REQUESTS				6
259	STORY HOURS				2
260	ATTENDANCE				47
261	NUM OF STORIES				7
		1	685	686	2026
		1	685	686	2026

601	AP		6	6	16
603	AT	1	3	4	10
607	JP	37	20	57	138
609	JT	3	2	5	5
		41	31	72	169
		41	31	72	169

JUNE 1962

REFERENCE

002	RELIGION	3			3	3
003	SOCIAL SCIENCE	3			3	6
009	HISTORY	1			1	1
		7			7	10
		7			7	10
218	BIBLIOGRAPHIES	2			2	2
221	CLASS VISITS	1			1	1
225	ATTENDANCE	32			32	32
232	RECORDAK	142			142	334
240	INTER LIBRARY L	14			14	18
250	RADIO	2			2	2
251	RECORDS LP					4
256	READERS ADVISOR	325	262	4	591	1342
		518	262	4	784	1735
		518	262	4	784	1735
601	AP	19		118	137	293
602	AM	7		1	8	8
603	AT	39	43	266	351	700
		65	43	385	496	1001
		65	43	385	496	1001

JUNE 1962
2ND OFFICE

262 TELEPHONE INCOM

83
83
83

83
83
83

178
178
178

JUNE 1962
MARY T HOWE

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

603	AT	3
		3
		3

JUNE 1962
TECHNICAL PROCE

244 MENDING

302	690
302	690
302	690

JUNE 1962
LINCOLN ROOM

227	FILMS ATTENDANC	454				454	705
228	SHOWINGS	12				12	24
229	16 MM	10				10	21
245	OVERDUE BOOKS	759	74	389	1222	2618	
246	OVERDUE NOTICES	417	52	209	678	1562	
262	TELEPHONE INCOM	625			625	1251	
		2277	126	598	3001	6181	
		2277	126	598	3001	6181	

JUNE 1962

B 1

GENERAL WORKS

		1	1	2	18
001	PHILOSOPHY	7	11	1	36
002	RELIGION	21		6	55
003	SOCIAL SCIENCE	33	18	76	276
004	LANGUAGE	5		4	21
005	SCIENCE	10	12	164	438
006	USEFUL ARTS	65	38	155	517
007	FINE ARTS	55	22	99	345
008	LITERATURE	46	2	30	163
009	HISTORY	37	10	63	242
010	TRAVEL	27	2	32	169
011	BIOGRAPHY	42	32	122	399
012	FOREIGN NON FIC			3	18
013	PERIODICALS	80	3	3	211
		428	151	759	2908

115	FICTION	771	825	1463	3059	5783
116	FOREIGN FICTION			6	6	54
117	J E			2079	2079	4262
		771	825	3548	5144	10099
		1199	976	4307	6482	13007

242	MEETINGS IN BLD					7
244	MENDING	90		33	123	302
245	OVERDUE BOOKS					29
246	OVERDUE NOTICES					14
256	READERS ADVISOR	79	98	341	518	945
257	REQUESTS	13	9	4	26	52
		182	107	378	667	1349
		182	107	378	667	1349

401	18TH & E WILLIA	105	125	607	837	1656
405	FAIRVIEW PLAZA	314	178	761	1253	2484
407	GARFIELD & WATE	124	66	446	636	1337
408	SAWYER & MONROE	276	242	1024	1542	3191
411	GRAND & SUMMIT	380	365	1469	2214	3977
508	S TAYLOR & W WO					362
		1199	976	4307	6482	13007
		1199	976	4307	6482	13007

JUNE 1962

B 2

	GENERAL WORKS	4		2	6	26
001	PHILOSOPHY	11	18		29	45
002	RELIGION	19		44	63	128
003	SOCIAL SCIENCE	38	33	196	267	490
004	LANGUAGE	3	1	13	17	36
005	SCIENCE	19	28	262	309	618
006	USEFUL ARTS	80	44	168	292	519
007	FINE ARTS	78	30	101	209	362
008	LITERATURE	56	2	54	112	226
009	HISTORY	76	24	88	188	373
010	TRAVEL	25	13	71	109	252
011	BIOGRAPHY	63	47	169	279	551
012	FOREIGN NON FIC			6	6	8
013	PERIODICALS	79	17	40	136	286
		551	257	1214	2022	3920
115	FICTION	1147	977	1784	3908	6934
116	FOREIGN FICTION			21	21	40
117	J E			2629	2629	5017
		1147	977	4434	6558	11991
		1698	1234	5648	8580	15911
235	GROUPS NOT CLAS					11
236	ATTENDANCE					155
244	MENDING	15		17	32	82
245	OVERDUE BOOKS	10	11	79	100	223
246	OVERDUE NOTICES	9	10	41	60	133
251	RECORDS LP	32	1		33	53
256	READERS ADVISOR	155	168	547	870	1662
257	REQUESTS	3	3	1	7	34
		224	193	685	1102	2353
		224	193	685	1102	2353
501	OAKLAND & W WOO	112	58	316	486	1019
503	FOREST & LINCOL	111	80	279	470	938
506	MT CALVARY CHUR	521	407	1873	2801	5779
508	S TAYLOR & W WO	363	193	943	1499	2949
510	L BR RD & SOUTH	91	143	452	686	1060
511	STALEY BRIDGE	41	34	148	223	259
512	22ND & E CLAY	77	45	195	317	382
513	24TH & E WILLIA	66	37	344	447	745
514	16TH & LINCOLN	316	237	1098	1651	2780
		1698	1234	5648	8580	15911
		1698	1234	5648	8580	15911

JUNE 1962
EVANS BRANCH

	GENERAL WORKS	7	1	3	11	32
001	PHILOSOPHY	2	9		11	25
002	RELIGION	23	1	10	34	69
003	SOCIAL SCIENCE	37	10	123	170	285
004	LANGUAGE	2		2	4	14
005	SCIENCE	13	9	95	117	251
006	USEFUL ARTS	77	22	61	160	300
007	FINE ARTS	37	18	21	76	158
008	LITERATURE	40	3	22	65	158
009	HISTORY	18	15	37	70	138
010	TRAVEL	23		17	40	112
011	BIOGRAPHY	37	41	84	162	280
012	FOREIGN NON FIC			6	6	16
013	PERIODICALS	158	1	9	168	354
014	PAMPHLETS	2			2	2
015	PAPERBACKS	2			2	2
		478	130	490	1098	2196
115	FICTION	860	487	812	2159	3796
116	FOREIGN FICTION			1	1	1
117	J E			1380	1380	2314
		860	487	2193	3540	6111
		1338	617	2683	4638	8307
221	CLASS VISITS					5
223	INSTRUCTION					1
224	STORIES					1
225	ATTENDANCE					107
242	MEETINGS IN BLD	1			1	1
243	ATTENDANCE	5			5	5
244	MENDING	4		26	30	91
245	OVERDUE BOOKS	48		44	92	174
246	OVERDUE NOTICES	30		26	56	101
248	PICTURES MOUNTE			88	88	382
251	RECORDS LP	21	1		22	70
253	RECORDS SR	5	2		7	12
256	READERS ADVISOR	44	50	146	240	504
257	REQUESTS	4			4	6
262	TELEPHONE INCOM	215			215	404
		377	53	330	760	1864
		377	53	330	760	1864
601	AP	5			5	8
604	YP		5		5	11
607	JP			1	1	1
		5	5	1	11	20
		5	5	1	11	20

JUNE 1962
HOME SERVICE

	GENERAL WORKS	1			1	1
001	PHILOSOPHY					7
002	RELIGION	26	1		27	53
003	SOCIAL SCIENCE	1			1	18
005	SCIENCE	5	1	3	9	41
006	USEFUL ARTS	20			20	44
007	FINE ARTS	3		1	4	9
008	LITERATURE	48			48	97
009	HISTORY	17	1	3	21	29
010	TRAVEL	37	5	10	52	102
011	BIOGRAPHY	49	12	1	62	134
013	PERIODICALS	58	4		62	128
		265	24	18	307	663
115	FICTION	254	44	3	301	629
116	FOREIGN FICTION					9
117	J E			18	18	42
		254	44	21	319	680
		519	68	39	626	1343
218	BIBLIOGRAPHIES					1
237	HOME SERVICE VI	54			54	129
238	HOME SERVICE PA	53			53	128
239	HOME SER NEW PA					1
250	RADIO					1
257	REQUESTS	5			5	47
		112			112	307
		112			112	307
302	VELWYN	37			37	77
306	WAKEFIELD NO 2	10			10	43
307	MINOR NURSING H	46			46	105
308	LAKE SHORE MANOR	50			50	99
		143			143	324
		143			143	324

JUNE 1962

ST MARYS HOSP

002	RELIGION	2			2	12
003	SOCIAL SCIENCE	1			1	1
004	LANGUAGE					1
005	SCIENCE		1		1	6
007	FINE ARTS					3
008	LITERATURE	16			16	27
009	HISTORY	4			4	11
010	TRAVEL	2			2	5
011	BIOGRAPHY	2			2	17
013	PERIODICALS	16			16	35
		43		1	44	118
115	FICTION	91	5		96	235
117	J E			6	6	6
		91	5	6	102	241
		134	5	7	146	359

JUNE 1962

D M C

001	PHILOSOPHY	2	1		3	4
002	RELIGION	4			4	8
003	SOCIAL SCIENCE	4		9	13	36
005	SCIENCE	25	5	30	60	99
006	USEFUL ARTS	21	9	29	59	103
007	FINE ARTS	60		5	65	126
008	LITERATURE	11			11	24
009	HISTORY	4			4	8
010	TRAVEL	7		4	11	42
011	BIOGRAPHY	24	5	2	31	56
013	PERIODICALS	12			12	17
		174	20	79	273	523
115	FICTION	143	81	76	300	602
117	J E			185	185	336
		143	81	261	485	938
		317	101	340	758	1461
257	REQUESTS	6			6	7
		6			6	7
		6			6	7

JUNE 1962

T B SAN

002	RELIGION	1			1	1
003	SOCIAL SCIENCE	2			2	5
005	SCIENCE	1			1	2
006	USEFUL ARTS	1			1	1
007	FINE ARTS	3			3	4
008	LITERATURE	4			4	6
009	HISTORY	8		1	9	12
010	TRAVEL	10			10	23
011	BIOGRAPHY	7	2		9	14
013	PERIODICALS	13			13	32
		50	2	1	53	100
115	FICTION	76	4		80	164
		76	4		80	164
		126	6	1	133	264
257	REQUESTS	2			2	2
		2			2	2
		2			2	2

JUNE 1962

NURSES RESIDENC

001	PHILOSOPHY	2	2	6
002	RELIGION	12	12	19
003	SOCIAL SCIENCE	3	3	8
006	USEFUL ARTS	7	7	13
009	HISTORY			1
010	TRAVEL			4
011	BIOGRAPHY	13	13	26
		37	37	77
115	FICTION	37	37	82
		37	37	82
		74	74	159

JUNE 1962

DILL BRANCH

GENERAL WORKS

		1	1	2	18
001	PHILOSOPHY	3	4	7	12
002	RELIGION	4	1	11	39
003	SOCIAL SCIENCE	17	8	45	147
004	LANGUAGE	5	3	3	14
005	SCIENCE	2	8	80	176
006	USEFUL ARTS	28	19	52	169
007	FINE ARTS	37	19	41	162
008	LITERATURE	15	2	12	60
009	HISTORY	11	10	51	149
010	TRAVEL	6	4	35	126
011	BIOGRAPHY	20	22	74	230
012	FOREIGN NON FIC				6
013	PERIODICALS	29	5	34	71
		177	106	405	1379

115	FICTION	459	295	669	1423	2614
116	FOREIGN FICTION			2	2	5
117	J E			1299	1299	2968
		459	295	1970	2724	5587
		636	401	2375	3412	6966

221	CLASS VISITS					4
223	INSTRUCTION					1
225	ATTENDANCE					115
244	MENDING	32			32	63
256	READERS ADVISOR	9	18	89	116	223
262	TELEPHONE INCOM	36			36	86
		77	18	89	184	492
		77	18	89	184	492



COUNCIL - MANAGER
GOVERNMENT

CITY OF DECATUR

COUNTY BUILDING • DECATUR, ILLINOIS



June 27, 1962

Mrs. Mary T. Howe
Secretary
Board of Directors
Decatur Public Library and Reading Room
457 North Main St.
Decatur, Illinois

Dear Mrs. Howe,

In their regular meeting on the 25th day of June, 1962, the City Council adopted a resolution authorizing the appointment of Mrs. Dwight Nelson, Mr. Francis Hart, and Mr. Harold Koslofski to the Board of Directors of the Decatur Public Library and Reading Room for a term expiring on June 30, 1965.

Sincerely,

A handwritten signature in blue ink, which appears to read "David R. Kirk".

David R. Kirk
City Clerk

cc: File No. 40763

Public

MARY T. HOWE Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

MINUTES OF THE PROPERTIES COMMITTEE
BOARD OF DIRECTORS
June 7, 1962

The Properties Committee of the Board of Directors, Decatur Public Library, met in the Boyd Room of Main Library, June 7, 1962.

Mr. Hart called the meeting to order at 12:15 P.M. after lunch was enjoyed by members.

Present were:

Mr. Francis Hart
Mr. John Cheeks
Mr. Jack Burnett
Mr. John Sweetnam, Architect
Mr. Robert Kirchgraber, Assistant Librarian
Mrs. Mary T. Howe, Librarian

Mrs. Erich Stern communicated with the Committee by telephone.

Bids were received for painting and repairing as follows:

Repair of west wing:

Christy-Foltz	\$ 1,429.00
Lunn Bros.	2,250.00

Painting:

Christy-Foltz	1,234.00
Moomey & Moore	1,390.00
Ben Slider	1,693.50
J. L. Simmons	1,435.00

Mr. Cheeks moved to accept the painting bid from Christy-Foltz at \$1,234.00 and asked the architect to secure an estimate for repairing the coping on the west wing. Mrs. Stern seconded the motion. All present voted aye - motion carried. The Committee had been instructed by Board action on May 25th to proceed with the work.

Mrs. Howe reported on painting jobs to be done by Mr. Burton.

Respectively submitted,

Mary T. Howe

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS - JUNE 29, 1962

The regular meeting of the Board of Directors was held June 29, 1962 at 4 o'clock in the Board Room of the Decatur Public Library, 457 North Main, Decatur, Illinois.

Members Present:

Mr. Jack Burnett, President
Mrs. Erich Stern
Mr. John Cheeks
Mr. David Pilcher

Mr. Francis Hart
Mrs. Harry Moothart
Mr. Harold Koslofski

Absent Were:

Mrs. Roger Pogue
Mr. James Sommer

Others Present:

Sandy Salenski, newspaper reporter Mr. Robert Kirchgraber, Assistant Librarian
Nellie McNabb

Mr. Jack Burnett asked for a motion to approve the Minutes for the May 25, 1962 Board Meeting. Mrs. Moothart made the motion and Mr. Koslofski seconded it. All present voted aye. No additions or corrections were recorded.

Mrs. Moothart moved that bills presented for June be approved for payment. Mr. Koslofski seconded the motion. A roll call vote was taken - Mr. Burnett, Mrs. Stern, Mr. Hart, Mrs. Moothart, Mr. Koslofski all voted aye. Motion carried.

Staff Salaries	\$15,464.96	
Janitors Salary	<u>348.33</u>	
Total Salaries		\$15,813.29
Operating Expenditures		<u>8,110.73</u>
TOTAL EXPENDITURES		<u>\$23,924.02</u>

Mr. Hart reported for the Properties Committee. He said that as yet we have received no word from the city on the black topping for Main or Evans. The bids were opened at a special meeting for the work to be done on the Main Building but will be held in abeyance.

Mr. Koslofski asked if something could be done about the lawn and shrubbery at the Dill Branch as the grass is growing and its general appearance is unsightly.

Mr. Burnett said that an attempt has been made to cut the grass but it seems that a rotary lawn mower is needed.

Mr. Pilcher also felt that something should be done in regard to the lawn at Dill.

Mr. Kirchgraber said that he talked with Mr. Swartz about the lawn and that Mr. Swartz feels that he has fulfilled his obligation but would be willing to bring in more topsoil for low spots and reseed the bare spots, but did not feel that he could do the entire lawn.

Mr. Hart said that it needs some black dirt and something to retain it.

Mrs. Moothart felt that evergreens would enhance the appearance of the branch and not be too costly.

Mr. Burnett asked if a "page" could see to it that the lawn was mowed and asked Mr. Hart to check into the cost of a sprinkler system.

Mr. Cheeks reported on the Personnel Meeting.. He said that we have some information from Mr. Bodnar as to the salary adjustment but we need to see how it fits into the money that the library has to spend. The committee can't make any recommendations as this is a joint thing for the Finance Committee as well as the Personnel Committee and a special meeting will have to be set up. It was decided that this special meeting be held Thursday, July 19, 1962, at 6:00 p.m. at the Decatur Club.

Mr. Kirchgraber said that Mrs. Howe has everything ready for this special meeting and Mrs. Goff will see to it that this material is delivered. Mr. Cheeks asked that each Board Member bring this material when he comes for this meeting. We have a certain amount of money and can take care of a certain amount of the adjustments but it may take two or three years to bring certain employees up in line. This must be brought to the Board so we can get started.

Mr. Burnett said that we received the job classifications and the salary recommendations for everyone. The special meeting should be open to anyone, the staff or even the newspaper.

Mr. Burnett asked about the Morgan Horse books for Mr. Kemper and Mr. Kirchgraber said that it would cost about \$150-225 according to the letter received from University Microfilms.

Mr. Kirchgraber said he was waiting for Mrs. Howe to return before calling Mr. Kemper. Mr. Burnett advised Mr. Kirchgraber to go ahead and call Mr. Kemper and find out what he wants to do about these books.

Mr. Burnett read the letter from Mayor Grohne concerning the appointment of Mrs. Dwight Nelson and the reappointments of Mr. Hart, and Mr. Koslofski. Their terms will expire in 1965. Mr. Burnett expressed the regrets of the Board in losing Mrs. Moothart but invited her to feel free to come in and see them.

Mrs. Moothart said that she has enjoyed being on the Board for six years, there have been a lot of changes and it has been a very educational experience.

Meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Mary T. Howe,
Secretary