

DECATUR PUBLIC LIBRARY  
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING  
April 28, 1961

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Boyd Room at the Main Library, 457 North Main Street, on April 28, 1961. The meeting was called to order at 4:10 PM by Dean Madden, president.

Members of the Board present:

Dean Madden, president  
Jack Burnett, vice-president  
Francis Hart  
Harold Koslofski

John Cheeks  
Mrs. Harry Moothart  
Mrs. Erich Stern  
David Pilcher  
Mary T. Howe, Secretary-Librarian

Absent: Mrs. David Greider

Others present:

Mrs. Pat Goff  
Mr. Weimholt, newspaper  
Mrs. Nellie McNabb

Miss Catherine Yamamoto  
Mrs. Arisman

Mr. Madden read the minutes of the March 31st Board meeting and offered the corrections: delete, "the library gives the most for the tax money paid" and change the statement "included non-profit group". The minutes were accepted as amended.

Mr. Burnett, chairman of the Finance Committee reported that after a short meeting the payroll was submitted for payment. Mr. Pilcher seconded the motion. All present voted "aye". Approved for payment:

|                |   |             |
|----------------|---|-------------|
| staff salaries | - | \$15,043.82 |
| janitor's "    | - | 457.32      |
| total "        |   | \$15,501.14 |

Mr. Burnett said the Finance Committee had arranged to meet Sunday morning at 11 o'clock. It was explained that all bills would be included as received by Saturday noon mail. The bill list would be completed, the checks prepared and ready for approval and signatures on Sunday morning, the last day of the fiscal year. Mrs. Howe reported there might be one outstanding bill and the library was well within the appropriation. The 1961/62 appropriation stands at \$271,862.00.

Mr. Madden said that while we were criticized last year for overspending we want to show this year that we are meeting with everyone's approval.

Mr. Cheeks, chairman of the Personnel Committee reported that a Personnel meeting was held and the policies of the City were considered but that many of the policies were the same only worded in a different way.

Mr. Koslofski, chairman of the Policy Committee reported on a short meeting in regard to setting up an ordinance for the apprehending misuse of the library. Mrs. Howe reported that Library laws were scanned and the pertinent parts were incorporated in this ordinance. Suggested changes were: "rights and privileges" put in and instead of listing, might just state "properties of the library". Mr. Cheeks said we shouldn't worry too much about the word usage as a lawyer would be responsible for writing.



Mr. Hart, chairman of the Properties Committee made a motion for the acceptance of the Lloyd-Thomas appraisal report. Mr. Burnett seconded the motion. All present voted aye. Motion carried. Mr. Hart made the motion that the Properties Committee be given permission to meet with the insurance agents. Mr. Pilcher and Mr. Burnett both seconded the motion. All present voted aye. Motion was carried.

Mrs. Howe made the librarian's report. Staff overtime is being cut down; however the professional staff is covering for the others ~~and~~ which increases the professional OT. She reported on the Recognition dinner for Miss White and Miss Larmon and read a letter from the two women. She said she was glad Mr. Burnett and Mrs. Moothart could be present and she wished the other Board members could have been present. National Library Week was very successful and Dr. Lancour's talk excellent. Dr. Lancour showed slides and talked about African libraries. Mr. Burnett said he ~~was~~ very much impressed and enjoyed the talk very much.

Mrs. Howe reported the Annual Report is being prepared from all the agency reports. The Annual meeting will be held at the Decatur Club with a buffet luncheon. Staff members will be welcome.

Mr. Madden asked if there was any other business. Election of officers would <sup>be</sup> held at the Annual meeting. Mrs. Howe reported that the Board members serve through July 1st.

Mr. Weimholt, newspaper reporter left the meeting at this time.

Mr. Hart announced that he had received a proposal from Mr. Carl Swartz for a branch library. Mr. Swartz would build the branch and lease the building to the library for \$160.00 per month. He would pay the taxes and the insurance on the building. Mr. Hart said the proposal would be resubmitted to Mr. Swartz to (1) lease for one year with the option to renew or purchase. Mr. Pilcher was pleased with the new development and said he was sure that Mr. Swartz had the backing of the people. He thought this was the way it should be done. Mrs. Moothart expressed the opinion that maybe other areas could begin in this way. Mr. Madden suggested the Board should start thinking about a name for the branch library. Mrs. Stern asked about air conditioning and heating for the branch. Mr. Hart said the properties committee would approach Mr. Swartz with the business phases of the plan. Mr. Pilcher made a motion to send the additional proposal to Mr. Swartz. Mr. Burnett seconded the motion. All present voted aye. Motion carried.

The meeting adjourned at 5:05 PM

Respectfully submitted,

*Mary T. Howe*

Mary T. Howe,  
Secretary



DECATUR PUBLIC LIBRARY  
Decatur, Illinois

1.

COMBINED BUDGET AND BILL LIST - APRIL 1961

| Code | Expense Allocation | Amt. for yr.    | For April      | Year-to-date    | Balance         |
|------|--------------------|-----------------|----------------|-----------------|-----------------|
| 100  | SALARIES S         | 18500000        |                | 15695500        | 2804500         |
|      |                    |                 | 1153524        |                 |                 |
|      | BL CR AND          |                 | 16974          |                 |                 |
|      | CITIZENS N         |                 | 227235         |                 |                 |
|      | DEC CITY C         |                 | 14875          |                 |                 |
|      | TREAS CITY         |                 | 91041          |                 |                 |
|      | UNITED FUN         |                 | 733            |                 |                 |
| 100  |                    | 18500000        | 1504382        | 17199882        | 1300118*        |
| 113  | PART TIME          |                 |                | 2190            | 2190            |
| 113  |                    |                 |                | 2190            | 2190*CI         |
| 118  | TEMP SALAR         |                 |                | 3300            | 3300            |
| 118  |                    |                 |                | 3300            | 3300*CI         |
| 150  | SALARIES B         | 552000          |                | 506618          | 45382           |
|      |                    |                 | 37459          |                 |                 |
|      | CITIZENS N         |                 | 5460.          |                 |                 |
|      | TREAS CITY         |                 | 2813.          |                 |                 |
| 150  |                    | 552000          | 45732          | 552350          | 350*CI          |
| 153  | PART TIME          |                 |                | 122             | 122             |
| 153  |                    |                 |                | 122             | 122*CI          |
|      | <b>Total</b>       | <b>19052000</b> | <b>1550114</b> | <b>17757844</b> | <b>1294156*</b> |
| 201  | BINDING SU         | 140000          |                | 39219           | 100781          |
|      | BRO DART           |                 | 45000          |                 |                 |
|      | GAYLORD BR         |                 | 320            |                 |                 |
| 201  |                    | 140000          | 45320          | 84539           | 55461*          |
| 202  | CAT MATER I        | 45000           |                | 157645          | 112645          |
|      | BRUNING CH         |                 | 2255           |                 |                 |
| 202  |                    | 45000           | 2255           | 159900          | 114900*         |
| 203  | FREIGHT EX         | 55500           |                | 6873            | 48627           |
|      | IKC                |                 | 2123.          |                 |                 |
|      | IKC                |                 | 391.           |                 |                 |
| 203  |                    | 55500           | 2514           | 9387            | 46113*          |
| 204  | IBM SUPPLI         | 500000          |                | 554471          | 54471           |
|      | INTNL BUSN         |                 | 27250.         |                 |                 |
|      | INTNL BUSN         |                 | 38500.         |                 |                 |
|      | INTNL BUSN         |                 | 1132.          |                 |                 |
|      | INTNL BUSN         |                 | 4900.          |                 |                 |
|      | BLACK & CO         |                 | 56.            |                 |                 |
|      | FLESCH CO          |                 | 6950.          |                 |                 |
| 204  |                    | 500000          | 78788          | 633259          | 133259*CI       |
| 205  | OFFICE SUP         | 380000          |                | 238658          | 141342          |
|      | ALLED OFF          |                 | 1272.          |                 |                 |
|      | ALLED OFF          |                 | 1890.          |                 |                 |



| <u>Code</u> | <u>Expense Allocation</u> | <u>Amt. for yr.</u> | <u>For April</u> | <u>Year-to-date</u> | <u>Balance</u> |
|-------------|---------------------------|---------------------|------------------|---------------------|----------------|
|             | ALLED OFF                 |                     | 6 6 0 0          |                     |                |
|             | BLACK & CO                |                     | 1 1 6            |                     |                |
|             | BOSTITCH C                |                     | 6 2 5            |                     |                |
|             | BOSTITCH C                |                     | 4 0 0            |                     |                |
|             | BOSTITCH C                |                     | 6 2 5            |                     |                |
|             | BOSTITCH C                |                     | 6 2 5            |                     |                |
|             | BOSTITCH C                |                     | 6 2 5            |                     |                |
|             | ENGELHARDT                |                     | 1 7 5 0          |                     |                |
|             | INDUS PRNT                |                     | 6 9 8 0          |                     |                |
|             | PFILES CAM                |                     | 1 8 5            |                     |                |
|             | PFILES CAM                |                     | 5 9 5            |                     |                |
|             | PFILES CAM                |                     | 1 4 4 0          |                     |                |
|             | PFILES CAM                |                     | 3 0 0            |                     |                |
|             | PFILES CAM                |                     | 7 5 5            |                     |                |
|             | PFILES CAM                |                     | 1 7 3 5          |                     |                |
|             | PFILES CAM                |                     | 1 8 5            |                     |                |
|             | RECORDAK C                |                     | 6 3 7            |                     |                |
|             | HAINES & E                |                     | 9 0 0            |                     |                |
|             | READER PRI                |                     | 3 7 5 CR         |                     |                |
| 205         |                           | 3 8 0 0 0 0         | 2 7 8 6 5        | 2 6 6 5 2 3         | 1 1 3 4 7 7 *  |
| 206         | POSTAGE                   | 1 0 0 0 0 0         |                  | 1 2 6 0 5 2         | 2 6 0 5 2      |
|             | ACME CODE                 |                     | 2 3.             |                     |                |
|             | AM MANAGME                |                     | 7 6.             |                     |                |
|             | AM MANAGME                |                     | 5 7.             |                     |                |
|             | AMER INST                 |                     | 9                |                     |                |
|             | AMER TECH                 |                     | 4 4              |                     |                |
|             | ASSOCIATIO                |                     | 6 0              |                     |                |
|             | B N A INC                 |                     | 1 4              |                     |                |
|             | BOSTITCH C                |                     | 5 7.             |                     |                |
|             | BRITISH BO                |                     | 4 5.             |                     |                |
|             | BRITISH BO                |                     | 4 5.             |                     |                |
|             | BUSINESS S                |                     | 3 9              |                     |                |
|             | CATTELL J                 |                     | 3 4              |                     |                |
|             | CCH PROD C                |                     | 3 5              |                     |                |
|             | CHEM PUB C                |                     | 3 0              |                     |                |
|             | CHGO UNIV                 |                     | 4 4              |                     |                |
|             | CHICGO UNI                |                     | 8 4              |                     |                |
|             | DODD MEAD                 |                     | 1 7 7.           |                     |                |
|             | FIELD ENTP                |                     | 2 9 9            |                     |                |
|             | FOLLETT LI                |                     | 1 5 9            |                     |                |
|             | FREEMAN W                 |                     | 2 5              |                     |                |
|             | ILL UNIV                  |                     | 2 9              |                     |                |
|             | MACMILLAN                 |                     | 1 4              |                     |                |
|             | MACRAES BL                |                     | 8 9              |                     |                |
|             | MCGRAWHILL                |                     | 7 4              |                     |                |
|             | MCGRAWHILL                |                     | 1 4              |                     |                |
|             | MCGRAWHILL                |                     | 1 8 4            |                     |                |
|             | MCGRAWHILL                |                     | 1 4              |                     |                |
|             | OXFORD UNI                |                     | 2 0              |                     |                |
|             | OXFORD UNI                |                     | 2 0              |                     |                |
|             | PRENTICE H                |                     | 3 4              |                     |                |
|             | SAGE RUSSE                |                     | 2 4              |                     |                |
|             | STECHELT H                |                     | 3 5              |                     |                |



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|-------------|---------------------------|---------------------|------------------|---------------------|----------------|
|             | STECHELT H                |                     | 18               |                     |                |
|             | TRANSATLAN                |                     | 24               |                     |                |
|             | TUTTLE CHA                |                     | 49               |                     |                |
|             | VAN NOSTRA                |                     | 104              |                     |                |
|             | WALKER & C                |                     | 34               |                     |                |
|             | WILEY JOHN                |                     | 84               |                     |                |
|             | WLD TRADE                 |                     | 105              |                     |                |
|             | POSTMASTER                |                     | 38.              |                     |                |
|             | POSTMASTER                |                     | 40.              |                     |                |
|             | POSTMASTER                |                     | 39.              |                     |                |
|             | POSTMASTER                |                     | 38.              |                     |                |
|             | POSTMASTER                |                     | 38.              |                     |                |
|             | POSTMASTER                |                     | 40.              |                     |                |
|             | POSTMASTER                |                     | 36.              |                     |                |
|             | POSTMASTER                |                     | 38.              |                     |                |
|             | POSTMASTER                |                     | 28.              |                     |                |
|             | POSTMASTER                |                     | 38.              |                     |                |
|             | POSTMASTER                |                     | 1000.            |                     |                |
|             | POSTMASTER                |                     | 1000.            |                     |                |
|             | POSTMASTER                |                     | 82.              |                     |                |
|             | POSTMASTER                |                     | 47.              |                     |                |
|             | POSTMASTER                |                     | 37.              |                     |                |
|             | POSTMASTER                |                     | 44.              |                     |                |
|             | POSTMASTER                |                     | 50.              |                     |                |
|             | POSTMASTER                |                     | 19.              |                     |                |
|             | POSTMASTER                |                     | 114.             |                     |                |
|             | POSTMASTER                |                     | 1560.            |                     |                |
|             | POSTMASTER                |                     | 840.             |                     |                |
|             | POSTMASTER                |                     | 57.              |                     |                |
|             | POSTMASTER                |                     | 55.              |                     |                |
|             | POSTMASTER                |                     | 59.              |                     |                |
|             | POSTMASTER                |                     | 40.              |                     |                |
|             | POSTAGE RE                |                     | 250CR.           |                     |                |
| 06          |                           | 1000000             | 7452             | 133504              | 33504*CR       |
| 07          | PRINTING                  | 1000000             |                  | 94280               | 5720           |
|             | INDUS PRNT                |                     | 14425.           |                     |                |
| 07          |                           | 1000000             | 14425            | 108705              | 8705*CR        |
| 08          | REP TO EQU                | 1600000             |                  | 32047               | 127953         |
|             | DEC REFRIG                |                     | 10221.           |                     |                |
|             | HUBBARD F                 |                     | 3164.            |                     |                |
|             | HUBBARD F                 |                     | 620.             |                     |                |
|             | RECORDAK C                |                     | 2066.            |                     |                |
| 08          |                           | 1600000             | 16071            | 48118               | 111882*        |
| 09          | TEL TOLLS                 | 19800               |                  | 9901                | 9899           |
|             | ILL BELL T                |                     | 1423.            |                     |                |
| 09          |                           | 19800               | 1423             | 11324               | 8476*          |
| 10          | TEL SERVIC                | 205700              |                  | 166887              | 38813          |
|             | ILL BELL T                |                     | 2536.            |                     |                |
|             | PUBLIC TEL                |                     | 1918CR.          |                     |                |
| 10          |                           | 205700              | 618.             | 167505              | 38195*         |



| Code | Expense Allocation | Amt. for yr. | For April | Year-to-date | Balance |
|------|--------------------|--------------|-----------|--------------|---------|
| 211  | TEL ALARM          | 3600         |           | 3300         | 300     |
| 211  |                    | 3600         |           | 3300         | 300*    |
| 212  | RENT OF MA         | 30000        |           | 58516        | 28516   |
| 212  |                    | 30000        |           | 58516        | 28516*  |
| 213  | SERV CONTR         | 30000        |           | 28900        | 1100    |
|      | DICTAPHONE         |              | 2600.     |              |         |
|      | DICTAPHONE         |              | 2600.     |              |         |
| 213  |                    | 30000        | 5200      | 34100        | 4100*   |
| 220  | PROF DEVEL         | 110000       |           | 117023       | 7023    |
|      | NAT OFF MA         |              | 500.      |              |         |
|      | NAT OFF MA         |              | 500.      |              |         |
|      | NAT OFF MA         |              | 1000.     |              |         |
| 220  |                    | 110000       | 2000      | 119023       | 9023*   |
| 221  | COMM SERVI         | 10000        |           | 14724        | 4724    |
|      | DECATUR CL         |              | 4025.     |              |         |
|      | LANCOUR HA         |              | 2500.     |              |         |
|      | THE SURREY         |              | 225.      |              |         |
|      | VAN ZETTI          |              | 144.      |              |         |
| 221  |                    | 10000        | 6894      | 21618        | 11618*  |
| 222  | EXHIBIT EX         | 6800         |           | 14413        | 7613    |
|      | EISNERS            |              | 453.      |              |         |
|      | KRESGE S S         |              | 600.      |              |         |
|      | KRESGE S S         |              | 98.       |              |         |
| 222  |                    | 6800         | 1151      | 15564        | 8764*   |
| 223  | HANDLING C         | 2500         |           | 3415         | 915     |
| 223  |                    | 2500         |           | 3415         | 915*    |
| 224  | ADVERTISIN         | 10000        |           | 1360         | 8640    |
| 224  |                    | 10000        |           | 1360         | 8640*   |
| 225  | AUDITING           | 50000        |           | 68860        | 18860   |
| 225  |                    | 50000        |           | 68860        | 18860*  |
| 299  | MISC               | 5000         |           | 3722         | 1278    |
|      | HAINES & E         |              | 12.       |              |         |
|      | HOWE MRS M         |              | 6819.     |              |         |
|      | MARTIN R M         |              | 946.      |              |         |
|      | MARTIN R M         |              | 1418.     |              |         |
| 299  |                    | 5000         | 9195      | 12917        | 7917*   |
|      | Total              | 1963900      | 221171    | 1961437      | 2463*   |
| 301  | BLDG SUPPL         | 100000       |           | 102398       | 2398    |
|      | BLACK & CO         |              | 1816.     |              |         |
|      | HEISE ELEC         |              | 5563.     |              |         |
|      | HEISE ELEC         |              | 10199.    |              |         |
|      | WESTERVELT         |              | 2950.     |              |         |
| 301  |                    | 100000       | 20528     | 122926       | 22926*  |



| Code | Expense Allocation                                                                                                                                               | Amt. for yr. | For April                                                                                 | Year-to-date | Balance |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------|--------------|---------|
| 302  | CLEANING S<br>BLACK & CO<br>BLACK & CO<br>JANSAN SUP                                                                                                             | 15000        | 972.<br>8550.<br>525.                                                                     | 12531        | 2469    |
| 302  |                                                                                                                                                                  | 15000        | 10047                                                                                     | 22578        | 7578*0  |
| 303  | CONTRACT R                                                                                                                                                       | 706000       |                                                                                           | 718775       | 12775   |
| 303  |                                                                                                                                                                  | 706000       |                                                                                           | 718775       | 12775*0 |
| 304  | GARBAGE &<br>MAXEDON E                                                                                                                                           | 10000        | 450.                                                                                      | 8900         | 1100    |
| 304  |                                                                                                                                                                  | 10000        | 450                                                                                       | 9350         | 650*    |
| 305  | HEAT & FUE<br>STANDARD O                                                                                                                                         | 35000        | 2960.                                                                                     | 34108        | 892     |
| 305  |                                                                                                                                                                  | 35000        | 2960                                                                                      | 37068        | 2068*0  |
| 306  | INSURANCE<br>MONTGOMERY<br>NICHLSN CL<br>SANK INS A                                                                                                              | 290000       | 2232.<br>1000.<br>306.                                                                    | 253953       | 36047   |
| 306  |                                                                                                                                                                  | 290000       | 3538                                                                                      | 257491       | 32509*  |
| 307  | LIGHT & PO<br>CITY OF DE                                                                                                                                         | 240000       |                                                                                           | 20000        | 220000  |
| 307  |                                                                                                                                                                  | 240000       | 223455                                                                                    | 243455       | 3455*0  |
| 308  | BLDG REPAI<br>HUBBARD F<br>HUBBARD F<br>HUBBARD F<br>HUBBARD F<br>HUNTER POG<br>QUIGLE FUR<br>TRAUGHBER                                                          | 50000        | 1240<br>1240<br>1240<br>1000<br>1696.<br>17700.<br>5675.                                  | 89666        | 39666   |
| 308  |                                                                                                                                                                  | 50000        | 29791                                                                                     | 119457       | 69457*0 |
| 09   | TRAVEL<br>CONSUMER S<br>CONSUMER S<br>CONSUMER S<br>CONSUMER S<br>CONSUMER S<br>CONSUMER S<br>CONSUMER S<br>CONSUMER S<br>CONSUMER S<br>STANDARD O<br>YELLOW CAB | 70000        | 400<br>635<br>718<br>412<br>810<br>564<br>365<br>645<br>383<br>369<br>730<br>300.<br>100. | 51267        | 18733   |
| 09   |                                                                                                                                                                  | 70000        | 6431                                                                                      | 57698        | 12302*  |
| 10   | HEALTH & S                                                                                                                                                       | 5000         |                                                                                           | 20           | 4980    |
| 10   |                                                                                                                                                                  | 5000         |                                                                                           | 20           | 4980*   |



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|-------------|---------------------------|----------------------|--------------------|----------------------|------------------------|
| 3 1 1       | CONTRACT C                | 4 0 2 0 0 0          |                    | 4 4 0 2 4 5          | 3 8 2 4 5              |
|             | DEC WINDOW                |                      | 3 3 5 0 0          |                      |                        |
| 3 1 1       |                           | 4 0 2 0 0 0          | 3 3 5 0 0          | 4 7 3 7 4 5          | 7 1 7 4 5 * 0          |
| 3 1 2       | ARCHITECT                 | 7 0 6 0 0            |                    | 8 4 7 2 0            | 1 4 1 2 0              |
|             | SWEETNAM J                |                      | 4 0 0 0            |                      |                        |
| 3 1 2       |                           | 7 0 6 0 0            | 4 0 0 0            | 8 8 7 2 0            | 1 8 1 2 0 * 0          |
| 3 1 3       | REP AUTO E                | 1 0 0 0 0 0          |                    | 1 7 2 1 0 5          | 7 2 1 0 5              |
|             | EL BAUER                  |                      | 2 4 3 5            |                      |                        |
|             | EL BAUER                  |                      | 2 5 0              |                      |                        |
|             | EL BAUER                  |                      | 9 9 9              |                      |                        |
|             | EL BAUER                  |                      | 1 0 0 1            |                      |                        |
|             | EL BAUER                  |                      | 1 4 1 9            |                      |                        |
|             | EL BAUER                  |                      | 1 6 7 2            |                      |                        |
|             | EL BAUER                  |                      | 1 2 5 4 6          |                      |                        |
|             | HUBBARD F                 |                      | 1 2 4 0            |                      |                        |
|             | HUBBARD F                 |                      | 3 0 0 4            |                      |                        |
|             | HUBBARD F                 |                      | 8 5 8 2            |                      |                        |
|             | HUBBARD F                 |                      | 3 5 5 0            |                      |                        |
| 3 1 3       |                           | 1 0 0 0 0 0          | 3 6 6 9 8          | 2 0 8 8 0 3          | 1 0 8 8 0 3 * 0        |
| 1 4         | CLEANING S                | 2 5 0 0              |                    | 4 7 4 2              | 2 2 4 2                |
| 1 4         |                           | 2 5 0 0              |                    | 4 7 4 2              | 2 2 4 2 * 0            |
| 1 5         | APPRAISAL                 |                      |                    |                      |                        |
|             | LLOYD THOM                |                      | 1 5 5 0 0          |                      |                        |
|             | LLOYD THOM                |                      | 9 7 0 0 0          |                      |                        |
| 1 5         |                           |                      | 1 1 2 5 0 0        | 1 1 2 5 0 0          | 1 1 2 5 0 0 * 0        |
| 9 9         | MISC                      | 5 0 0 0              |                    | 5 5 5 6              | 5 5 6                  |
| 9 9         |                           | 5 0 0 0              |                    | 5 5 5 6              | 5 5 6 * 0              |
|             | <b>Total</b>              | <b>2 1 0 1 1 0 0</b> | <b>4 8 3 8 9 8</b> | <b>2 4 8 2 8 8 4</b> | <b>3 8 1 7 8 4 * 0</b> |
| 0 1         | BINDING                   | 2 5 0 0 0 0          |                    | 2 4 5 6 2 4          | 4 3 7 6                |
|             | MCCLURG A                 |                      | 1 4 2              |                      |                        |
|             | STAPPENBEC                |                      | 1 7 6 2 3          |                      |                        |
| 0 1         |                           | 2 5 0 0 0 0          | 1 7 7 6 5          | 2 6 3 3 8 9          | 1 3 3 8 9 * 0          |
| 0 2         | BOOKS                     | 3 6 2 8 0 0 0        |                    | 2 9 9 1 1 0 2        | 6 3 6 8 9 8            |
|             | ACME CODE                 |                      | 3 6 8              |                      |                        |
|             | AM ASS ADV                |                      | 6 7 5              |                      |                        |
|             | AM FOUND F                |                      | 2 7 0              |                      |                        |
|             | AM MANAGME                |                      | 3 0 0 0            |                      |                        |
|             | AM MANAGME                |                      | 1 5 5 0            |                      |                        |
|             | AMER IND H                |                      | 6 8 0              |                      |                        |
|             | AMER INST                 |                      | 7 0                |                      |                        |
|             | AMER LIBRA                |                      | 4 5 0              |                      |                        |
|             | AMER SOC T                |                      | 8 8 0              |                      |                        |
|             | AMER SOC P                |                      | 1 5 0 0            |                      |                        |



| <u>Code</u> | <u>Expense Allocation</u> | <u>Amt. for yr.</u> | <u>For April</u> | <u>Year-to-date</u> | <u>Balance</u> |
|-------------|---------------------------|---------------------|------------------|---------------------|----------------|
|             | AMER TECH                 |                     | 1 2 2 0          |                     |                |
|             | AMERICANA                 |                     | 6 0 0            |                     |                |
|             | B N A INC                 |                     | 7 8 5            |                     |                |
|             | B N A INC                 |                     | 2 4 5 0          |                     |                |
|             | BOWKER R R                |                     | 2 5 0 0          |                     |                |
|             | BOWKER R R                |                     | 2 4 0 0          |                     |                |
|             | BOWKER R R                |                     | 7 0 0            |                     |                |
|             | BRITISH BO                |                     | 7 2 0            |                     |                |
|             | BRITISH BO                |                     | 2 8 0            |                     |                |
|             | BUSINESS S                |                     | 1 3 5 0          |                     |                |
|             | CATTELL J                 |                     | 2 3 0 0          |                     |                |
|             | CCH PROD C                |                     | 1 5 0 0          |                     |                |
|             | CHEM PUB C                |                     | 1 3 5 0          |                     |                |
|             | CHGO COOK                 |                     | 5 0 0 0          |                     |                |
|             | CHGO UNIV                 |                     | 2 3 2 5          |                     |                |
|             | CHICGO UNI                |                     | 4 7 7 8          |                     |                |
|             | COMM FOR E                |                     | 2 2 5            |                     |                |
|             | COUNTRY PR                |                     | 2 7 0 0          |                     |                |
|             | DODD MEAD                 |                     | 5 7 4 0          |                     |                |
|             | DOUBLEDAY                 |                     | 9 8 8            |                     |                |
|             | DOUBLEDAY                 |                     | 1 0 1 1          |                     |                |
|             | ENCYC BRIT                |                     | 1 0 1 9 0        |                     |                |
|             | FIELD ENTP                |                     | 1 1 5 0 0        |                     |                |
|             | FOLLETT LI                |                     | 8 9 0 2          |                     |                |
|             | FREEMAN W                 |                     | 8 0 8            |                     |                |
|             | G S A                     |                     | 8 1 0            |                     |                |
|             | HAINES & E                |                     | 4 4 7 7          |                     |                |
|             | HAINES & E                |                     | 3 4 0 6          |                     |                |
|             | HAINES & E                |                     | 3 4 7 6          |                     |                |
|             | HAINES & E                |                     | 3 8 8 9          |                     |                |
|             | HARPERS MA                |                     | 3 5 6            |                     |                |
|             | HARVARD UN                |                     | 1 0 0            |                     |                |
|             | HUNTTING H                |                     | 1 5 2 0          |                     |                |
|             | HUNTTING H                |                     | 1 7 9 2 3        |                     |                |
|             | HUNTTING H                |                     | 3 1 4 6          |                     |                |
|             | HUSTON PAT                |                     | 1 0 0 0 0        |                     |                |
|             | ILL BELL T                |                     | 2 7 3 0          |                     |                |
|             | ILL UNIV                  |                     | 1 0 4 0          |                     |                |
|             | IMPERIAL B                |                     | 6 8 4 6          |                     |                |
|             | IMPERIAL B                |                     | 2 9 6 2          |                     |                |
|             | MACMILLAN                 |                     | 6 3 4            |                     |                |
|             | MACRAES BL                |                     | 2 0 0 0          |                     |                |
|             | MANAGEMENT                |                     | 1 2 7 5          |                     |                |
|             | MCCLURG A                 |                     | 2 3 8 4 0        |                     |                |
|             | MCCLURG A                 |                     | 8 7 8 9          |                     |                |
|             | MCCLURG A                 |                     | 1 8 9 6 3        |                     |                |
|             | MCCLURG A                 |                     | 1 5 2 1 3        |                     |                |
|             | MCCLURG A                 |                     | 2 0 5 8 3        |                     |                |
|             | MCCLURG A                 |                     | 2 3 6 2 8        |                     |                |
|             | MCCLURG A                 |                     | 1 5 5 5 5 3      |                     |                |
|             | MCCLURG A                 |                     | 4 3 2 0          |                     |                |
|             | MCCLURG A                 |                     | 6 7 5            |                     |                |
|             | MCCLURG A                 |                     | 1 9 5 1 3        |                     |                |



| <u>Code</u> | <u>Expense Allocation</u> | <u>Amt. for yr.</u> | <u>For April</u> | <u>Year-to-date</u> | <u>Balance</u>   |
|-------------|---------------------------|---------------------|------------------|---------------------|------------------|
|             | MCGRAWHILL                |                     | 4 4 8 0          |                     |                  |
|             | MCGRAWHILL                |                     | 5 5 7            |                     |                  |
|             | MCGRAWHILL                |                     | 1 3 1 1 6        |                     |                  |
|             | MCGRAWHILL                |                     | 5 4 0            |                     |                  |
|             | MCNAUGHTON                |                     | 2 3 0 3          |                     |                  |
|             | NAT FOREMN                |                     | 6 7 5            |                     |                  |
|             | NEW METHOD                |                     | 2 6 9 6 8        |                     |                  |
|             | NEW METHOD                |                     | 4 1 3 1          |                     |                  |
|             | NEW METHOD                |                     | 1 8 2 8          |                     |                  |
|             | OXFORD UNI                |                     | 6 5 8            |                     |                  |
|             | OXFORD UNI                |                     | 3 5 0            |                     |                  |
|             | PRENTICE H                |                     | 1 7 2 6          |                     |                  |
|             | PRUETT PRE                |                     | 4 2 5            |                     |                  |
|             | SAGE RUSSE                |                     | 8 0 0            |                     |                  |
|             | SCARECROW                 |                     | 8 1 0            |                     |                  |
|             | SCARECROW                 |                     | 4 5 0            |                     |                  |
|             | SPECL LIBR                |                     | 2 0 0            |                     |                  |
|             | STECHELT H                |                     | 5 7 5            |                     |                  |
|             | STECHELT H                |                     | 3 4 5            |                     |                  |
|             | THOMAS PUB                |                     | 2 0 0 0          |                     |                  |
|             | TRANSATLAN                |                     | 4 7 3            |                     |                  |
|             | TRIANGLE P                |                     | 7 5 0            |                     |                  |
|             | TUTTLE CHA                |                     | 1 5 3 6          |                     |                  |
|             | VAN NOSTRA                |                     | 6 2 2 6          |                     |                  |
|             | WALKER & C                |                     | 1 1 2 8          |                     |                  |
|             | WALKER PUB                |                     | 4 5 0            |                     |                  |
|             | WEST PUB C                |                     | 1 5 0 0          |                     |                  |
|             | WILEY JOHN                |                     | 5 4 6 2          |                     |                  |
|             | WILSON H W                |                     | 3 0 0            |                     |                  |
|             | WLD TRADE                 |                     | 4 7 5 0          |                     |                  |
|             | L AND D                   |                     | 3 6 4 0 CR       |                     |                  |
|             | STAFF BOOK                |                     | 4 5 9 9 CR       |                     |                  |
| 4 0 2       |                           | 3 6 2 8 0 0 0       | 5 1 6 7 0 5      | 3 5 0 7 8 0 7       | 1 2 0 1 9 3 *    |
| 4 0 5       | FILMS 16MM                | 1 0 0 0 0 0         |                  | 2 4 3 9 4           | 7 5 6 0 6        |
|             | WESTON WOO                |                     | 4 8 0 0 0        |                     |                  |
| 4 0 5       |                           | 1 0 0 0 0 0         | 4 8 0 0 0        | 7 2 3 9 4           | 2 7 6 0 6 *      |
| 4 0 6       | FILMS SLID                | 5 0 0 0             |                  | 8 0 0               | 4 2 0 0          |
| 4 0 6       |                           | 5 0 0 0             |                  | 8 0 0               | 4 2 0 0 *        |
| 4 0 7       | FILMS CP                  | 1 0 0 0 0           |                  | 9 9 2 5             | 7 5              |
| 4 0 7       |                           | 1 0 0 0 0           |                  | 9 9 2 5             | 7 5 *            |
| 4 0 8       | FILMS MICR                | 5 0 0 0 0           |                  | 4 3 3 4 9           | 6 6 5 1          |
|             | DEC HERLD                 |                     | 1 6 2 0          |                     |                  |
|             | DEC HERLD                 |                     | 2 6 5 1          |                     |                  |
|             | UNIV MICRO                |                     | 3 7 2 4 6 0      |                     |                  |
| 4 0 8       |                           | 5 0 0 0 0           | 3 7 6 7 3 1      | 4 2 0 0 8 0         | 3 7 0 0 8 0 * CR |
| 4 0 9       | FILMS RENT                |                     |                  | 8 3 9 1 CR          | 8 3 9 1          |
|             | ASSOCIATIO                |                     | 7 5 0            |                     |                  |
|             | RENTAL FIL                |                     | 1 1 6 4 CR       |                     |                  |
| 4 0 9       |                           |                     | 4 1 4 CR         | 8 8 0 5 CR          | 8 8 0 5 *        |



DECATUR ILLINOIS  
240 NORTH CHURCH ST.  
TELEPHONE 429-5135

MURPHEY, TURNBULL & JONES  
CERTIFIED PUBLIC ACCOUNTANTS

SPRINGFIELD, ILLINOIS  
FIRST NATIONAL BANK BLDG.  
TELEPHONE 544-8407

MATTOON ILLINOIS  
1709 BROADWAY  
ADAMS 5-5484

Decatur, Illinois  
May 4, 1961

TAYLORVILLE, ILLINOIS  
101 WEST MAIN CROSS  
VAN DYKE 4-3113

Board of Trustees,  
Decatur Public Library,  
Decatur, Illinois.

We have examined the books of account and related records of the Decatur Public Library for the fiscal year ended April 30, 1961. Our examination was conducted in accordance with generally accepted auditing standards and included all tests of the accounting records and other procedures which we considered necessary in the circumstances. Our report is presented in the attached statement of cash receipts, disbursements and balance for the year ended April 30, 1961. As supplemental information we include a statement of budget appropriations and expenditures, a summary of cash balances, and a schedule of taxes.

The books of account are maintained on a cash basis. Consequently, no recognition is given in the attached operating statements to any items of accrued income or expense. No additional liabilities for materials and services were noted in the course of our examination.

Property control records are not maintained and the attached statements do not include a report of investment in property and equipment. In accordance with established policy, equipment and capital expenditures during the year under review were charged to operations.

In our opinion, the attached statements present fairly the cash transactions of the Decatur Public Library for the fiscal year ended April 30, 1961 and the resulting cash and investment balances at April 30, 1961.

*Murphy, Turnbull & Jones*  
Certified Public Accountants.



DECATUR PUBLIC LIBRARY

STATEMENT of CASH RECEIPTS, DISBURSEMENTS and BALANCE  
Year ended April 30, 1961

RECEIPTS:

|                                                           |                 |                   |
|-----------------------------------------------------------|-----------------|-------------------|
| Taxes, City of Decatur                                    | \$ 282,188.29   |                   |
| Less, expenses paid directly by<br>City Treasurer         | <u>2,454.65</u> | \$ 279,733.64     |
| Fines and miscellaneous fees                              |                 | 6,465.62          |
| Fees, non-resident                                        |                 | 977.31            |
| Reimbursements for film rentals,<br>staff purchases, etc. |                 | 1,649.39          |
| Proceeds from maturities of U. S.<br>Treasury bills       |                 | <u>213,000.00</u> |

Total receipts

\$ 501,825.96

DISBURSEMENTS:

|                                                |                             |  |
|------------------------------------------------|-----------------------------|--|
| Operating -                                    |                             |  |
| Salaries                                       | \$ 177,578.44 ✓             |  |
| Library supplies and administrative<br>expense | 19,670.59 - 19,614.37       |  |
| Building and bookmobile maintenance            | 25,098.94 - 24,828.84 + 250 |  |
| Books, periodicals, records, etc.              | 49,752.41 - 49,752.36       |  |
| Equipment                                      | <u>9,591.09 - 9,591.09</u>  |  |

|                            |               |
|----------------------------|---------------|
| \$ 281,691.47 - 281,615.10 |               |
| <u>2,454.65</u>            | \$ 279,236.82 |

Less, expenses paid by City Treasurer

Non-operating -

Reimbursable expenses for film  
rental, staff purchases, etc.  
(see above)

\$ 1,649.39

Purchase of U. S. Treasury bills  
Special fund - purchase of flowers  
for grounds

222,216.72

68.31

223,934.42

Total disbursements

503,171.24

EXCESS of DISBURSEMENTS over RECEIPTS

\$ 1,345.28-

Cash balance, May 1, 1960

3,651.88

CASH BALANCE, April 30, 1961

\$ 2,306.60

Investment in U. S. Treasury bills,  
at cost (maturity value \$15,000.00,  
due June 8, 1961)

14,911.99

TOTAL CASH and INVESTMENTS - April 30, 1961

\$ 17,218.59



DECATUR PUBLIC LIBRARY

STATEMENT of BUDGET APPROPRIATIONS and EXPENDITURES  
Year ended April 30, 1961

|                                                      | <u>Budget<br/>appropriations</u> | <u>Actual<br/>expenditures</u> | <u>Appropriation<br/>balances<br/>unexpended<br/>April 30, 1961</u> |
|------------------------------------------------------|----------------------------------|--------------------------------|---------------------------------------------------------------------|
| Salaries:                                            |                                  |                                |                                                                     |
| Staff                                                | \$ 185,000.00                    | \$ 172,053.72                  | \$ 12,946.28                                                        |
| Building maintenance                                 | <u>5,520.00</u>                  | <u>5,524.72</u>                | <u>4.72-</u>                                                        |
| Total salaries                                       | <u>\$ 190,520.00</u>             | <u>\$ 177,578.44</u>           | <u>\$ 12,941.56</u>                                                 |
| Library supplies and administrative expense:         |                                  |                                |                                                                     |
| Binding supplies                                     | \$ 1,400.00                      | \$ 845.39                      | \$ 554.61                                                           |
| Catalog material                                     | 450.00                           | 1,599.00                       | 1,149.00-                                                           |
| Freight, express and drayage                         | 555.00                           | 93.87                          | 461.13                                                              |
| IBM rental and supplies                              | 5,000.00                         | 6,332.59                       | 1,332.59-                                                           |
| Office supplies and stationery                       | 3,800.00                         | 2,668.12                       | 1,131.88                                                            |
| Postage                                              | 1,000.00                         | 1,335.04                       | 335.04-                                                             |
| Printing                                             | 1,000.00                         | 1,087.05                       | 87.05-                                                              |
| Equipment repairs and service contracts              | 1,900.00                         | 822.18                         | 1,077.82                                                            |
| Telephone and telegraph                              | 2,291.00                         | 1,821.29                       | 469.71                                                              |
| Office machine rental                                | 300.00                           | 585.16                         | 285.16-                                                             |
| Professional development                             | 1,100.00                         | 1,243.56                       | 143.56-                                                             |
| Community, special services and other<br>expenses    | <u>843.00</u>                    | <u>1,237.34</u>                | <u>394.34-</u>                                                      |
| Total library supplies and<br>administrative expense | <u>\$ 19,639.00</u>              | <u>\$ 19,670.59</u>            | <u>\$ 31.59-</u>                                                    |
| Building and bookmobile maintenance:                 |                                  |                                |                                                                     |
| Building supplies                                    | \$ 1,000.00                      | \$ 1,229.26                    | \$ 229.26-                                                          |
| Cleaning services and supplies                       | 4,195.00                         | 5,010.65                       | 815.65-                                                             |
| Contractual repairs and improvements                 | 7,766.00                         | 8,074.95                       | 308.95-                                                             |
| Other repair and maintenance                         | 600.00                           | 1,538.07                       | 938.07-                                                             |
| Heat and fuel                                        | 350.00                           | 370.68                         | 20.68-                                                              |
| Insurance                                            | 2,900.00                         | 2,574.91                       | 325.09                                                              |
| Travel, bookmobiles                                  | 1,700.00                         | 2,665.01                       | 965.01-                                                             |
| Miscellaneous                                        | 100.00                           | 55.76                          | 44.24                                                               |
| Light and power (paid by City Treasurer)             | 2,400.00                         | 2,454.65                       | 54.65-                                                              |
| Appraisal                                            | <u>0</u>                         | <u>1,125.00</u>                | <u>1,125.00-</u>                                                    |
| Total building and bookmobile<br>maintenance         | <u>\$ 21,011.00</u>              | <u>\$ 25,098.94</u>            | <u>\$ 4,087.94-</u>                                                 |
| Books, periodicals, records, etc.:                   |                                  |                                |                                                                     |
| Books                                                | \$ 36,280.00                     | \$ 35,078.07                   | \$ 1,201.93                                                         |
| Binding                                              | 2,500.00                         | 2,633.89                       | 133.89-                                                             |
| Films and records                                    | 2,150.00                         | 6,431.64                       | 4,281.64-                                                           |
| Pamphlets, periodicals and services                  | <u>3,400.00</u>                  | <u>5,608.81</u>                | <u>2,208.81-</u>                                                    |
| Total books, periodicals, records, etc.              | <u>\$ 44,330.00</u>              | <u>\$ 49,752.41</u>            | <u>\$ 5,422.41-</u>                                                 |
| Equipment:                                           |                                  |                                |                                                                     |
| Furniture and fixtures                               | <u>\$ 7,000.00</u>               | <u>\$ 9,591.09</u>             | <u>\$ 2,591.09-</u>                                                 |
| Total                                                | <u>\$ 282,500.00</u>             | <u>\$ 281,691.47</u>           | <u>\$ 808.53</u>                                                    |



DECATUR PUBLIC LIBRARY  
SUMMARY of CASH BALANCES

|                          | April 30,<br><u>1961</u> | <u>1960</u>        | <u>Increase or<br/>decrease(-)</u> |
|--------------------------|--------------------------|--------------------|------------------------------------|
| Cash on deposit -        |                          |                    |                                    |
| Regular checking account | \$ 2,009.14              | \$ 3,011.34        | \$ 1,002.20-                       |
| Librarian's expense fund | 0                        | 73.13              | 73.13-                             |
| <br>Cash on hand -       |                          |                    |                                    |
| Undeposited receipts     | 272.86                   | 472.35             | 199.49-                            |
| Change funds             | 24.60                    | 26.75              | 2.15-                              |
| Savings - special fund   | <u>0</u>                 | <u>68.31</u>       | <u>68.31-</u>                      |
| <br>Totals               | <u>\$ 2,306.60</u>       | <u>\$ 3,651.88</u> | <u>\$ 1,345.28-</u>                |



DECATUR PUBLIC LIBRARY

SCHEDULE of TAXES and AMOUNT in CUSTODY of CITY TREASURER

Year ended April 30, 1961

|                                                                                    |                  |                           |
|------------------------------------------------------------------------------------|------------------|---------------------------|
| Property taxes extended, 1959 levy                                                 |                  | \$ 306,558.69             |
| Back taxes collected, 1958 and prior years                                         |                  | <u>6,371.88</u>           |
| Total                                                                              |                  | \$ 312,930.57             |
| Deductions -                                                                       |                  |                           |
| Errors and abatements                                                              | \$ 1,346.93      |                           |
| Real estate tax objections pending                                                 | 5,394.98         |                           |
| Collection and extension fees                                                      | 9,576.08         |                           |
| Personal property taxes unpaid                                                     | <u>12,488.48</u> | <u>28,806.47</u>          |
| Net available for Decatur Public Library                                           |                  | \$ 284,124.10             |
| Taxes distributed to Decatur Public Library<br>(\$282,500.00 appropriated)         |                  | <u>282,188.29</u>         |
| Excess of taxes available over amount distributed<br>for year ended April 30, 1961 |                  | \$ 1,935.81               |
| Prior years taxes in custody of City Treasurer,<br>May 1, 1960                     |                  | 1,265.33                  |
| Gain on funds invested                                                             |                  | <u>11.60</u>              |
| Amount in custody of City Treasurer,<br>April 30, 1961                             |                  | <u><u>\$ 3,212.74</u></u> |



decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST FOR MAY 1961

Mrs. Ingrid Bendsen  
3094 Fulton Avenue  
Decatur, Illinois

5/1/61

Castle  
Fletcher  
Pinchot  
Swanson  
Wilson  
Wilson

The golden fury  
Lusty wind for Carolina  
Hear this woman  
Unconquered  
Live with lightning  
My brother, my enemy

Pit and Quarry Handbook 4/5/61  
431 South Dearborn  
Chicago 5, Illinois

Pit and quarry handbook and purchasing guide

Mr. F.W.Schaub  
365 North Main St.  
Decatur, Illinois

5/8/61

A publisher reports: Observations from 46  
years of newspaper management

Edward I. Farley  
Old Westbury  
New York

5/10/61

PT Patrol

Parke & Sons, inc.  
1800 East Garfield  
Decatur, Illinois

5/18/61

MacRae's Blue Book 1960

Eisenhower High School  
Decatur, Illinois

5/24/61

Pantherama 1961

Mary Olmstead  
344 North Main Street  
Decatur, Illinois

5/25/61

Banning - A week in New York

Mrs. Phil O. Smith  
1215 Churchman Avenue  
Indianapolis 3, Ind.

5/25/61

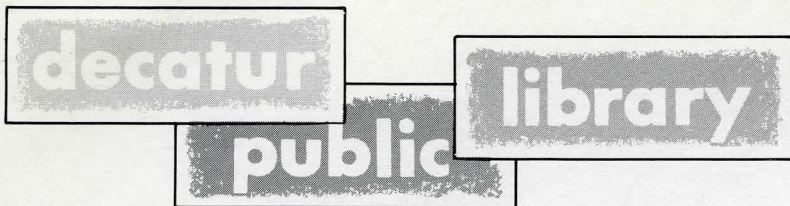
The story of the Cassell Family and  
decatur and Macon County from 1839-1952

Mrs. Helen B. Collins  
937 West Wood Street  
Decatur, Illinois

5/26/61

Millay - Three plays  
La Farge - Laughing boy  
Grayson- Adventures in friendship  
Sienkiewicz - Quo Vadis  
Robinson - Tristram  
Keyes - Lady Blanche Farm & Queen Anne's lace  
Eliot - Middlemarch  
Scott- Memoirs  
Longfellow - Voices of the night  
Life of Christ  
Shakespeare's works  
Hichens - The gardens of Allah  
Meredith - Poetical works  
Barclay - The broken halo





MARY T HOWE, Librarian

457 NORTH MAIN STREET DECATUR ILLINOIS

MINUTES OF THE ANNUAL MEETING  
BOARD OF DIRECTORS

May 12, 1961

The Board of Directors of the Decatur Public Library held the annual meeting for the fiscal year 1960/61 in the Decatur Club at a combined luncheon meeting with the Staff members of the Library, May 12, 1961 at 12 o'clock.

Mr. Dean Madden, president called the official meeting to order at one o'clock. Mrs. Howe, librarian explained the order in which the reports after a short film. from the Division Chiefs and department heads would be made. Reports were heard from Miss Larimer, Chief of Central Public Services

Mrs. Ruedger, in charge of the Main Desk

Mrs. Honnold, registration

Mrs. Meeks, Head of Reference

Mrs. Read, Youth librarian

Miss Stafford, Chief of Technical Processes

Mrs. McNabb, Chief of Extension Services

Mrs. Houck, in charge of Hospital Services

Mr. Boggess, Bookmobile I, librarian

Mrs. Boggess, Bookmobile II, librarian

Mr. McMillan, Bookmobile III, librarian

Mrs. Leonard, Evans Branch librarian

Mrs. Petersen, in charge of ~~ak~~ children's room, Evans branch

Mrs. Goff, secretary to the librarian

Mrs. Weidner, head data processes

Mrs. Turnbo, in charge of films and overdue collections

Miss Spittler, in charge of exhibits

~~The official board meeting convened~~

Mr. Madden ~~asked~~ thanked the staff for the reports and asked for a motion to accept the annual report, verbally and printed. All present voted aye. Motion carried.

Mr. Madden called for the election of officers for the coming year. Mr. Burnett was nominated ~~Mr~~ for president by Mr. Koslofski. Mr. Cheeks seconded the motion. The nominations for president were declared closed. All present voted aye. Mr. Burnett was elected president for 1961/62. Mr. Hart was nominated for vice-president. All present voted aye. Mr. Hart was elected vice-president for 1961/62. Mrs. Howe was nominated for the job as secretary....all voted aye.....etc.

There being no further business the meeting adjourned at 2:45 PM.





WASY 7. HOWE LONDON MAY 12, 1961

MINUTES OF THE ANNUAL MEETING  
BOARD OF DIRECTORS

May 12, 1961

The Board of Directors of the Decatur Public Library held the annual meeting for the fiscal year 1960/61 in the Decatur Club at a combined luncheon meeting with the staff members of the library, May 12, 1961 at 12 o'clock.

Mr. Dean Madden, president, called the official meeting to order at one o'clock. Mrs. Howe, librarian explained the order in which the report would be made. Reports were heard from Miss Palmer, Chief of Central Public Services; Mrs. Rader, in charge of the Main Desk; Mrs. Bonnell, registration; Mrs. Meeks, Head of Reference; Mrs. Reed, Youth Librarian; Mrs. Stalford, Chief of Technical Processes; Mrs. McNabb, Chief of Extension Services; Mrs. Hock, in charge of Hospital Services; Mr. Boggs, Bookmobile I, Librarian; Mrs. Boggs, Bookmobile II, Librarian; Mr. McMillan, Bookmobile III, Librarian; Mrs. Leonard, Evans Branch Librarian; Mrs. Petersen, in charge of Mr. Children's room, Evans branch; Mrs. Goff, secretary to the Librarian; Mrs. Weidner, head data processes; Mrs. Turbo, in charge of films and overhead collections; Miss Spittler, in charge of exhibits.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Mr. Madden thanked the staff for the reports and asked for a motion to accept the annual report, verbally and printed. All present voted aye. Motion carried.

Mr. Madden called for the election of officers for the coming year. Mr. Burnett was nominated for president by Mr. Koslofski. Mr. Cheek seconded the motion. The nominations for president were declared closed. All present voted aye. Mr. Burnett was elected president for 1961/62. Mr. Hart was nominated for vice-president. All present voted aye. Mr. Hart was elected vice-president for 1961/62. Mrs. Howe was nominated for the job as secretary. All voted aye, etc.

There being no further business the meeting adjourned at 2:45 PM.

Income Tax  
Credit  
Bluebon  
United  
Total  
of Steel.  
Fund  
Reduct.

Net  
Salary



# FINANCIAL REPORT

## RECEIPTS

## EXPENDITURES (Including all funds)

### Operating Fund:

### Operating Expense:

Amount from tax levy 307,444.  
 Fees from non-residents 1,040  
 Fines, damages, lost books 7,333.38  
 Rental book collection —  
 Endowment interest .50  
 Gifts —  
 Other sources 1,660.89

### Total Receipts

317,478.77

Unexpended balance from  
previous year 317.61

Amount from special levy  
for building purposes —

Assessed valuation of city,  
village, town, township  
or county on which the  
tax was levied for fiscal  
year reported —

Rate of tax levy for library  
which produced amount  
received for fiscal year  
reported .137

Salaries, librarian 8835.00  
 (Including income tax withheld)  
 Salaries, assistants 171,212.10  
 (Including income tax withheld)  
 Janitor Service 8,741.96  
 Books 44,824.77  
 Periodicals 3,250.36  
 Binding 3,502.05  
 Rent 105.00  
 Heat —  
 Light, water 2,663.63  
 Insurance 2,805.08  
 Repairs and improvements 22,013.86  
 Furniture and fixtures 3,224.39  
 Supplies 4,378.80  
 Telephone 2,078.05  
 Postage, freight, express 1,689.27  
 Printing 1,121.55  
 Other operating expense 10,762.42

### Total Operating Expense

291,208.49

*New Bookmobile*  
 Capital expense: buildings  
sites, additions, etc. 17,979.00

Balance on hand at end of  
fiscal year 8,291.28

309,187.49

8,291.28

317,478.77

## REPORT OF PROGRESS

Please attach separate sheet, clipping, or copy of annual narrative report, telling of new rooms or building, changes in organization, increased facilities, valuable gifts and extension work.

NAMES OF FULL TIME STAFF  
(Indicate position)

NAMES OF LIBRARY BOARD  
(Indicate officers and date of term  
of office)

Date \_\_\_\_\_

Signed (Mr. Mrs. Miss) \_\_\_\_\_

Librarian

The Board of Directors herewith approve of above report and submit it to the Illinois State Library, Springfield, Illinois.

Secretary \_\_\_\_\_

President,  
Now in office.



ANNUAL REPORT OF THE Decatur Public LIBRARY AT Decatur ILLINOISServing City, Village, Town, Township, District, or County (Underline)Population 77,302 Number of borrowers approx 27,000 Nonresidents \_\_\_\_\_Length of registration period 3 years. Length of loan period 2 + 4 weeks.Fee for nonresidents \$3.50 Hours open, number 69, days and hours Mon-Fri 9-9Number of hours of duty for staff members per week 40 hrs Sat 9-6

## Materials added during year

## Withdrawn

## Total now in library

Paperbacks 149Books 18,022Recordings 222

Films \_\_\_\_\_

micro-Periodicals Current 172 (incl. dup.)Newspapers 19,230 +61 +000158,875993151,759 547 / incl dup16How many years do you keep periodicals (weekly) varies; (monthly) variesCirculation  
(Including interlibrary  
loans)Materials borrowed through interlibrary loan  
Number Source (State Library,  
University, Other)Film Strips 51Books 482,363Recordings 7,295Films 423Mounted Pictures 6,261Pamphlets Incl in the 1,229Circulng proj. films - 455Total 496,84829610 approx.50505050Ill State LibraryUniv. of IllinoisUniv of ChicagoNew York Public Lib.

Per cent of circulation from branches or bookmobile stops \_\_\_\_\_

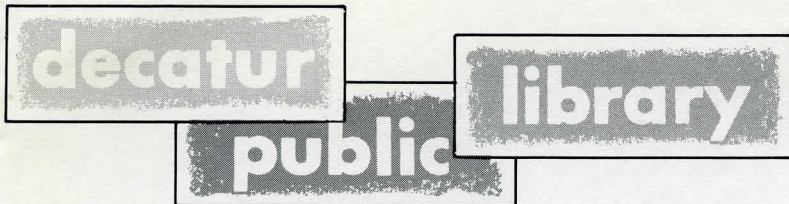
## Programs Sponsored

## Number

## Type

Radio 78Television 4Adult Education see summaryChildren's " "Talks " "Other " "1 wkly; altern. wkly.Intro to 30"





MARY T. HOWE Librarian

457 NORTH MAIN STREET DECATUR ILLINOIS

May 15, 1961

The Honorable Robert A. Grohne, Mayor  
Members of the City Council  
City of Decatur  
Macon County Building  
Decatur, Illinois.

Gentlemen:

We have prepared and are attaching hereto the ninety-fourth Annual Report of the Decatur Public Library. This report was accepted by the Board of Directors at the Annual Meeting on May 12, 1961.

The Board of Directors is justifiably proud of the past year's successful operations under a curtailed budget and appropriation. We have reduced all operating expenditures wherever it was possible. We would like to call your attention to the reduction in salary expenditures of over \$11,000.00. This is due principally to a reduction of our professional personnel which we have not replaced.

We reduced our costs of books, periodicals, etc. by approximately \$4,500.00. However, we purchased approximately 11,000 new volumes, at an average cost of \$3.19, while the national average approached \$6.00.

These remarks have one point to make. We cannot continue to give good service with adequately trained personnel if the appropriations are less than our carefully and honestly prepared budgets submitted at a prior date.

The parking lot south of the Main Library was completed during the fiscal year and has been of great help to the patrons of the library.

Although book circulation was not as high this year as the previous year, it must be noted that it was necessary to close for a two week period during the early part of the year in order to reinforce the second floor. This would normally reduce circulation by approximately 19,000 books.

A study of our data processing installation was completed by an independent group and their conclusions substantiated the Board's action in installing the equipment.

Our accounting records are now maintained on a complete encumbrance system. We would like to call your attention to the statement in the report by the Certified Public Accountants that "No additional liabilities for materials or services were noted in the course of our examination",

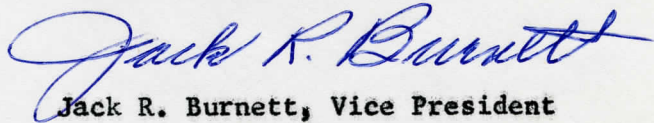


The Honorable Robert A. Grohne - 2

The present Board of Directors pledges their continued cooperation with the Council, in the interests of the people of Decatur, and will do whatever is possible to continue to furnish the community with the best service that the appropriation will permit.

Respectfully submitted,

Board of Directors Decatur Public Library  
Dean E. Madden, President

  
Jack R. Burnett, Vice President

Attachment



## FINANCIAL REPORT

## RECEIPTS

EXPENDITURES  
(Including all funds)

## Operating Fund:

## Operating Expense:

Amount from tax levy \_\_\_\_\_  
 Fees from non-residents \_\_\_\_\_  
 Fines, damages, lost books \_\_\_\_\_  
 Rental book collection \_\_\_\_\_  
 Endowment interest \_\_\_\_\_  
 Gifts \_\_\_\_\_  
 Other sources \_\_\_\_\_

## Total Receipts \_\_\_\_\_

Unexpended balance from  
previous year \_\_\_\_\_

Amount from special levy  
for building purposes \_\_\_\_\_

Assessed valuation of city,  
village, town, township  
or county on which the  
tax was levied for fiscal  
year reported \$248,053,413.

Rate of tax levy for library  
which produced amount  
received for fiscal year  
reported .1206

Salaries, librarian \_\_\_\_\_  
 (Including income tax withheld) \_\_\_\_\_  
 Salaries, assistants \_\_\_\_\_  
 (Including income tax withheld) \_\_\_\_\_  
 Janitor Service \_\_\_\_\_  
 Books \_\_\_\_\_  
 Periodicals \_\_\_\_\_  
 Binding \_\_\_\_\_  
 Rent \_\_\_\_\_  
 Heat \_\_\_\_\_  
 Light, water \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Repairs and improvements \_\_\_\_\_  
 Furniture and fixtures \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Postage, freight, express \_\_\_\_\_  
 Printing \_\_\_\_\_  
 Other operating expense \_\_\_\_\_

## Total Operating Expense \_\_\_\_\_

Capital expense: buildings  
sites, additions, etc. \_\_\_\_\_

Balance on hand at end of  
fiscal year \_\_\_\_\_

## REPORT OF PROGRESS

Please attach separate sheet, clipping, or copy of annual narrative report, telling of new rooms or building, changes in organization, increased facilities, valuable gifts and extension work.

NAMES OF FULL TIME STAFF  
(Indicate position)NAMES OF LIBRARY BOARD  
(Indicate officers and date of term of office)

See attached printed report.

Date 5-5-61

Signed Mary T. Howe  
(Mr. Mrs. Miss) Mary T. Howe,  
Librarian

The Board of Directors herewith approve of above report and submit it to the Illinois State Library, Springfield, Illinois.

Mary T. Howe

Secretary

Jack R. Burnett

President,  
Now in office.



ANNUAL REPORT OF THE DECATUR PUBLIC LIBRARY AT Decatur, ILLINOIS

Serving City, Village, Town, Township, District, or County (Underline)

Population 78,004 Number of borrowers 28,031 Nonresidents 422

Length of registration period 3 years. Length of loan period 2, 4 weeks.

Fee for nonresidents \$3.50 Hours open, number 297, days and hours 69 per week  
Main Library

Number of hours of duty for staff members per week 40

| Materials added during year                                                             | Withdrawn    | Total now in library                   |
|-----------------------------------------------------------------------------------------|--------------|----------------------------------------|
| Books <u>10,976</u>                                                                     | <u>8,209</u> | <u>163,150</u>                         |
| Recordings <u></u>                                                                      | <u></u>      | <u>1,400</u>                           |
| Films <u></u>                                                                           | <u></u>      | <u>2600; 22</u>                        |
| Periodicals <u>15 Memberships + 4 major services +</u>                                  | <u></u>      | <u>295 titles patchd</u><br>(not dup.) |
| Newspapers <u></u>                                                                      | <u></u>      | <u>15</u>                              |
| Paperbacks <u></u>                                                                      | <u></u>      | <u>3,056</u>                           |
| How many years do you keep periodicals (weekly) <u>varies</u> ; (monthly) <u>varies</u> |              |                                        |

| Circulation<br>(Including interlibrary loans) | Materials borrowed through interlibrary loan<br>Number | Source (State Library, University, Other) |
|-----------------------------------------------|--------------------------------------------------------|-------------------------------------------|
| Books <u>482,121 + 162 (ILL)</u>              | <u>162</u>                                             | <u>Illinois State Library</u>             |
| Recordings <u>7,656</u>                       | <u></u>                                                | <u>University of Illinois</u>             |
| Films <u>996</u>                              | <u></u>                                                | <u>University of Chicago etc.</u>         |
| Mounted Pictures <u>7,058; 110</u>            | <u></u>                                                | <u></u>                                   |
| <u>framed</u><br>Pamphlets <u>1,418</u>       | <u></u>                                                | <u></u>                                   |
| <u>other (maps, etc.)</u>                     | <u></u>                                                | <u></u>                                   |
| Total <u>499,008</u>                          |                                                        |                                           |

Per cent of circulation from branches or bookmobile stops 52%

| Programs Sponsored | Number                                                        | Type                            |
|--------------------|---------------------------------------------------------------|---------------------------------|
| Radio              | <u>78</u>                                                     | <u>52 - 15"; 26 - 8"</u>        |
| Television         | <u>3</u>                                                      | <u>as part of Bk wk and NLW</u> |
| Adult Education    | <u>17 different groups meet regularly in the library</u>      |                                 |
| Children's         | <u>plus some large meetings such as NLW at Masonic Temple</u> |                                 |
| Talks              | <u>14 continuing programs (5 pre-school, 2 story, 2 film</u>  |                                 |
| Other              | <u>5 Jr. Great Bks Groups.</u>                                |                                 |
|                    | <u>3 International Story Hours during NLW</u>                 |                                 |
|                    | <u>Summer Reading Club in all agencies</u>                    |                                 |
|                    | <u>1 Children's Art Exhibit.</u>                              |                                 |



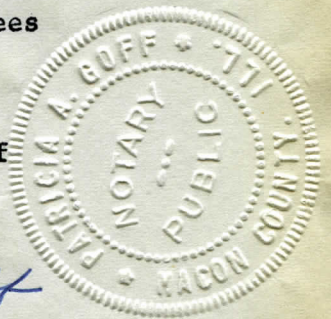
AFFIDAVIT

I, Mary T. Howe, Secretary of the Board of Trustees, Decatur Public Library, Decatur, Illinois do hereby certify that the foregoing statement of the condition and statistics of the Library is true to the best of my knowledge and belief.

*Mary T. Howe*  
Secretary, Board of Trustees

Subscribed and sworn to before me this 11th day of  
May, 1961.

*Patricia A. Goff*  
Notary Public





(Name and location of library)

|                         |                                                                                                                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CITY<br>SYSTEMS<br>ONLY | 1. Does your library also extend service outside<br>your city limits: ..... Yes <u>  </u> No <u>X</u><br>If answer is yes, statistics below should include<br>data for this service outside the city limits. |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2. Do you regularly provide school classroom collections?  
Yes    No X. If answer is yes, exclude data on school service  
if possible. If not possible to exclude, check here ☐
3. Population of area served, 1960 Census 78,004
4. Number of volumes at end of fiscal year 158,875
5. Number of volumes added during year 18,022
6. Number of volumes circulated
- a. Adult ..... 246,495
- b. Juvenile ..... 235,868
- c. TOTAL ..... 482,363
7. Number of staff in full-time equivalents (FTE) 21
- a. Professional 3/..... 11
- b. TOTAL IN FTE (include bldg. staff) 49.5
8. Number of vacant budgeted professional  
positions in FTE at end of year 4/..... 3
9. Beginning annual salary offered to  
library school graduates (fifth year  
degree) without professional experience \$ 4740
10. Operating expenditures 5/
- a. Salaries
- (1) Professional 6/..... \$ 57,403.
- (2) TOTAL (include bldg. staff) ... \$ 188,788.96
- b. Books and related materials
- (1) Books ..... \$ 44,824.77
- (2) Periodicals ..... \$ 3,778.06
- (3) Audiovisual ..... \$ 1,916.24
- (4) TOTAL ..... \$ 50,519.07
- c. Binding and rebinding ..... \$ 3,502.05
- d. All other operating expenditures ... \$ 67,272.52
- e. TOTAL OPERATING EXPENDITURES ..... \$ 310,082.60
- ~~\*\*\*~~ 11. Capital outlay (bldgs, sites, additions, etc) \$ 21,203.59

REPORTED BY Mary T. HowePOSITION Librarian DATE 4/18/61

THIS HALF OF CARD IS YOUR FILE COPY

~~\*\*\*~~ Included in Total Operating  
Expenditures

31 ✓  
28 ✓  
31 ✓  
30 ✓

31 ✓  
30 ✓  
31 ✓  
31 ✓  
30 ✓  
31 ✓  
30 ✓  
31 ✓

357  
60  
297



| Code | Expense Allocation | Amt. for yr. | For April | Yr. to date | Balance   |
|------|--------------------|--------------|-----------|-------------|-----------|
| 410  | PAMPHLETS          | 40000        |           | 18163       | 21837     |
| 410  |                    | 40000        |           | 18163       | 21837*    |
| 412  | PICTURES           |              |           | 1300        | 1300      |
| 412  |                    |              |           | 1300        | 1300*     |
| 414  | RECORDS LP         | 50000        |           | 37588       | 12412     |
|      | CHESTERFIE         |              | 4956      |             |           |
|      | CHESTERFIE         |              | 34624     |             |           |
|      | CHESTERFIE         |              | 38661     |             |           |
|      | CHESTERFIE         |              | 2094      |             |           |
|      | SOUND SALE         |              | 23984     |             |           |
|      | WESTON WOO         |              | 1980      |             |           |
| 414  |                    | 50000        | 106299    | 143887      | 93887*CR  |
| 416  | RECORDS SR         |              |           | 4878        | 4878      |
| 416  |                    |              |           | 4878        | 4878*CR   |
| 419  | PERIODICAL         | 300000       |           | 410513      | 110513    |
|      | DEC HERLD          |              | 300,      |             |           |
|      | DEC HERLD          |              | 45,       |             |           |
|      | DEC HERLD          |              | 30,       |             |           |
|      | DEC HERLD          |              | 30,       |             |           |
| 419  |                    | 300000       | 405       | 410918      | 110918*CR |
| 421  | MEMBERSHIP         |              |           | 26900       | 26900     |
| 421  |                    |              |           | 26900       | 26900*CR  |
| 422  | SERVICES           |              |           | 103600      | 103600    |
| 422  |                    |              |           | 103600      | 103600*CR |
|      | Total              | 4433000      | 1065491   | 4975236     | 542236*CR |
| 02   | ADD TO EQU         | 700000       |           | 745680      | 45680     |
|      | ALLED OFF          |              | 8000,     |             |           |
|      | BD OF EDUC         |              | 32000     |             |           |
|      | BD OF EDUC         |              | 54000     |             |           |
|      | BLACK & CO         |              | 7824,     |             |           |
|      | EDGE COMB J        |              | 11695     |             |           |
|      | LINXWLR OF         |              | 14850     |             |           |
|      | RECORDAK C         |              | 18200     |             |           |
|      | SPNGFD THR         |              | 66860     |             |           |
| 02   |                    | 700000       | 213429    | 959109      | 259109*CR |
|      | Total              | 700000       | 213429    | 959109      | 259109*CR |
| 00   | Grand Total        | 28250000     | 3534103   | 28136510    | 113490*   |

Balance in checking account April 30, 1961

\$2261.15

Bills presented for payment

Approved for payment

Finance Committee

BAL PAST M  
INT INV  
FINES  
NON RES FE  
L AND D  
RESERVE  
STAFF

1444445  
2000000  
77674  
14000  
3640  
644



1151

3



| Code | Expense Allocation | Amt. for yr. | For April | Yr. to date | Balance |
|------|--------------------|--------------|-----------|-------------|---------|
| 410  | PAMPHLETS          | 40000        |           | 18163       | 21837   |
| 410  |                    | 40000        |           | 18163       | 21837*  |
| 412  | PICTURES           |              |           | 1300        | 1300    |
| 412  |                    |              |           | 1300        | 1300*   |
| 414  | RECORDS LP         | 50000        |           | 37588       | 12412   |
|      | CHESTERFIE         |              | 4956      |             |         |
|      | CHESTERFIE         |              | 34624     |             |         |
|      | CHESTERFIE         |              | 38661     |             |         |
|      | CHESTERFIE         |              | 2094      |             |         |
|      | SOUND SALE         |              | 23984     |             |         |
|      | WESTON WOO         |              | 1980      |             |         |
| 414  |                    | 50000        | 106299    | 143887      | 93887*  |
| 416  | RECORDS SR         |              |           | 4878        | 4878    |
| 416  |                    |              |           | 4878        | 4878*   |
| 419  | PERIODICAL         | 300000       |           | 410513      | 110513  |
|      | DEC HERLD          |              | 300 ✓     |             |         |
|      | DEC HERLD          |              | 45 ✓      |             |         |
|      | DEC HERLD          |              | 30 ✓      |             |         |
|      | DEC HERLD          |              | 30 ✓      |             |         |
| 419  |                    | 300000       | 405       | 410918      | 110918* |
| 421  | MEMBERSHIP         |              |           | 26900       | 26900   |
| 421  |                    |              |           | 26900       | 26900*  |
| 422  | SERVICES           |              |           | 103600      | 103600  |
| 422  |                    |              |           | 103600      | 103600* |
|      | Total              | 4433000      | 1065491   | 4975236     | 542236* |
| 002  | ADD TO EQU         | 700000       |           | 745680      | 45680   |
|      | ALLED OFF          |              | 8000 ✓    |             |         |
|      | BD OF EDUC         |              | 32000     |             |         |
|      | BD OF EDUC         |              | 54000     |             |         |
|      | BLACK & CO         |              | 7824 ✓    |             |         |
|      | EDGE COMB J        |              | 11695     |             |         |
|      | LINXWLR OF         |              | 14850     |             |         |
|      | RECORDAK C         |              | 18200     |             |         |
|      | SPNGFD THR         |              | 66860     |             |         |
| 002  |                    | 700000       | 213429    | 959109      | 259109* |
|      | Total              | 700000       | 213429    | 959109      | 259109* |
| 000  | Grand Total        | 28250000     | 3534103   | 28136510    | 113490* |

Balance in checking account April 30, 1961

\$2261.15

Bills presented for payment

Approved for payment

Finance Committee

|            |         |
|------------|---------|
| BAL LAST M | 1444445 |
| INT INV    | 2000000 |
| FINES      | 77674   |
| NON RES FE | 14000   |
| L AND D    | 3640    |
| RESERVES   | 644     |



1821.29  
1635.05  
113.24

61.38  
119.46  
180.84

1444445  
2000000  
77674  
14000  
3640  
644  
4599  
1164  
375  
1918  
250  
11946CR  
3310648CR  
226115

BAL LAST M  
INT INV  
NON RES FE  
L AND D  
RESERVES  
STAFF BOOK  
FILM RENTA  
READER PRI  
PUBLIC TEL  
POSTAGE  
CASH CREDI  
BILL LIST

Finance Committee

Approved for payment

Balance in checking account April 30, 1961  
Bills presented for payment

|     |             |          |         |          |           |
|-----|-------------|----------|---------|----------|-----------|
| 414 | WESTON WOO  | 50000    | 106299  | 143887   | 93887*    |
| 416 | RECORDS SR  |          |         | 4878     | 4878      |
| 419 | PERIODICAL  | 300000   | 410513  |          | 110513    |
| 421 | MEMBERSHIP  | 300000   | 410918  |          | 110918*   |
| 422 | SERVICES    |          | 26900   |          | 26900     |
| 422 |             |          | 26900   |          | 26900*    |
| 422 |             |          | 103600  |          | 103600    |
|     |             | 4433000  | 4975256 | 542236*  |           |
| 502 | ADD TO EQU  | 7000000  | 745680  |          | 45680     |
| 502 | ALLED OFF   |          |         |          |           |
|     | BD OF EDUC  |          | 8000    |          |           |
|     | BD OF EDUC  |          | 52000   |          |           |
|     | BLACK & CO  |          | 54000   |          |           |
|     | EDGECOMB J  |          | 7824    |          |           |
|     | LINXWLR OF  |          | 11695   |          |           |
|     | RECORDAK C  |          | 14850   |          |           |
|     | SPNGFD THR  |          | 18200   |          |           |
|     |             |          | 66860   |          |           |
| 502 | Total       | 7000000  | 213429  | 959109   | 259109*   |
|     | Grand Total | 28250000 | 3534103 | 28136510 | 113490*   |
|     |             |          |         |          | \$2261.15 |



DECATUR PUBLIC LIBRARY  
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING  
April 28, 1961

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Boyd Room at the Main Library, 457 North Main Street, on April 28, 1961. The meeting was called to order at 4:10 PM by Dean Madden, president.

Members of the Board present:

Dean Madden, president  
Jack Burnett, vice-president  
Francis Hart  
Harold Koslofski

John ~~Cheeks~~ *Cheeks*  
Mrs. Harry Moothart  
Mrs. Erich Stern  
David Pilcher  
Mary T. Howe, Secretary-Librarian

Absent: Mrs. David Greider

Others present:

Mrs. Pat Goff  
Mr. Weimholt, newspaper  
Mrs. Nellie McNabb

Miss Catherine Yamamoto  
Mrs. Arisman

Mr. Madden read the minutes of the March 31st Board meeting and offered the corrections: delete, "the library gives the most for the tax money paid" and change the statement "included non-profit group". The minutes were accepted as amended.

Mr. Burnett, chairman of the Finance Committee reported that after a short meeting the payroll was submitted for payment. Mr. Pilcher seconded the motion. All present voted "aye". Approved for payment: staff salaries - \$15,043.82

|             |   |             |
|-------------|---|-------------|
| janitor's " | - | 457.32      |
| total "     |   | \$15,501.14 |

Mr. Burnett said the Finance Committee had arranged to meet Sunday morning at 11 o'clock. It was explained that all bills would be included as received by Saturday noon mail. The bill list would ~~be~~ *be* completed, the checks prepared and ready for approval and signatures on Sunday morning, the last day of the fiscal year. Mrs. Howe reported there might be one outstanding bill and the library was well within the appropriation. The 1961/62 appropriation stands at \$271,862.00.

Mr. Madden said that while we were criticized last year for overspending we want to show this year that we are meeting with everyone's approval.

Mr. Cheeks, chairman of the Personnel Committee reported that a Personnel meeting was held and the policies of the City were considered but that many of the policies were the same only worded in a different way.

Mr. Koslofski, chairman of the Policy Committee reported on a short meeting in regard to setting up an ordinance for the apprehending ~~misusers~~ *misusers* of the library. Mrs. Howe reported that Library laws were scanned and the pertinent parts were incorporated in this ordinance. Suggested changes were: "rights and privileges" put in and instead of listing might just state "properties of the library". Mr. Cheeks said we shouldn't worry too much about the word usage as a lawyer would be responsible for writing.



Mr. Hart, chairman of the Properties Committee made a motion for the acceptance of the Lloyd-Thomas appraisal report. Mr. Burnett seconded the motion. All present voted aye. Motion carried. Mr. Hart made the motion that the Properties Committee be given permission to meet with the insurance agents. Mr. Pilcher and Mr. Burnett both seconded the motion. All present voted aye. Motion was carried.

Mrs. Howe made the librarian's report. Staff overtime is being cut down; however the professional staff is covering for the others and which increases the professional OT. She reported on the Recognition dinner for Miss White and Miss Larmon and read a letter from the two women. She said she was glad Mr. Burnett and Mrs. Moothart could be present and she wished the other Board members could have been present. National Library Week was very successful and Dr. Lancour's talk excellent. Dr. Lancour showed slides and talked about African libraries. Mr. Burnett said he was very much impressed and enjoyed the talk very much.

Mrs. Howe reported the Annual Report is being prepared from all the agency reports. The Annual meeting will be held at the Decatur Club with a buffet luncheon. Staff members will be welcome.

Mr. Madden asked if there was any other business. Election of officers would <sup>be</sup> held at the Annual meeting. Mrs. Howe reported that the Board members serve through July 1st.

Mr. Weimholt, newspaper reporter left the meeting at this time.

Mr. Hart announced that he had received a proposal from Mr. Carl Swartz for a branch library. Mr. Swartz would build the branch and lease the building to the library for \$160.00 per month. He would pay the taxes and the insurance on the building. Mr. Hart said the proposal would be resubmitted to Mr. Swartz to (1) lease for one year with the option to renew or purchase. Mr. Pilcher was pleased with the new development and said he was sure that Mr. Swartz had the backing of the people. He thought this was the way it should be done. Mrs. Moothart expressed the opinion that maybe other areas could begin in this way. Mr. Madden suggested the Board should start thinking about a name for the branch library. Mrs. Stern asked about air conditioning and heating for the branch. Mr. Hart said the properties committee would approach Mr. Swartz with the business phases of the plan. Mr. Pilcher made a motion to send the additional proposal to Mr. Swartz. Mr. Burnett seconded the motion. All present voted aye. Motion carried.

The meeting adjourned at 5:05 PM

Respectfully submitted,

*Mary T. Howe*  
Mary T. Howe,  
Secretary



decatur

library

public

MARY T HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST FOR APRIL, 1961

Bendsen, Ingrid  
1393 S. 31st Street  
Decatur, Illinois

4/3/61

9 books

Lecomte de Nouy American Found. 4/3/61  
One East End Avenue  
New York 21, New York

Polanyi - Personal knowledge towards  
a post-critical philosophy

Jon Stern  
#6 Milliken Place  
Decatur, Illinois

4/4/61

Gigi (Hi-Fi)  
Johnny Pace (Hi-Fi)  
A garland of love songs (Hi-Fi)  
Perry Come (Stereo)  
Carousel (Stereo)

Marts & Lundy, Inc.  
521 Fifth Avenue  
New York 17, New York

4/10/61

Man's concern for his fellow man.

Richard Howe  
678 West Harrison  
Decatur, Illinois

4/10/61

Constitution of the Union of  
Soviet Socialist Republics

Baker Library  
Harvard University  
Boston 63, Mass.

4/10/61

Business forecasting for the 1960's

Elder Kenneth Sampson  
1351 East William  
Decatur, Illinois

4/10/61

Joseph Smith; an American prophet  
Talmage - Jesus the Christ  
Talmage - Articles of faith  
The book of Mormon.

Mary Lee Bundy  
Illinois State Library  
Springfield, Illinois

4/11/61

Public Library Administrators  
view their professional periodicals

Mr. and Mrs. George Read  
147 Linden  
Decatur, Illinois

The world's great religions.

American Management Assoc. 4/20/61  
1515 Broadway, Times Square  
New York, New York

Optimum use of Engineering Talent.



decatur

public

library

MARY T. HOWE Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT BOOKS  
April, 1961

Page 2

Mrs. Barbara Walton  
71 Meadow Terrace  
Decatur, Illinois

4/20/61

Armstrong - Mandan boy  
Barry - The Carolinians  
Begner - Just off Fifth  
Begner - Son and Heir  
Breslin - A hundred hills  
Bodsworth - The strange one  
Bridge - The Portuguese Escape  
Bristow - Celia Garth  
Busch - California Street  
Caillow - The Walls of Julo  
Carney - When the bough breaks  
Chidsey - Reluctant Cavalier  
Chinn - The Unanointed  
Clevely - Stranger in two worlds  
Cloete - The fiercest heart  
Costain - The darkness and the dawn  
Cronin - The green years and Shannon's way  
Fall - The justicer  
Gallico - Too many ghosts  
Giles - Johnny Osage  
Mercer - There comes a time  
Mulvihill - The sands of Kalahari  
Park - The frost and the fire  
Radda - The governor's lady  
Rinehart - Miss Pinkerton  
Searls - The crowded sky  
Slaughter - Lorena  
Slaughter - Pilgrims in paradise  
Stegner - The city of the living  
Ten great mysteries  
Walker - Where the high winds blow  
Williams - Solomon and Sheba  
Wilson - The double blind  
Yerby - Jarrett's jade

Rand McNally & Company 4/25/61  
P.O.Box 7600  
Chicago 80, Illinois

Guide to better schools

Karl Pansch  
2270 Yorkshire Drive  
Decatur, Illinois

4/25/61

10 copies - Kraftfahrzeug-Anzeiger



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PETITION FOR DECATUR CITY PUBLIC LIBRARY  
BRANCH LIBRARY

We the undersigned residents of Northland Heights, City of Decatur, Illinois, do hereby petition the Board of Directors of the Decatur Public Library (Illinois) and the Council of the City of Decatur to allocate and appropriate the necessary funds in the current ;budget for 1961/62, to erect a building for a branch library to be located north of Pershing Road, near Route 51, for the use of the residents therein.

| NAME                  | ADDRESS            |
|-----------------------|--------------------|
| 1. Suzanne L. Brady   | 67 Northland Drive |
| 2. Joan Mees          | 63 Northland Drive |
| 3. Mary Clinton       | 3392 N. Water      |
| 4. Charles J. Stinger | 243 Columbus Drive |
| 5. Alberta Kondraty   | 235 Columbus Dr.   |
| 6. Mary Louise Threl  | 209 Columbus Dr.   |
| 7                     |                    |

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NAME

ADDRESS



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| NAME                 | ADDRESS           |
|----------------------|-------------------|
| Mrs. R. Hinterbottom | 75 Northland Dr.  |
| Mrs. J. Mueller      | 30 Colorado Drive |



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| NAME                  | ADDRESS            |
|-----------------------|--------------------|
| Mrs Roger Shields     | 2 Colorado Dr.     |
| Mrs. L. B. Marshall   | 27 South Court Dr  |
| Mrs John J Campbell   | 38 Larry Dr        |
| Mrs. Wm. Mason        | 122 Nevada Drive   |
| Mrs. Jack Bedworth    | 139 Nevada Drive   |
| Mrs. Philip Poling    | 134 Nevada Dr.     |
| Mr. Edward Bess       | 4021 Newcastle Dr. |
| Mrs John Regan        | 435 W. Mound.      |
| Hoyt O. Coverstone    | 35 Greenidge Dr.   |
| John M. Helfers       | 51 Ronald Dr.      |
| Mrs R. K. Leary       | 41 Ronald Drive.   |
| Mr. H. Stuckwisch     | 71 RONALD DRIVE    |
| Joe W. Camden         | 104 E. Court Dr.   |
| Dana Helfers          | 51 Ronald Dr.      |
| Martha Whitlock       | 98 Colorado Dr.    |
| Audrey O. Sanner      | 419 Northfield Dr. |
| Lulu J. White         | 145 Karen Dr.      |
| Pat Leady             | 117 Karen Dr.      |
| Virginia Muesenholder | 148 Karen Drive    |



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| NAME                  | ADDRESS              |
|-----------------------|----------------------|
| Mrs Carl H. Raab Jr.  | 875 Montgomery Lane  |
| Mrs. Charles Moore    | 328 Wiley Dr.        |
| Mrs Melvin Malone     | 24 Hyomong Dr        |
| Mrs. Carl E. Swartz   | 159 Karen Dr.        |
| Mrs Wm F. Derry       | 68 Colorado Dr       |
| Mr. Wm. Hood          | 73 Colorado Dr       |
| Mrs Edwin Goldberg    | 3404 Christine Drive |
| Mrs Ralph Clark       | 13 Duane Road        |
| Mrs L.C. Harper       | 15 Diane             |
| Mrs J. E. Strong, Jr. | 64 Northland Dr.     |
| Mrs Raymond Kaler     | 3915 Burchard Dr.    |
| Mrs. Ray Stanford     | 222 Columbus Dr.     |
| Mrs. Chas. L. Browner | 3913 N. Warren.      |
| Mrs John Sweeney      | 4913 E Robbi C.      |
| Mrs Robert Hatch      | 115 Pennsylvania Dr  |
| Mrs. Glen Miles       | 4567 N. Kelly        |
| Mrs. Kenneth Balch    | 96 Wisconsin Dr.     |
| Mrs. Robt. Groen      | 303 Columbus Dr.     |
| J C Sweeney           | 105 Wisconsin Dr     |
|                       | 115 Pennsylvania Dr. |



PETITION FOR DECATUR CITY PUBLIC LIBRARY  
BRANCH LIBRARY

*personnel of Mound School*  
We the undersigned ~~residents of Northland Heights~~, City of Decatur, Illinois, do hereby petition the Board of Directors of the Decatur Public Library (Illinois) and the Council of the City of Decatur to allocate and appropriate the necessary funds in the current ;budget for 1961/62, to erect a building for a branch library to be located north of Pershing Road, near Route 51, for the use of the residents therein.

| NAME               | ADDRESS              |
|--------------------|----------------------|
| Georgia Harrison   | 847 W. Grand         |
| Patricia Carey     | 3 N.E. Carroll       |
| Carolyn Henderson  | R. R 1 Box 190       |
| Wilmoth Carson     | 1240 N. Macon        |
| Betty Jo Browning  | 47 Twickingham Dr.   |
| Vicki Brown        | 3844 N. Buschard Dr. |
| Marilyn Kreezan    | 701 W. Prairie       |
| M. Bush            | #2 South Dr.         |
| Mary Jane Brown    | 644 N. Cushing       |
| Mrs Paul Emerson   | 296 Marlene Decatur  |
| Rebecca Womeldorff | 885 1/2 W. Decatur   |
| Opal Clack         | 619 N. William       |
| Mildred Blair      | 15 West Drive        |



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| NAME                  | ADDRESS              |
|-----------------------|----------------------|
| Mrs. Carl Dayton      | 257 W. Mark          |
| Mrs. Dean M. Inman    | 6 Greenridge Dr.     |
| Mrs. Keith Dean       | 39 Greenridge Dr.    |
| Mrs. Julius Diamond   | 37 Greenridge Dr.    |
| Mrs. Gerald Gehee     | 102 Columbus Drive   |
| Mrs. James Camden     | 131 Nevada Drive     |
| Mrs. Harold Roth      | 104 E. Cowd Drive    |
| Mrs. Carl R. Canfield | 116 E. Court Dr.     |
| Mrs. John Lutzell     | 445 Huston Hills Rd. |
| Mrs. Wm. Bushell      | 108 Nevada Dr.       |
| Mrs. Donald Agans     | 119 Nevada Drive     |
| Mrs. Harold Shaffer   | 123 Nevada Dr.       |
| Mrs. A. B. Ashmead    | 5861 MacArthur Rd.   |
| Mrs. Thomas Bergin    | 159 Nevada Drive     |
| Mrs. M. T. Langer     | 124 Wisconsin Dr.    |
| Mrs. W. M. Dehority   | 113 Pennsylvania     |
| Mrs. Robert L. Smith  | 254 Karen Dr.        |
| Mrs. Robert L. Weger  | 72 Colorado Dr.      |
| R. L. Steger          | " " "                |
| Carl E. Swartz        | 159 Karen Dr.        |



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| NAME                  | ADDRESS            |
|-----------------------|--------------------|
| Mrs. Herb Zachman     | 57 Benton Dr.      |
| Mrs. Edwin Heinkel    | 423 Columbus Dr.   |
| Mrs. Thomas Krodey    | 31 Larry Dr.       |
| Mrs. D.R. Smith       | 135 Colorado Drive |
| Mrs. C. S. Stringer   | 242 Columbus Dr.   |
| Mrs. H.R. Sallee      | 29 Ohio Drive      |
| Mrs. John Makris      | 401 Columbus Drive |
| Mrs. C.V. Crow        | 76 Colorado Dr.    |
| Bill Wise             | 8 Perry Drive      |
| <del>Don Hill</del>   |                    |
| Mrs. Harold Mahube    | 131 Wisconsin Dr.  |
| Mrs. Eugene Henderson | R#1 Box 189        |
| NAME                  | ADDRESS            |



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| NAME                | ADDRESS           |
|---------------------|-------------------|
| Mrs. Wm Rielock     | 935 W Main Rd.    |
| Mrs. Chas H. White  | 9 N. Court Dr.    |
| Mrs. Russell Burham | 3817 E. Court Dr. |
| Mrs. Fayne Thomson  | 50 Greenridge Dr. |
| D.E. Whitlock       | 98 Calceado Dr.   |
| Mrs. C.B. Bonds     | 244 Columbus dr.  |
| Mrs. Dal Ely        | 680 Frank Dr.     |
| Mrs W. A. Sadoris   | 129 Colorado Dr.  |



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| NAME               | ADDRESS             |
|--------------------|---------------------|
| Robert H. Hansen   | 3204 N. Oakland     |
| Leona Luca         | 630 Montgomery Lane |
| Joseph Luca        | 630 Montgomery Lane |
| Jay Smith          | 3208 N. Oakland     |
| Jane Lawson        | 3214 N. Oakland     |
| W. H. Bynum        | 3244 N. Oakland     |
| Charline A. Shaw   | 3284 N. Oakland     |
| Robert E. Shaw     | 3284 N. Oakland     |
| Garth Cantrell     | 3314 N. Oakland     |
| R. J. Cannon       | 3316 N. Oakland     |
| Loretta Wacaser    | 53 Valley Dr.       |
| L. O. Coe          | 3321 N. Oakland     |
| C. A. Faulkner     | 3235 N. OAKLAND     |
| Mary Lou Toth      | 3245 N. Oakland     |
| Mrs Robert Maurice | 3215 N. Oakland     |
| Joan Campbell      | 3205 N. Oakland     |
| Laurie Cobstall    | 3150 N. Oakland     |
| Mary Ann Hansen    | 3204 N. Oakland     |
| H. E. Jure         | 3189 N. Oakland     |
| Mr. M. L. Creelmer | 3224 N. University  |
| Vernon A. Gray     | 3234 N. University  |
| B. M. Darst        | #77 Valley Drive    |



We the undersigned residents of Northland Heights, City of Decatur, Illinois, do hereby petition the Board of Directors of the Decatur Public Library (Illinois) and the Council of the City of Decatur for an appropriation and appropriate the necessary funds in the current budget for 1915 to erect a building for a branch library to be located north of Pershing Road, near Route 51, for the use of the residents therein.

Hannah Lucore  
Mrs Bessie Bolus

2060 N. Water

2060 N Water

Josephine Shepherd  
Ella Shepherd

2035 n water

2035 n water

Dean Johnson

1362 W. Pershing Pl.

Jean Johnson

1362 W. Pershing Pl.



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| NAME                   | ADDRESS         |
|------------------------|-----------------|
| Mrs. Ned Shively       | 137 Karen Dr.   |
| Mrs. Joyce M. Schaller | 148 Karen Drive |
| Mr. Thomas Bergin      | 159 Nevada      |
| Mrs. Emily Engelhardt  | 150 Nevada      |
| Mrs. Winifred Mabry    | 142 Nevada      |
| Mrs. Don Bess          | 151 Nevada Dr.  |
| Mrs. Delber Geskey     | 156 Nevada Dr.  |
| Mrs. Clyde Freeman     | 138 Nevada Dr.  |
| Mr. Adams              | 214 Karen Dr.   |
| Mrs. F.A. Winters      | 123 Karen Dr.   |
| <del>Mr. Winters</del> | 123 Karen Dr.   |



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NAME

ADDRESS

Mrs Charles A. Potts

336 Wiley Dr.

Mrs. M. J. Lettenbaum

331 Wiley Dr.

Mrs. M. Baker

332 Wiley Dr.



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| NAME                    | ADDRESS               |
|-------------------------|-----------------------|
| Sister Mary Leonard     | 110 Canterbury Drive  |
| Sister Mary Caritas     | 110 Canterbury Drive  |
| Sister Mary Raymond     | 110 Canterbury Drive  |
| Mrs. Fred Hays          | 3936 Cambridge Dr.    |
| Mrs. Tom Daly           | 3937 Cambridge Drive  |
| Mrs. Lloyd E. Gerry     | 3929 Cambridge Drive  |
| Mrs. Glenn Fisk         | 3928 Cambridge Drive  |
| Billy L. East           | 3916 "                |
| Mrs. Charles L. Dutz    | 3917 Cambridge Drive  |
| Mrs. G. Craig           | 3915 Cambridge Dr.    |
| Mrs. Darlean Allen      | 3907 Cambridge Dr.    |
| Mrs. Luella Martin      | 110 Manchester Dr.    |
| Mrs. Robert Sprunger    | 208 W. Manchester Dr. |
| Mrs. Robert Mierdicks   | 3908 Newcastle Dr.    |
| Mrs. Allen Moore        | 3912 Newcastle Dr.    |
| Mrs. Sulpino Ruffini    | 3918 Newcastle Dr.    |
| Mrs. Marion Hicks       | 3917 Newcastle Dr.    |
| Mrs. Lee Keith          | 3930 Newcastle Dr.    |
| Mrs. O. W. Bower        | 3931 Newcastle Dr.    |
| Mrs. Kenneth Wallace    | 3942 Newcastle Dr.    |
| Mrs. H. B. Allen        | 3954 Newcastle Dr.    |
| Mrs. James Castrey      | 3966 Newcastle Dr.    |
| Mrs. Wm. B. Winterhager | 3961 Newcastle Dr.    |
| Mrs. Kent Steinbrecher  | 3974 Newcastle Dr.    |



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Joseph E. Foran  
Mrs John D. McAllen  
Mrs Lewis Callen  
Lewis S. Callen

129 Canterbury  
109 Canterbury  
3641 N. Taylor.  
3641 N. Taylor



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| NAME                       | ADDRESS                |
|----------------------------|------------------------|
| Mr. & Mrs. W. A. O'Connell | 3071 North Water St.,  |
| Mr. & Mrs. Everett Goodwin | R.R. 1 Decatur, Ill.   |
| Mr. & Mrs. Rex Sanders     | R.R. #1, Decatur, Ill. |
| Mr. & Mrs. Don R. Lewis    | R.R. #1, Decatur, Ill. |



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| NAME                         | ADDRESS               |
|------------------------------|-----------------------|
| Mrs. Leland E. Frasier       | 41 Wyoming Drive      |
| Mrs. Frank J. Mc Bride       | 85 Pennsylvania Drive |
| Mrs. & Mrs. Phil Beauford    | 3627 No. Water        |
| Mrs. & Mrs. R. L. Buntzsch   | 3624 No. Main         |
| Mrs. & Mrs. Robb Bracelin    | 17 Dakota Drive       |
| Mrs. Leland E. Frasier       | 41 Wyoming Drive      |
| Mrs. Mrs. Paul Faler         | 424 Holly Court       |
| Mrs. Mrs. Leo J. Masterson   | 3212 Holly Drive      |
| Mrs. & Mrs. William Hamilton | 3555 Holly Drive      |
| Mrs. Mrs. Tom Somers         | 3269 Holly Dr         |
| Mrs. Mrs. Frank Kupert       | 426 Holiday Dr        |
| Mrs. & Mrs. David M. Buehl   | 462 Holiday Dr        |
| Mrs. & Mrs. Paul Pope        | 3207 Christmas Dr     |
| Mrs. & Mrs. Russell Ridgeway | 3197 Christmas Dr     |
| Mrs. Mrs. B. L. B. B.        | 3197 Christmas Dr     |
| Mrs. A. T. Edyval            | 3197 Christmas Dr     |
| Mrs. L. H. Dyer              | 3197 Christmas Dr     |
| Walter Sultata               | 3197 Christmas Dr     |
| Mrs. & Mrs. A. Sarafian      | 3195 Holly Drive      |
| Mrs. Mrs. B. Foley           | 317 Holiday Dr        |
| Robert O. Gilbert            | 326 Holiday Dr        |
| Mrs. Paul J. Kyrjok          | 338 Holiday Dr        |
| Mrs. Gary E. Hartogger       | 344 Holiday Dr        |
| Mrs. Edward Paschke          | 364 Holiday Drive     |



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Mrs Arthur Cleary  
Mr. & Mrs. Lento Chig  
Mrs. Donald Hestmeyer  
Mrs. Norman Nalefski  
Robert C. Myers  
Mr. F. Harris  
Mr. & Mrs. Stephen  
Mr. Constantine J. Baller  
Mrs. Constantine Baller  
Mrs. Robert Capelanz  
Frank + Edna B. Kury  
Mr + Mrs Dale Willets  
Mr + Mrs Philip C. Conway  
Mrs. O. A. Austin  
Mrs Frank Johnson  
Mrs. H. C. Towle  
Mrs. E. K. Coventry  
Mrs R H Guade  
Mrs Mr Mills

380 Holiday Dr.  
3244 Holly Dr.  
3243 Holly Dr.  
3211 Holly Dr.  
3208 Holly Dr.  
416 Holly Court  
245 Holiday Dr.  
228 Holiday Dr.  
228 Holiday Dr.  
217 E. Holiday Dr.  
3187 Holly Drive  
3190 Holly Drive  
4014 Cambridge Dr.  
400 Cambridge  
218 Cambridge  
4032 Cambridge Dr.  
4027 Cambridge Dr.  
133 Cambridge Ct.  
43944 Cambridge Dr.



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NAME

ADDRESS

Mrs. J. Gallina

135 Wisconsin Drive

Mrs. Leo Hittig

139 Wisconsin Dr.

Mrs. Robert Luccal

127 Wisconsin Drive

Mrs. Mary Langer

124 Wisconsin Drive

Orville A. Theaton

143 Wisconsin Drive

Luella R. Becker

136 Wisconsin Drive

J. H. Stevens

132 Wisconsin Dr



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| NAME                | ADDRESS            |
|---------------------|--------------------|
| Mary M. Tosetti     | 11 Fair Oaks Dr.   |
| Armand Tosetti      | 11 Fair Oaks Dr.   |
| Peggy Lober         | 11 Fair Oaks Dr.   |
| Mary J. Berry       | 3353 Dana Dr.      |
| Suevely L. Barnes   | 3363 Dana Dr.      |
| Wishyk Woods        | 62 Green Oak Dr.   |
| Mrs J E Tagstaff    | 66 Green Oak Dr.   |
| Mrs Herbert Klepzig | 70 Green Oak Dr.   |
| Mrs Herbert Canida  | 1332 Gayman Dr.    |
| Mrs C J Scherer     | 4184 N Water       |
| Carl J. Scherer     | 4184 N. Water      |
| Jack Whalen         | 4039 Cambridge Dr. |
| Lorraine Whalen     | 4039 Cambridge Dr. |



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| NAME                          | ADDRESS             |
|-------------------------------|---------------------|
| Mrs. Jay D. Procarione        | 84 East Court Dr.   |
| Mrs. Charles W. Stoldt        | 88 East Court Drive |
| Mrs. Norma Schroeder          | 80 E. Court Drive   |
| Mrs. Marie Beaudine           | 76 E. Court Drive   |
| Mr. & Mrs. Walter S. Rinckart | 81 E. Court Drive   |
| Mr. & Mrs. Wayne Dean         | R.R. 1 Box 264      |
| Mr. & Mrs. R. C. Kanner       | 23 Gray's Lane      |



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NAME

Mary Helen Smith

ADDRESS

155 Nevada Dr.



DECATUR PUBLIC LIBRARY  
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING  
April 28, 1961

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Boyd Room at the Main Library, 457 North Main Street, on April 28, 1961. The meeting was called to order at 4:10 PM by Dean Madden, president.

Members of the Board present:

Dean Madden, president  
Jack Burnett, vice-president  
Francis Hart  
Harold Koslofski

John Cheeks  
Mrs. Harry Moothart  
Mrs. Erich Stern  
David Pilcher  
Mary T. Howe, Secretary-Librarian

Absent: Mrs. David Greider

Others present:

Mrs. Pat Goff  
Mr. Weimholt, newspaper  
Mrs. Nellie McNabb

Miss Catherine Yamamoto  
Mrs. Arisman

Mr. Madden read the minutes of the March 31st Board meeting and offered the corrections: delete, "the library gives the most for the tax money paid" and change the statement "included non-profit group". The minutes were accepted as amended.

Mr. Burnett, chairman of the Finance Committee reported that after a short meeting the payroll was submitted for payment. Mr. Pilcher seconded the motion. All present voted "aye". Approved for payment:

|                |   |             |
|----------------|---|-------------|
| staff salaries | - | \$15,043.82 |
| janitor's "    | - | 457.32      |
| total "        |   | \$15,501.14 |

Mr. Burnett said the Finance Committee had arranged to meet Sunday morning at 11 o'clock. It was explained that all bills would be included as received by Saturday noon mail. The bill list would be completed, the checks prepared and ready for approval and signatures on Sunday morning, the last day of the fiscal year. Mrs. Howe reported there might be one outstanding bill and the library was well within the appropriation. The 1961/62 appropriation stands at \$271,862.00.

Mr. Madden said that while we were criticized last year for overspending we want to show this year that we are meeting with everyone's approval.

Mr. Cheeks, chairman of the Personnel Committee reported that a Personnel meeting was held and the policies of the City were considered but that many of the policies were the same only worded in a different way.

Mr. Koslofski, chairman of the Policy Committee reported on a short meeting in regard to setting up an ordinance for the apprehending misuses of the library. Mrs. Howe reported that Library laws were scanned and the pertinent parts were incorporated in this ordinance. Suggested changes were: "rights and privileges" put in and instead of listing, might just state "properties of the library". Mr. Cheeks said we shouldn't worry too much about the word usage as a lawyer would be responsible for writing.



Mr. Hart, chairman of the Properties Committee made a motion for the acceptance of the Lloyd-Thomas appraisal report. Mr. Burnett seconded the motion. All present voted aye. Motion carried. Mr. Hart made the motion that the Properties Committee be given permission to meet with the insurance agents. Mr. Pilcher and Mr. Burnett both seconded the motion. All present voted aye. Motion was carried.

Mrs. Howe made the librarian's report. Staff overtime is being cut down; however the professional staff is covering for the others ~~and~~ which increases the professional OT. She reported on the Recognition dinner for Miss White and Miss Larmon and read a letter from the two women. She said she was glad Mr. Burnett and Mrs. Moothart could be present and she wished the other Board members could have been present. National Library Week was very successful and Dr. Lancour's talk excellent. Dr. Lancour showed slides and talked about African libraries. Mr. Burnett said he ~~was~~ very much impressed and enjoyed the talk very much.

Mrs. Howe reported the Annual Report is being prepared from all the agency reports. The Annual meeting will be held at the Decatur Club with a buffet luncheon. Staff members will be welcome.

Mr. Madden asked if there was any other business. Election of officers would <sup>be</sup> held at the Annual meeting. Mrs. Howe reported that the Board members serve through July 1st.

Mr. Weimholt, newspaper reporter left the meeting at this time.

Mr. Hart announced that he had received a proposal from Mr. Carl Swartz for a branch library. Mr. Swartz would build the branch and lease the building to the library for \$160.00 per month. He would pay the taxes and the insurance on the building. Mr. Hart said the proposal would be resubmitted to Mr. Swartz to (1) lease for one year with the option to renew or purchase. Mr. Pilcher was pleased with the new development and said he was sure that Mr. Swartz had the backing of the people. He thought this was the way it should be done. Mrs. Moothart expressed the opinion that maybe other areas could begin in this way. Mr. Madden suggested the Board should start thinking about a name for the branch library. Mrs. Stern asked about air conditioning and heating for the branch. Mr. Hart said the properties committee would approach Mr. Swartz with the business phases of the plan. Mr. Pilcher made a motion to send the additional proposal to Mr. Swartz. Mr. Burnett seconded the motion. All present voted aye. Motion carried.

The meeting adjourned at 5:05 PM

Respectfully submitted,

Mary T. Howe,  
Secretary