

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

MONTHLY PAPERS

BOARD OF DIRECTOR'S MINUTES

BUDGET AND BILL LIST

VENDOR LIST

LIBRARIAN'S FINANCIAL REPORT

GIFT LIST FOR THE MONTH

OFFICIAL LETTERS

ROLLING PRAIRIE LIBRARIES MATERIALS
FILED WITH DECATUR - UNDER APPROPRIATE
SECTION

APPROPRIATION ORDINANCE FILED AT END OF
JULY PAPERS

DECATUR PUBLIC LIBRARY BOOKMOBILE CONTRACT

It is agreed by the undersigned that there shall be a bookmobile loaned to the Decatur Public Library by the Illinois State Library to give service to areas designated by the Rolling Prairie Libraries.

Part A. The Decatur Public Library shall:

1. Provide bookmobile service throughout the service area designated by the Rolling Prairie Libraries.
2. Provide personnel to operate the bookmobile.
3. Provide adequate public liability insurance for the bookmobile driver.

Part B. The Illinois State Library shall:

1. Provide a bookmobile for library service in the Rolling Prairie Libraries area.
2. Be responsible for all operating costs of the bookmobile including gas, oil, washing, tires, storage, minor and major maintenance.
3. Maintain comprehensive insurance coverage on the bookmobile.

It is agreed that this bookmobile shall be on loan from September 1, 1964, through June 30, 1965. At the end of the contract period June 30, 1964,^S this contract may be renewed for a further period of one year.

Handwritten initials: JMA
de RR

The title for the bookmobile shall remain with the Illinois State Library. By mutual consent this agreement can be terminated before the expiration date of this contract.

September 10 1964
(month) (day) (year)

Decatur Public Library Board

Signed:

Francis N. Hart President

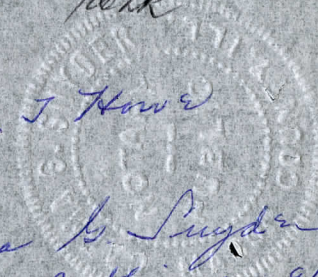
Mary T. Howe Secretary

William H. Chamberlain
William H. Chamberlain,
Secretary of State

Witnessed by:

Signatures of Francis H. Hart & Mary T. Howe
witnessed by Carmo K. Snyder

signed: Carmo K. Snyder
Notary Public, exp 9/6/65



THIS AGREEMENT made and entered into this 10th day of September, 1964, between WILLIAM H. CHAMBERLAIN, as Secretary of State of Illinois, through the Illinois State Library, and the BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY, hereinafter referred to as the "LIBRARY".

WHEREAS, said Library is preparing to offer library service in cooperation with other public libraries in a thirty mile radius of the city of Decatur, Illinois,

IT IS THEREFORE AGREED that the project called the Rolling Prairie Libraries Service Project shall be administered in the following manner:

PART A.

1. A project called the Rolling Prairie Libraries Service Project will be jointly undertaken by the Decatur Public Library and the Illinois State Library.
2. Using resources and materials of the Decatur Public Library, those of the cooperating libraries, and resources and materials made available through the project, Decatur Public Library will extend service to the patrons of the cooperating libraries under terms of local library contracts with the Decatur Public Library.

Part B.

The Illinois State Library shall:

1. Reimburse the Decatur Public Library for expenses incurred in rendering service as provided by local contracts with the cooperating libraries, not to exceed total expenditures of Nineteen Thousand Eighty-Seven Dollars. Payments shall be made upon the submission of properly authenticated invoice vouchers to the Illinois State Library.

PART C.

The Decatur Public Library shall:

1. Make available resources of material, equipment, and personnel to supply library service as contracted for by local libraries known as the Rolling Prairie Libraries.
2. Supply to the Illinois State Library such reports as are required in the administration of the Library Services and Construction Act.

PART D.

Conditions:

1. The duration of the Rolling Prairie Libraries Service Project shall be until June 30, 1965.
2. Expenses of the project shall not be in excess of the amounts allocated in the budget approved by the Illinois State Library.
3. Any substantial changes either in the operating budget or in the program in general made by the Decatur Public Library must be approved by the Illinois State Library.
4. By mutual consent this agreement may be renewed for a further period of one year.
5. By mutual consent this agreement can be terminated before the expiration date.

IN WITNESS WHEREOF the respective parties hereto have caused this agreement to be executed the day and year first above written.

Decatur Public Library

Francis N. Hart President

Mary T. Howe Secretary

William H. Chamberlain
WILLIAM H. CHAMBERLAIN
Secretary of State

PAYROLL - SEPTEMBER, 1964

DECATUR PUBLIC LIBRARY
Decatur, Illinois

NAME		ANNUAL	CODE	MONTHLY	RET. & SS	INC. TAX	CU	BC & BS	UF	TOT. DED.	NET SALARY
ASKINS	J	\$ 3,156.	57	26300	1809	2970				4779	21521
ATCHISON	R M	4,442.	37	37017	2918	5320	500			8738	28279
* BRADSHAW	C	3,288.	53	31216	2148	2980				5128	26088
* CHEVILLE	M A	3,036.	8	25300	1740	3530				5270	20030
DOBRINICK	M E	3,792.	29	31600	2172	3760			100	6032	25568
ENSIGN	E E	3,540.	31	29500	2028	3420		660		6108	23392
* GRIFFIN	M R	4,116.	99	23116	1591	2440				4031	19087
* HANSEN	J	4,296.34	77	26850	1846	2970			125	4941	21909
HATHORNE	R	3,672.	58	30600	2104	4420	4000			10524	20076
HONNOLD	O D	4,992.	20	41600	2860	6020				8880	32720
HOPPE	I E	3,156.	62	26300	1809	3750				5559	20741
HOUCK	H E	4,548.	26	37900	2606	5430				8036	29864
* HOWE	M T	11,000.	1	108330	7044	12836	500	660	500	21540	86790
HUNK	C E	3,792.	34	31600	2172	3760	5000	660		11592	20008
JONES	E F	5,376.	16	44800	3080	5800		660		9540	35260
LARMON	M E	3,912.	30	32600	2241	3870		660		6771	25829
LEONARD	M E	7,908.	7	65900	4531	9800				14331	51569
MCMILLAN	H E	4,404.	39	36700	2890	540				3430	33270
M McNABB	N	8,028.	3	66900	4600	9240		660		14500	52400
* MC VEY	S K	3,288.	45	28500	1959	4090		660		6709	21791
* MILLS	O	3,792.	56	16702	1319					1319	15383
* MITCHELL	F L	3,792.	23	32600	2241	4650		1788		8679	23921
* MORRIS	M	4,116.	76	14328	987	1210				2197	12131
ODELL	G E	4,019.	21	33492	2303	3090		1788		7181	26311
PAYNE	M N	3,156.	63	26300	1809	3640				5449	20851
* PUHEK	E B	102 h @3.83	4	39066	2688	5430				8118	30948
REDDEN	I	2,796.	68	23300	1602	3280		1788		6670	16630
RUEDGER	O E	5,376.	19	44800	3080	5800				8880	35920
SPIITLER	H G	3,672.	49	30600	2104	3650		660		6414	24186
STAFFORD	M	8,460.	2	70500	4847	10140		510		15497	55003
STUKE	S	4,116.	64	34300	2360	4760				7120	27180
* TREACY	B	3,972.	48	14299	984	1990				2974	11325
TURNBO	D	3,792.	28	31600	2172	2090				4262	27338

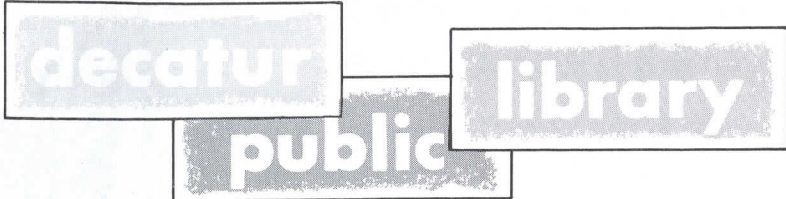
DECATUR PUBLIC LIBRARY

NAME	ANNUAL	CODE	MONTHLY	RET. & SS	INC. TAX	CU	BC & BS	UF	TOT. DED.	NET SALAR.
*VOGLER	O. C. \$ 3,540.	35	35500	2440	5100	3000			10540	24960
*WEIDNER	M. K. 5,484.	25	45700	3142	4250	6500	1788	150	15830	29870
WHITE	C. L. 4,176.	22	34800	2394	4210	1000	660		8264	26536
WILLIAMS	C. 5,184.	13	43200	2970	5520				8490	34710
WILLIAMS	N. J. 3,552.	32	29600	2035	3530		660		6225	23375
YAMAMOTO	M. C. 8,028.	5	66900	4600	9020	1000	660	300	15580	51320
TOTAL FULL-TIME EMPLOYEES			\$ 1450213	100225	178306	21500	14922	1175	316128	1134090
*BARCLAY	D. 21h @ .85	41	1785	65	250				315	1470
*CHAPMAN	G. 38h @ .85	40	3230	117	452				569	2661
*COX	R. 64h @ 1.25	92	8000	290	370				660	7340
HIGGINS	T. 86 h @ .85	14	7310	265	1040				1305	6005
*HUGHES	E. G. 20 h @ .85	65	1700	62	238				300	1400
*KOESTER	M. 90 h-45" @ .85	54	7714	280	310				590	7124
MCBRIDE	J. L. 143 h @ 1.35	70	19305	700	1940				2640	16665
MC NABB	E. \$4,116.	12	34300	1244	3320				4564	29736
*MEEKS	M. 43 h-15" @ 2.91	13	12586	456	210				666	11920
MULLEN	D. 9 h-45" @ 2.50	43	2438	88					88	2350
OSBAKKEN	M. 56 h @ 1.00	73	5600	203	30				233	5367
POTTS	R. D. 80 h @ .85	24	6800	247	980				1227	5573
*REED	K. \$3,972.	17	33100	1200	5980				7180	25920
*ROSE	M. 40 h @ .85	74	3400	123	476				599	2801
RUSK	S. 82 h @ .85	52	6970	253	980				1233	5737
SEIDMAN	A. 33 h @ 2.50	38	8250	299	1150				1449	6801
SMITH	K. 100 h-45" @ 1.77	9	17833	646	1710				2356	15477
SUMMAR	S. 60 h @ .85	55	5100	185	714				899	4201
TOTAL PART-TIME & SPECIAL EMPLOYEES			\$ 185421	6723	20150				26873	158540
GRAND TOTAL			\$ 1635639	106948	198456	21500	14922	1175	343001	11292630

* SEE PAGE 3 FOR ALL EMPLOYEE CHANGES

Bradshaw - Began full time 9/1/64 at \$3,288 annual plus 24 h @ 1.59
Griffin - Terminal pay 9/12/64 - plus vacation, 6 days 20 min.
Hansen - Began 3/4 time 9/1/64
Howe - Raise to \$11,000 annual 9/1/64, retroactive to 5/1/64
Cheville - Began 9/1/64 - Clerk I, full time \$3,036 annual.
McVey - Raise to \$3,288 annual 9/1/64, retroactive to 8/1/64
Mills - Terminal - transfer to Water Department 9/21/64
Mitchell - Raise to \$3,792 annual 9/1/64, retroactive to 8/1/64
Morris - Returned to Graduate Lib. School - U. of I.
Puhok - Maternity Release
Treacy - Maternity Release
Vogler - Raise to \$3,540 annual 9/1/64, retroactive to 4/1/64
Weidner - Raise to \$5,484 annual 9/1/64

Barclay - Began work 9/1/64 - Page - @ .85 per hr.
Chapman - Began work 8/24/64 - Page @ .85 per hr.
Cox - Returned to U. of I.
Hughes - Began work 9/1/64 - Page @ .85 per hr.
Koester - To Knox College
Meeks - Returned to Lake View H.S. (Librarian)
Reed - Released before probation period completed - 9/30/64
Rose - To Normal Univ., Bloomington, Ind.



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

LIBRARIAN'S FINANCIAL REPORT

DATE September 25, 1964

MONTH	100	200	300	400	500	600	TOTAL
MAY	\$15,798.19	\$1,435.53	\$1,103.69	\$3,959.79	00.00	\$ 173.70	\$22,470.90
JUNE	15,860.97	3,050.97	1,207.18	6,459.00	00.00	173.70	26,751.82
JULY	16,697.16	2,495.57	1,475.76	5,063.22	21.75	173.70	25,927.16
AUGUST	16,858.73	2,179.57	1,717.07	2,820.48	184.00	173.70	23,933.55
SEPT.	16,356.39	1,267.70	1,914.84	1,007.10	126.65	173.70	20,846.38

TOTAL EXPENT	81,571.44	10,429.34	7,418.54	19,309.59	332.40	868.50	119,929.81
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BALANCE IN FUND	108,428.56	9,657.26	15,062.46	30,338.41	1,167.60	1,215.90	165,870.19
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TOTAL YR ALLOCAT.	190,000.00	20,086.60	22,481.00	49,648.00	1,500.00	2,084.00	285,800.00
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AVERAGE MON. ALLOC. TO SPEND	15,833.33	1,673.88	1,873.41	4,964.80	125.00	173.70	23,816.66
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AV. MON. ALLOC. SPENT	16,314.28	2,085.86	1,483.70	3,861.91	66.48	173.70	23,985.96
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AV. MON. BALANCE TO SPEND	15,489.79	1,379.60	2,151.78	6,067.68	166.80	173.70	23,695.74
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Balance in checking account.....\$10,072.87
 Amount invested..... 90,000.00

APPROX AMT ENC.	338.57	1,051.05	552.69	6,320.93	594.30		8,857.54
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ENCUMBRANCES - SEPTEMBER 1964

402	Books	\$ 6,291.16
201	Binding	837.50
302-	Black 's	2.52
205-	Children's Bk. Council	4.00
502-	Lincoln Supply	328.80
419-	McGraw Hill (Periodicals)	29.77
205-	Moore Business Forms	209.55
313	National City Truck	66.50
502	Public School Office	265.50
100	Esther Puhek	338.57
303	H. C. Traughber	483.67

TOTAL \$ 8,857.54

JOHN F. SWEETNAM

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

September 25, 1964

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

Re: Termite Investigation

Gentlemen:

The termite investigation, treatment, and repair has been progressing as rapidly as Mr. Traugher has been able to do the work.

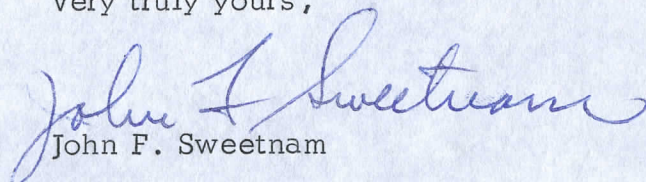
The area most infected to date is the Staff Room, where many live termites were found. We also found that they had gone up the wood nailers and into the first floor joist and sub floor. One joist was 10% damaged and a double joist was 25% damaged. The sub floor has been repaired and all of the wood nailers extending down through the concrete to the ground have been removed, the ground treated, and the holes plugged with concrete. All other repairs have been completed in the area.

The south wall of Technical Processing, and office and Book Selection have been investigated, the wood nailers cut off above the floor, the ground treated, the holes plugged with concrete, and the area repaired. No live termites were found here, but there was evidence that they had been in the nailers.

The next areas to be investigated will be the Janitor and Toilet areas, and then the area back of the bookshelves along the north wall of the Data Processing Room.

The contractor's cost as of September 22, 1964 was \$1,115.30.

Very truly yours,


John F. Sweetnam

JFS:R

Swain AND Myers, INC.
DESIGNERS AND MANUFACTURERS OF WOOD AND METAL FIXTURES

224 W. CERRO GORDO P.O. BOX 309
DECATUR, ILLINOIS
AREA CODE 217/423-3451

September 23, 1964

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

Subject: Properties Committee

Dear Mrs. Howe:

Attached is letter I received from Mr. Dever per-
taining to our electrical inspection and necessary
work at the main building. Please include this on
the agenda of the next properties committee.

Sincerely yours,

D. D. Pilcher

D. D. Pilcher

DDP jb

Att.

CITY OF DECATUR
COUNTY BUILDING • DECATUR, ILLINOIS



August 25, 1964

Mr. David Pilcher,
326 South Linden,
Decatur, Illinois.

Dear Dave:

I am pleased to report that the City's Chief Electrician reviewed and checked the Library's wiring problems with Mrs. Howe. He made such technical checks as were required.

Generally, the wiring is in very good shape. The wiring was completely brought up to date in the mid 1950's.

There is need for very minor corrective action in the stack room. There is a 12 circuit panel for use in this section of the building. Ten of the circuits are in use and two are spares.

Circuit #3 has a neutral grounded in the circuit. This would require an hour or two to locate and fix. Circuits 5, 7 and 8 use a common neutral and this is grounded somewhere in the system. This could take a day or so to run down. Any good electrician can quickly make repairs.

We are happy to be of service to you.

Cordially yours,

John E. Dever,
City Manager.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BOARD OF DIRECTOR'S MEETING
September 25, 1964

AGENDA

1. Call to order, 4 pm ¹³
2. Members expected to be present:
 - ✓ Mr. Hart
 - ✓ Mr. Kosloski
 - ✓ Mrs. Nelson
 - ✓ Mr. Pilcher
 - ✓ Mrs. Pogue
 - ✓ Mr. Sappington
3. Minutes of the July 31 regular meeting and August 21 special meeting. *approved*
4. Finance Committee report
 - Bills approved for payment - September 1964 *1,115.30 Sappington aye.*
 - Budget talks *Pogue aye.*
5. Properties Committee report *Sweetnam -*
6. Policy Committee report *Tues. Ross Lloyd PM. Arnold Henderson.*
7. Staff Institute, October 12, 1964 *Special Bldg C, Harker ch. memb. Prop C. + 7. Hart. = 5 Call Mr. Stern.*
8. Illinois Library Association, October 22, 23, 24, 1964 - LaSalle Hotel Chicago, Illinois
9. Rolling Prairie Libraries report - *Sappington - Mrs. Pogue - alternate -*
10. Librarian's report= Personnel *Buckles*
 Finances - budget
 Building space
 Correspondence
11. New Business - Resolution on metal shelving
12. Adjournment *Sappington Pilcher aye*

When does City want budget prelim. & regular.

10 days prior to Oct - vote Nov.

Empower sp. Comm. to Act. Sapp. moved Kosloski - aye

C. 4 - Kosloski. C. 3 - Sappington

BOARD OF DIRECTORS
DECATUR, ILLINOIS
DECATUR PUBLIC LIBRARY



AIA DOC. B-131 SEPT 1963 ED

THE STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT

ON A BASIS OF A
PERCENTAGE OF CONSTRUCTION COST

THIS AGREEMENT

made this 25th day of September in the year Nineteen Hundred and Sixty-four

BY AND BETWEEN

Board of Directors, Decatur Public Library

hereinafter called the Owner, and

John F. Sweetnam, Architect and Engineer

hereinafter called the Architect

WITNESSETH,

that whereas the Owner intends to erect a new library building at a cost not to exceed \$1,500,000.00

hereinafter called the Project,

NOW, THEREFORE,

the Owner and the Architect, for the considerations hereinafter set forth agree as follows:

ARTICLE 1. THE ARCHITECT AGREES TO PROVIDE PROFESSIONAL SERVICES FOR THE PROJECT AS HEREINAFTER SET FORTH.

ARTICLE 2. THE OWNER AGREES TO PAY THE ARCHITECT AS COMPENSATION FOR HIS SERVICES:

2.1 ~~For his basic services~~ (~~---- %~~) ~~of the project construction cost, hereinafter referred to as the Basic Rate, the work to be let under a single lump sum contract.~~

2.2 ~~For work let on a cost-plus-fee basis, increase the Basic Rate to~~ per cent (~~----- %~~).

2.3 ~~For work let under separate contracts, increase the Basic Rate to~~ per cent (~~----- %~~).

2.4 For Additional Services defined in Article 4 hereinafter, () times the Direct Personnel Expense as defined in Article 7.1 hereinafter.

In computing Direct Personnel Expense principal's time shall be computed at \$ 12.00 per hour, and employees' time shall be at their regular rate of pay plus normal benefits.

2.5 Reimbursable expense as defined in Article 7.2 hereinafter to the amount expended.

AIA DOC. B-131 SEPT 1963 ED

TERMS AND CONDITIONS OF AGREEMENT BETWEEN OWNER AND ARCHITECT

ARTICLE 3. ARCHITECT'S BASIC SERVICES

3.1 Schematic Design Phase.

3.1.1 The Architect shall consult with the Owner to ascertain the requirements of the Project and shall confirm such requirements to the Owner.

3.1.2 He shall prepare schematic design studies leading to a recommended solution together with a general description of the Project for approval by the Owner.

3.1.3 He shall submit to the Owner a Statement of Probable Project Construction Cost based on current area, volume or other unit costs.

3.2 Design Development Phase.

3.2.1 The Architect shall prepare from the approved Schematic Design Studies, the Design Development Documents consisting of plans, elevations and other drawings, and outline specifications, to fix and illustrate the size and character of the entire Project in its essentials as to kinds of materials, type of structure, mechanical and electrical systems and such other work as may be required.

3.2.2 He shall submit to the Owner a further Statement of Probable Project Construction cost.

3.3 Construction Documents Phase.

3.3.1 The Architect shall prepare from the approved Design Development Documents, Working Drawings and Specifications setting forth in detail the work required for the architectural, structural, mechanical, electrical, service-connected equipment, and site work, and the necessary bidding information, General Conditions of the Contract, and Supplementary General Conditions of the Contract, and shall assist in the drafting of Proposal and Contract Forms.

3.3.2 He shall keep the Owner informed of any adjustments to previous Statements of Probable Project Construction Cost indicated by changes in scope, requirements or market conditions.

3.3.3 He shall be responsible for filing the required documents to secure approval of governmental authorities having jurisdiction over the design of the Project.

3.4 Construction Phase—General Administration of Construction Contracts.

3.4.1 The Architect shall assist the Owner in obtaining proposals from Contractors and in awarding and preparing construction contracts.

3.4.2 To the extent provided by the contract between the Owner and the Contractor, he shall make decisions on all claims of the Owner and Contractor and on all other matters relating to the execution and progress of the work or the interpretation of the Contract Documents. He shall check and approve samples, schedules, shop drawings and other submissions only for conformance with the design concept of the Project and for compliance with the information given by the Contract Documents, prepare change orders and assemble written guarantees required of the Contractors.

3.4.3 He will make periodic visits to the site to familiarize himself generally with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents. He will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work and he will not be responsible for the Contractors' failure to carry out the construction work in accordance with the Contract Documents. During such visits and on the basis of his observations while at the site, he will keep the Owner informed of the progress of the work, will endeavor to guard the Owner against defects and deficiencies in the work of Contractors, and he may condemn work as failing to conform to the Contract Documents. Based on such observations and the Contractors' Applications for Payment, he will determine the amount owing to the Contractor and will issue Certificates for Payment in such amounts. These Certificates will constitute a representation to the Owner, based on such observations and the data comprising the Application for Payment, that the work has progressed to the point indicated.

By issuing a Certificate for Payment, the Architect will also represent to the Owner that, to the best of his knowledge, information and belief based on what his observations have revealed, the quality of the work is in accordance with the Contract Documents. He will conduct inspections to determine the dates of substantial and final completion and issue a final Certificate for Payment.

3.4.4 If more extensive representation at the site is required, the conditions under which such representation shall be furnished and a Project Representative selected, employed and directed, shall be agreed to by the Owner and the Architect and set forth in an exhibit to this Agreement.

ARTICLE 4. ARCHITECT'S ADDITIONAL SERVICES

The following services cause the Architect extra expense. If any of these services are authorized by the Owner they shall be paid for by the Owner as a Multiple of Direct Personnel Expense:

4.1 Making planning surveys and special analyses of the Owner's needs to clarify requirements of the Project.

4.2 Making measured drawings of existing construction when required for planning additions or alterations thereto.

4.3 Revising previously approved drawings or specifications to accomplish changes.

4.4 Providing Semi-Detailed or Detailed Cost Estimates.

4.5 Preparing documents for Alternate Bids and Change Orders, or for supplemental work initiated after commencement of the construction phase.

4.6 Consultation concerning replacement of any work damaged by fire or other cause during construction and furnishing professional services of the types set forth in Article 3 above as may be required in connection with the replacement of such work.

4.7 Arranging for the work to proceed should the contractor default due to delinquency or insolvency.

4.8 Providing prolonged contract administration and observation of construction should the construction contract time be exceeded by more than 25% due to no fault of the Architect.

4.9 Preparing as-built drawings showing construction changes in the work and final locations of mechanical service lines and outlets on the basis of data furnished by the Contractor.

4.10 Making an inspection of the Project prior to expiration of the guarantee period and reporting observed discrepancies under guarantees provided by the construction contracts.

ARTICLE 5. THE OWNER'S RESPONSIBILITIES

5.1 The Owner shall provide full information as to his requirements for the Project.

5.2 He shall designate, when necessary, representatives authorized to act in his behalf. He shall examine documents submitted by the Architect and render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the Architect's work. He shall observe the procedure of issuing orders to contractors only through the Architect.

5.3 He shall furnish or direct the Architect to obtain at the Owner's expense, a certified survey of the site, giving, as required, grades and lines of streets, alleys, pavements, and adjoining property; rights of way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, and contours of the building site; locations, dimensions, and complete data pertaining to existing buildings, other improvements and trees; full information as to available service and utility lines both public and private; and test borings and pits necessary for determining subsoil conditions.

5.4 He shall pay for structural, chemical, mechanical, soil mechanics or other tests and reports if required.

5.5 He shall arrange and pay for such legal, auditing, and insurance counselling services as may be required for the Project.

5.6 If the Owner observes or otherwise becomes aware of any defect in the Project, he shall give prompt written notice thereof to the Architect.

ARTICLE 6. PROJECT CONSTRUCTION COST

6.1 Project Construction Cost as herein referred to means the total cost of all work designed or specified by the Architect, but does not include any payments made to the Architect or consultants.

6.2 Project Construction Cost shall be based upon one of the following sources with precedence in the order listed:

6.2.1 Lowest acceptable bona fide Contractor's proposal received for any or all portions of the Project.

6.2.2 Semi-Detailed or Detailed Estimate of Project Construction Cost as defined in paragraph 6.4 below.

6.2.3 The Architect's latest Statement of Probable Project Construction Cost based on current area, volume or other unit costs.

6.3 When labor or material is furnished by the Owner, the Project Construction Cost shall include such labor and material at current market cost.

6.4 If a fixed limit of Project Construction Cost is stated herein, or if otherwise authorized by the Owner, Estimates of the Probable Project Construction Cost prepared in Semi-Detailed or Detailed form by an experienced estimator will be secured by the Architect during the Design Development or Construction Documents Phase.

6.5 If the Statement of Probable Project Construction Cost, or the Semi-Detailed or Detailed Cost Estimate, or the lowest bona fide proposal is in excess of any limit stated herein, the Owner shall give written approval of an increase in the limit, or he shall cooperate in revising the project scope or quality, or both, to reduce the cost as required.

6.6 Since the Architect has no control over the cost of labor and materials, or competitive bidding, he does not guarantee the accuracy of any Statements of Probable Construction Cost, or any Semi-Detailed or Detailed Cost Estimates.

ARTICLE 7. DIRECT & REIMBURSABLE EXPENSE

7.1 Direct Personnel Expense includes that of principals and employees engaged on the Project including architects, engineers, designers, job captains, draftsmen, specification writers, typists and Project Representatives, in consultation, research, designing, producing drawing, specifications and other documents pertaining to the Project, and services during construction at the Project site.

7.2 Reimbursable Expense includes actual expenditures made by the Architect in the interest of the Project for the following incidental expenses:

7.2.1 Expense of transportation and living of principals and employees when traveling in connection with the Project; long distance calls and telegrams; ~~reproduction of drawings and specifications, excluding copies for Architect's office use and duplicate sets at each phase for the Owner's review and approval;~~ and fees paid for securing approval of authorities having jurisdiction over the Project.

7.2.2 If authorized in advance by the Owner, the expense of Project Representative, overtime work requiring higher than regular rates, perspectives or models for the Owner's use.

7.2.3 If their employment is authorized in advance by the Owner, fees of special consultants, for other than the normal structural, mechanical and electrical engineering services.

ARTICLE 8. PAYMENTS TO THE ARCHITECT

8.1 Payments on account of the Architect's basic services shall be as follows:

8.1.1 A minimum primary payment of 5 per cent of the compensation for basic services, payable upon the execution of the Agreement, is the minimum payment under the Agreement.

8.1.2 Subsequent payments shall be made monthly in proportion to services performed to increase the compensation for basic services to the following percentages at the completion of each phase of the work:

Schematic Design Phase	15%
Design Development Phase	35%
Construction Documents Phase	75%
Receipt of Bids	80%
Construction Phase	100%

8.2 Payments for Additional Services of the Architect as defined in Article 4 above, and for Reimbursable Expense as defined in Article 7.2, shall be made monthly upon presentation of Architect's detailed invoice.

8.3 No deduction shall be made from the Architect's compensation on account of penalty, liquidated damages, or other sums withheld from payments to contractors.

8.4 If any work designed or specified by the Architect during any phase of service is abandoned or suspended in whole or in part, the Architect is to be paid for the service performed on account of it prior to receipt of written notice from the Owner of such abandonment or suspension, together with reimbursements then due and any terminal expense resulting from abandonment or suspension for more than three months.

ARTICLE 9. ARCHITECT'S ACCOUNTING RECORDS

Records of the Architect's Direct Personnel, Consultant, and Reimbursable Expense pertaining to this Project and records of accounts between the Owner and Contractor shall be kept on a generally recognized accounting basis and shall be available to the Owner or his authorized representative at mutually convenient times.

ARTICLE 10. TERMINATION OF AGREEMENT

This Agreement may be terminated by either party upon seven day's written notice should the other party fail substantially to perform in accordance with its terms through no fault of the other. In the event of termination, due to the fault of others than the Architect, the Architect shall be paid for services performed to termination date, including reimbursements then due, plus terminal expense.

ARTICLE 11. OWNERSHIP OF DOCUMENTS

Drawings and Specifications as instruments of service are the property of the Architect whether the Project for which they are made be executed or not. They are not to be used on other projects except by agreement in writing.

ARTICLE 12. SUCCESSORS AND ASSIGNS

The Owner and the Architect each binds himself, his partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party in respect of all covenants of this Agreement. Neither the Owner nor the Architect shall assign, sublet or transfer his interest in this Agreement without the written consent of the other.

ARTICLE 13. ARBITRATION

Arbitration of all questions in dispute under this Agreement shall be at the choice of either party and shall be in accordance with the provisions, then obtaining, of the Standard Form of Arbitration Procedure of The American Institute of Architects. This Agreement shall be specifically enforceable under the prevailing arbitration law and judgment upon the award rendered may be entered in the court of the forum, state or federal, having jurisdiction. The decisions of the arbitrators shall be a condition precedent to the right of any legal action.

ARTICLE 14. AMENDMENTS AND MISCELLANEOUS

A. Article 2 is amended as follows:

2.1 For his basic services the basic rate shall be six per cent (6%) of the new project construction cost.

Omit 2.2 and 2.3.

B. Article 7 is amended as follows:

7.2.1 Twenty-five (25) complete sets of plans and specifications will be furnished by the Architect. Additional sets required beyond this number will be considered a reimbursable item in this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year first above written.

Owner Board of Directors
Decatur Public Library

Architect

John F. Swanson

BY Mary T. Howe
(Secretary - Treasurer)

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964

Year--
 to-date

	Adult	Youth	Juvenile	Sept.	Year-- to-date
GENERAL WORKS *	122	24	40	186	635
001 PHILOSOPHY *	90	24	67	181	592
002 RELIGION *	355	55	4	414	2094
003 SOCIAL SCIENCE *	382	53	1	436	2133
004 LANGUAGE *	364	16	60	440	2206
005 SCIENCE *	328	11	83	422	2098
006 USEFUL ARTS *	887	147	479	1513	9020
007 FINE ARTS *	877	102	469	1448	8553
008 LITERATURE *	96	5	26	127	718
009 HISTORY *	91	7	24	122	595
010 TRAVEL *	516	176	923	1615	9009
011 BIOGRAPHY *	471	214	841	1526	7913
012 FOREIGN NON FIC *	1391	203	447	2041	10755
013 PERIODICALS *	1308	245	443	1996	11197
014 PAMPHLETS *	1273	157	356	1786	9604
015 PAPERBACKS *	1193	171	261	1625	9599
Total Non-fiction	8661	1530	3807	13998	74898
115 FICTION *	8295	1563	3506	13364	71989
116 FOREIGN FICTION *	9471	4139	4540	18150	107817
117 J E *	8573	3471	4488	16532	102598
Total fiction	3	92	40	43	207
	3	2	42	45	233
	9474	4139	4540	18150	107817
	8576	3471	4488	16532	102598
		14	22	166	337
			1	133	236

	Adult	Youth	Juvenile	Sept.	Year-- to-date
Total books	10135	5669	16232	40036	233945
*1963 figures	16871	5034	15291	37196	224302
MAIN ADULT	9978	667	215	10060	50322
MAIN YOUTH	2388	1927	57	4372	31497
MAGIC CARPET			4760	4760	33239
REFERENCE	5			5	154
HOME SERVICE	689	102	4	795	3550
ST MARYS HOSP	175	9		184	909
D M C	149	45	283	477	2093
T D SAN	92	5	1	98	574
JUV COORD			8		94
NURSES RES	91			91	385
	13567	2755	5328	21650	122817
B 1	1156	792	3336	5284	31609
B 2	1280	1063	4262	6605	38121
EVANS BRANCH	1411	529	1136	3076	19135
DILL BRANCH	721	530	2170	3421	22263
	4568	2914	10904	18386	111128
	10135	5669	16232	40036	233945

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Sept.</u>	<u>Year-to- date</u>
218	B I D L I O G R A P H I E S				1 4
221	C L A S S V I S I T S		5	5	2 7
222	B O O K T A L K S		1 0	1 0	1 0
223	I N S T R U C T I O N		4	5	1 8
224	S T O R I E S				1 1
225	A T T E N D A N C E		1 4 5	1 5 3	6 8 1
226	E X H I B I T S	6	1	2 3	1 1 4
227	F I L M S A T T E N D A N C			6 4 5	1 8 2 5
228	S H O W I N G S			1 5	5 9
229	1 6 M M			1 5	5 9
232	R E C O R D A K			7 4	8 5 8
235	G R O U P S N O T C L A S		3	1 3	5 1
236	A T T E N D A N C E		3 9	9 0	6 2 9
237	H O M E S E R V I C E V I			5 5	2 3 9
238	H O M E S E R V I C E P A			8 2	3 6 2
239	H O M E S E R V I C E P A				3
240	H O M E S E R V I C E P A			1 7	6 7
241	I N T E R L I B R A R Y L			4	1 2
242	M A P S			1 5	5 7
243	M E E T I N G S I N B L D		3	1 5	4 7 5
244	A T T E N D A N C E		1 0	9 7 9	3 6 9 5
245	M E N D I N G		2 5 8	8 4 0	6 8 3 7
246	O V E R D U E B O O K S		3 5 5	5 1 2	4 1 8 9
247	O V E R D U E N O T I C E S		1 9 5	9	2 9
248	P I C T U R E S F R A M E D		7 0	3 5 5	1 1 4 5
249	P I C T U R E S M O U N T E		5 2	2	6
251	P R O F E S S I O N A L V I			8 7 4	4 2 4 8
252	R E C O R D S L P	7		1 3	2 2
253	R E C O R D S S	1		1 8 7	8 0 8
254	R E C O R D S S R			2 5 7 5	1 4 2 0 5
256	R E A D E R S A D V I S O R	7 0 8	7 5 4	1 2 8	7 4 3
257	R E Q U E S T S	2 1	3 4	5	9
259	S T O R Y H O U R S	5		1 0 9	1 9 9
260	A T T E N D A N C E	1 5		1 5	2 4
261	N U M O F S T O R I E S			1 1 2 1	8 5 0 9
262	T E L E P H O N E I N C O M		4 8	1	2
263	T V	1 0 7 3		3	8
264	V I S I T S I N C O M M	3		1 0 0	5 9 4
265	R E C O R D B A G S	9 8	2		2
301	M A D E L S N U R S I N G	3 5		3 5	1 3 7
305	W A K E F I E L D S	3 1		3 1	2 4 3
306	W A K E F I E L D N O 2				1 5
307	M A D E L S N U R S I N G	8 0		8 0	3 8 4
308	L A K E S H O R E M A N O R	3 9		3 9	1 4 4
309	R A N K I N N U R S I N G	3 9		3 9	1 5 6
310	S C O T T N U R S I N G H	3 5		3 5	1 4 6
311	S C O T T N U R S I N G H	9 5		6 3 6	3 5 5 7
401	1 0 T H & E W I L L I A	2 3	6 3	1 2 4	1 3 2 3
402	C A R D I N A L & P I P I	4	4	1 4 8 7	6 6 0 6
405	F A I R V I E W P L A Z A	4 0 5	2 4 5	1 0 5 8	7 3 5 8
408	S A W Y E R & M O N R O E	1 8 5	1 8 8	1 3 8 2	8 5 9 1
411	G R A N D & S U M M I T	2 7 8	1 8 3	9 0	2 2 2 5
502	M A C O N & L I N D E N	4 9	9	1 5 6	2 3 6 3
503	F O R E S T & L I N C O L	4 2	4 3	2 7 1	5 5 8 8
504	3 2 N D & D U C H E S S	2 0 4	1 3 5	8 4 9	1 5 8 0 0
506	M T C A L V A R Y C H U R	6 6 0	5 3 6	3 4 9 0	3 7 9 9
508	M C C L E L L A N				
509	N F O R K R D	5 7	4 4	3 6 3	6 3 9
510	M T Z I O N R D	1 1	2 8	2 3 6	3 5 2
512	2 2 N D & E C L A Y	1 7 0	1 0 9	5 9 7	4 1 7 4
513	2 4 T H & E W I L L I A	3 3	2 4	1 9 6	1 5 0 0
514	E I S N E R S	2 2 4	2 4 4	1 0 4 4	5 8 5 5
601	A P		4 4 7	4 4 7	2 4 4 2
602	A M				3 2
603	A T	1 2	4 2	4 3 0	2 1 0 9
604	Y P		1	3 4 2	1 1 7 9
605	Y M			1	1
607	J P	1 2	2	8 2	1 9 1
609	J T			5	2 3
610	J T				4 3
611	J T	1 6		1 6	3 9

decat

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS
October 19, 1964

NOTICE TO ALL BOARD MEMBERS

The following proposal is being sent to you as a result of the motion made at the September 25, 1964 Board meeting to amend Article 4 of the Bylaws of the Decatur Public Library.

Article 4. Committees

There shall be the following standing committees, appointed by the President for one year consisting of a chairman and three other members.

Committee on Properties
Committee on Finance
Committee on Policy and Public Relations
Committee on Personnel

The term of all standing committees shall be until the 30th day of June following the appointment.

The duties of each standing committee shall be such as are associated with its name, or as shall be committed to it by action of the Board.

The President may create such other committees from time to time, as he may deem necessary or desirable.

Proposed Amendment to Article 4. Committees

There shall be the following standing committees, appointed by the President for one year consisting of a chairman and three other members.

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Committee on Personnel

The term of all standing committees shall be until the 30th day of June following the appointment.

The duties of each standing committee shall be such as are associated with its name, or as shall be committed to it by action of the Board.

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

The President may create such other committees from time to time, as he may deem necessary or desirable.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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

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

Members Present:

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

Members Absent:

Mrs. Russell
Mrs. Stern
Mr. West

Others Present:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

ROLLING PRAIRIE LIBRARIES SYSTEM MINUTES
OF THE ADVISORY COUNCIL MEETING
September 23, 1964

The regular meeting of the Advisory Council of the Rolling Prairie Libraries System was held in the Board Room of the Decatur Public Library, 457 North Main Street, Decatur, Illinois on September 23, 1964.

The meeting was called to order at 7:30 PM by Mrs. Isaac Loose, president. All library members' representatives were present. In addition Mrs. Margaret Griffin was introduced to the group. She will be in charge of the State Library bookmobile.

The minutes of the August 26, 1964 meeting were approved. A general budget for the system was submitted to cover the period through June 30, 1965.

100	Salaries	\$9,172.00
200	Supplies	1,000.00
300	Vehicle Maint.	1,925.00
400	Books, records,..	4,600.00
500	Equipment	1,500.00
600	Rent	890.00
	Total 64/65	\$19,007.00

Contracts signed by Decatur Public Library with the Illinois State Library were given to each member library.

Mrs. Griffin and Mrs. Howe will help load the bookmobile in Macomb from the branch library. The schedule of stops will be:

Thursday, October 15, 1964 - Bethany 9-12 PM
Friday, October 16, 1964 - Illiopolis 9-12 PM
Saturday, October 17, 1964 - In Decatur for repairs, checkup etc.
Monday, October 19, 1964 - Decatur - Workday - J Bookselection
Tuesday, October 20, 1964 - Clinton - 9-12 PM
Wednesday, October 21, 1964 - Argenta - 9-12 PM

The schedule will be repeated each week at the time indicated.

The Youth Room sheaf catalogs were distributed to each member library.

The member library^{ies} were asked to find out the following information:

1. Whether a bookmobile plug could be installed in front or near the member library.
2. What kind of voltage each library has
3. What subjects and kind of books are needed by each library
4. Whether the libraries would like a charging system such as the Gaylord charging.
5. Non-resident fee information

It was arranged for Mrs. Loose and Mrs. Griffin to attend the Illinois Library Association meeting in Chicago, October 23, 1964.

The meeting adjourned at 8:45 PM.

Respectfully submitted,
Mary T. Howe
Librarian

DECATUR PUB LI
 DECATUR ILL
 BUDGET BILL LI
 SEPT 1964

CODE	ALLOCATION	AMOUNT FOR THE YEAR	FOR SEPT.	YEAR TO DATE	BALANCE
100	SALARIES S	190000000		6521505	12478495
			1292638 ✓		
	NATL BK DE		198456 ✓		
	BL CR AND		14922 ✓		
	DEC CITY C		21500 ✓		
	TREAS CIT		106948 ✓		
	UNITED FUN		1175 ✓		
100		190000000	1635639	8157144	10842856*
		190000000	1635639	8157144	10842856*
201	BINDING SU	39000		66325	27325
201		39000		66325	27325*CR
202	CAT MATERI	90000		22470	67530
	GAYLORD BR		145 ✓		
202		90000	145	22615	67385*
203	FREIGHT EX	12500		6605	5895
	I K C		441 ✓		
	I K C		992 ✓		
	UNITED PAR		184 ✓		
203		12500	1617	8222	4278*
204	IBM SUPPLI	960000		268941	691059
	IBM		57500 ✓		
	IBM		1600 ✓		
	IBM		10300 ✓		
	IBM		1100 ✓		
	WALLACE PR		972 ✓		
204		960000	71472	340413	619587*
205	OFFICE SUP	80000		118863	38863
	DEC PAPER		350 ✓		
	GAYLORD BR		275 ✓		
	SUN OFFICE		175 ✓		
	SUN OFFICE		175 ✓		
	SUN OFFICE		175 ✓		
	PLASTIC BA		35 CR ✓		
	VERIFAX		640 CR ✓		
	WALGREENS		104 ✓		
205		80000	579	119442	39442*CR
206	POSTAGE	135000		44838	90162

DECATUR PUBLIC LIBRARY

BUDGET AND BILL LIST FOR SEPTEMBER 1964

CODE	ALLOCATION	AMOUNT FOR YEAR		YEAR TO DATE	BALANCE
	POSTMASTER		9 0 0 0 ✓		
	TAB PROD C		1 2 6 ✓		
	POSTMASTER		4 5 0 0 ✓		
	POSTAGE		3 3 7 9 CR ✓		
	RESERVES		7 4 0 CR ✓		
	POSTMASTER		3 9 7 ✓		
	POSTMASTER		9 1 ✓		
	POSTMASTER		9 3 ✓		
	POSTMASTER		6 ✓		
	POSTMASTER		6 6 ✓		
206		1 3 5 0 0 0	1 0 1 6 0	5 4 9 9 8	8 0 0 0 2 *
207	PRINTING	1 2 0 0 0 0		8 3 7 5 5	3 6 2 4 5
207		1 2 0 0 0 0		8 3 7 5 5	3 6 2 4 5 *
208	REP TO EQU	4 0 0 0 0		3 3 6 2 9	6 3 7 1
208		4 0 0 0 0		3 3 6 2 9	6 3 7 1 *
209	TEL TOLLS	9 0 0 0		2 8 7 3	6 1 2 7
209		9 0 0 0		2 8 7 3	6 1 2 7 *
210	TEL SERVIC	1 8 5 9 6 0		5 4 3 7 0	1 3 1 5 9 0
	ILLINOIS B		1 6 9 0 5 ✓		
	ILLINOIS B		1 1 0 0 ✓		
	ILLINOIS B		1 3 9 2 ✓		
210		1 8 5 9 6 0	1 9 3 9 7	7 3 7 6 7	1 1 2 1 9 3 *
211	TEL ALARM			8 9 0	8 9 0
	ILLINOIS B		3 0 0 ✓		
211			3 0 0	1 1 9 0	1 1 9 0 * CR
212	RENT OF MA	6 7 2 0 0		3 3 6 0 0	3 3 6 0 0
	GAYLORD BR		7 5 0 0 ✓		
	GAYLORD BR		1 5 0 0 0 ✓		
212		6 7 2 0 0	2 2 5 0 0	5 6 1 0 0	1 1 1 0 0 *
213	SERV CONTR	4 0 0 0 0		2 6 2 0 0	1 3 8 0 0
213		4 0 0 0 0		2 6 2 0 0	1 3 8 0 0 *
220	PROF DEVEL	1 5 0 0 0 0		4 1 5 6 5	1 0 8 4 3 5
220		1 5 0 0 0 0		4 1 5 6 5	1 0 8 4 3 5 *
221	COMM SERVI	7 5 0 0		6 9 7 1	5 2 9
	N O M A		3 0 0 ✓		
	N O M A		3 0 0 ✓		
221		7 5 0 0	6 0 0	7 5 7 1	7 1 * CR
222	EXHIBIT EX	1 5 0 0		8 4 6	6 5 4
222		1 5 0 0		8 4 6	6 5 4 *
223	HANDLING C	2 5 0 0		4 0	2 4 6 0
223		2 5 0 0		4 0	2 4 6 0 *

CODE	ALLOCATION	AMOUNT FOR YEAR	FOR SEPTEMBER	YEAR TO DATE	BALANCE
224	ADVERTISING	8500		12960	4460
224		8500		12960	4460*CR
225	AUDITING	50000		87040	37040
225		50000		87040	37040*CR
229	R O E			2213	2213
229				2213	2213*CR
299	MISC	10000		1170	8830
299		10000		1170	8830*
		2008660	126770	1042934	965726*
301	BLDG SUPPL	120000		49741	70259
	BLACK & CO		153 ✓		
	HEISE ELEC		856 ✓		
301		120000	1009	50750	69250*
302	CLEANING S	7000		39	6961
	BRINKOETTE		215 ✓		
302		7000	215	254	6746*
22303	TRAUGHBER		63163 ✓		
22303			63163	63163	63163*CR
304	GARBAGE &	12500		5404	7096
	DASH OTTO		400 ✓		
	H & H DISP		250 ✓		
	SMITHS DIS		500 ✓		
	ROHMAN FRE		600 ✓		
304		12500	1750	7154	5346*
306	INSURANCE	454600		24200	430400
	SCHUERMAN		3960 ✓		
306		454600	3960	28160	426440*
307	LIGHT & PO	250000		56641	193359
	ILL POWER		25346 ✓		
307		250000	25346	81987	168013*
308	BLDG REPAI	60000		19488	40512
	GATES JOH		2000 ✓		
	MACS GLASS		490 ✓		
308		60000	2490	21978	38022*
309	TRAVEL	60000		14836	45164
	CITY OF DE		771 ✓		
	CITY OF DE		657 ✓		

CODE	ALLOCATION	AMOUNT FOR YEAR	FOR SEPTEMBER	YEAR TO DATE	BALANCE
309	CITY OF DE	60000	284 ✓ 1712	16548	43452*
310	HEALTH & S WALGREENS	1500	102 ✓	72	1428
310		1500	102	174	1326*
311	CONTRACT C DEC WINDOW DEC WINDOW DEC WINDOW	1000000	67500 ✓ 11500 ✓ 4300 ✓	335600	664400
311		1000000	83300	418900	581100*
313	REP AUTO E DEC GENERA F HUBBARD GLASS SPEC NATL CITY NATL CITY NATL CITY NATL CITY	220000	2150 ✓ 1846 ✓ 472 ✓ 109 ✓ 1414 ✓ 141 ✓ 217 ✓	32909	187091
313		220000	6349	39258	180742*
314	CLEANING S DEC INDUST NORMANS NORMANS	17500	1327 ✓ 173 ✓ 288 ✓	3973	13527
314		17500	1788	5761	11739*
315	APPRAISAL	15000			15000
315		15000			15000*
320	APPRAISAL KROWS FRED	30000	300 ✓	7140	22860
320		30000	300	7440	22560*
399	MISC			327	327
399				327	327* CR
		2248100	191484	741854	1506246*
401	BINDING	300000		55860	244140
401		300000		55860	244140*
402	BOOKS AM LIBRARY BAKER & TA BAKER & TA BAKER & TA	3602300	90 ✓ 1417 ✓ 17632 ✓ 325 ✓	1601992	2000308

CODE	ALLOCATION	AMOUNT FOR YEAR	FOR SEPTEMBER	YEAR TO DATE	BALANCE
	BAKER & TA		1 1 7 9 6 ✓		
	BAKER & TA		1 5 4 1 1 ✓		
	BAKER & TA		1 1 0 8 8 ✓		
	BAKER & TA		1 1 8 1 5 ✓		
	CHILTON BK		1 5 5 6 ✓		
	DOUBLEDAY		1 3 6 9 ✓		
	DOUBLEDAY		5 0 7 8 ✓		
	DOUBLEDAY		8 6 4 ✓		
	EDUC PROG		2 4 5 0 ✓		
	GROLIER SO		1 2 9 6 8 ✓		
	HAINES & E		2 0 2 5 ✓		
	ILLINOIS B		1 3 5 0 ✓		
	MCCLURG A		6 2 6 ✓		
	MCNAUGHTON		7 6 5 ✓		
	MCNAUGHTON		1 2 0 0 0 ✓		
	NEW METHOD		1 7 6 5 ✓		
	NEW METHOD		2 1 1 5 ✓		
	SCARECROW		1 3 5 0 ✓		
	SCARECROW		8 1 0 ✓		
	GT BOOKS M		3 6 0 0 CR ✓		
	FRIENDSCRE		8 6 4 7 CR ✓		
	STAFF BOOK		4 2 2 8 CR ✓		
	L & D		2 5 4 8 CR ✓		
4 0 2		3 6 0 2 3 0 0	9 7 6 4 2	1 6 9 9 6,3 4	1 9 0 2 6,6 6 *
4 0 5	FILMS 16MM	1 5 0 0 0 0			1 5 0 0 0 0
	PFILES CAM		1 7 5 ✓		
4 0 5		1 5 0 0 0 0	1 7 5	1 7 5	1 4 9 8 2 5 *
4 0 6	FILMS SLID	2 5 0 0			2 5 0 0
4 0 6		2 5 0 0			2 5 0 0 *
4 0 8	FILMS MICR	1 1 2 5 0 0		5 6 4 2 4	5 6 0 7 6
4 0 8		1 1 2 5 0 0		5 6 4 2 4	5 6 0 7 6 *
4 0 9	FILMS RENT			2 7 4 4 CR	2 7 4 4
	FILM RENTA		6 6 7 CR ✓		
4 0 9			6 6 7 CR	3 4 1 1 CR	3 4 1 1 *
4 1 0	PAMPHLETS	1 0 0 0 0		1 1 5 0	8 8 5 0
4 1 0		1 0 0 0 0		1 1 5 0	8 8 5 0 *
4 1 2	PICTURES	7 5 0 0			7 5 0 0
4 1 2		7 5 0 0			7 5 0 0 *
4 1 4	RECORDS LP	1 1 0 0 0 0		3 1 5 1 8	7 8 4 8 2
4 1 4		1 1 0 0 0 0		3 1 5 1 8	7 8 4 8 2 *
4 1 9	PERIODICAL	4 0 0 0 0 0		4 6 8 4 9	3 5 3 1 5 1
	GALE RESEA		2 5 0 0 ✓		

CODE	ALLOCATION	AMOUNT FOR YEAR	FOR SEPTEMBER	YEAR TO DATE	BALANCE
	UNESCO		700 ✓		
	DEC HERLD		285 ✓		
	DEC HERLD		75 ✓		
419		4000000	3560	50409	349591*
421	MEMBERSHIP	700000		19700	50300
421		700000		19700	50300*
422	SERVICES	2000000		19500	180500
422		2000000		19500	180500*
		4964800	100710	1930959	30,338.41*
502	ADD TO EQU	1500000		20575	129425
	GAYLORD BR		425 ✓		
	TAB PROD C		12000 ✓		
	TAB PROD C		3000 CR ✓		
	TAB PROD C		3240 ✓		
502		1500000	12665	33240	116760*
		1500000	12665	33240	116760*
603	RENTALS	208440		69480	138960
	SWARTZ HOM		17370 ✓		
603		208440	17370	86850	121590*
		208440	17370	86850	121590*
		28580000	2084638	11992981	165870.19*

Balance in Checking Account \$ 10,072.87

Bills presented for payment:

Approved for payment:

Mary T. Howe
W.A. Dappington
Louise H. Nelson
Oliver B. Pogue

700	BAL LAST M		504555		
	NATL BK DE		2500000 ✓		
	FINES		54107		
	NON RES FE		4900		
	L & D		2548 ✓		
	RESERVES		740 ✓		
	STAFF BOOK		4228 ✓		
	FILM RENTA		667 ✓		
	VERIFAX		640 ✓		
	PLASTIC BA		35 ✓		
	POSTAGE		3379 ✓		
	FRIENDSCRE		8647 ✓		
	GT BOOKS M		3600 ✓		
	MISC TEL R		881		
	MISC TEL R		424		
	CITY BILLS		27058 ✓		
	CASH CREDI		24484 CR ✓		
	BILL LIST		2084638 CR		
700			1007287		

Vendor Risk 09-64

AM LIBRARY ASSOC	S030748	402	00000090	✓	964
AM LIBRARY ASSOC			90		
BAKER & TAYLOR M	C5854	402	00001417	✓	964
BAKER & TAYLOR M	B23812	402	17632	✓	964
BAKER & TAYLOR M	C17746	402	325	✓	964
BAKER & TAYLOR M	B17856	402	11796	✓	964
BAKER & TAYLOR M	B22665	402	15411	✓	964
BAKER & TAYLOR M	B23301	402	11088	✓	964
BAKER & TAYLOR M	B21621	402	11815	✓	964
BAKER & TAYLOR M			69484		
BLACK & COMPANY	125213	05 301	153	✓	964
BLACK & COMPANY			153		
BRINKOETTER TILI	44884	22 302	215	✓	964
BRINKOETTER TILI			215		
CHILTON BKS	209898	402	1556	✓	964
CHILTON BKS			1556		
DASH OTTO DISPOS		22 304	400	✓	964
DASH OTTO DISPOS			400		
DEC GENERAL TIRE	41855	11 313	2150	✓	964
DEC GENERAL TIRE			2150		
DEC INDUST TOWEL		22 314	1327	✓	964
DEC INDUST TOWEL			1327		
DEC PAPER HOUSE		22 205	350	✓	964
DEC PAPER HOUSE			350		
DEC WINDOW CLNG		22 311	67500	✓	964
DEC WINDOW CLNG		13 311	11500	✓	964
DEC WINDOW CLNG		32 311	4300	✓	964
DEC WINDOW CLNG			83300		
DOUBLEDAY & CO	J68922	402	1369	✓	964
DOUBLEDAY & CO	J68921	402	5078	✓	964
DOUBLEDAY & CO	J55644	402	864	✓	964
DOUBLEDAY & CO			7311		
EDUC PROG SERV		402	2450	✓	964
EDUC PROG SERV			2450		
F HUBBARD ELEC		12 313	1846	✓	964
F HUBBARD ELEC			1846		
GALE RESEARCH CO	71747	419	2500	✓	964

GALE RESEARCH CO

2500

GATES	JOHNSON	6074	22	308	2000	✓	964
GATES	JOHNSON						

2000

GAYLORD	BROS	84591	22	212	7500	✓	964
GAYLORD	BROS	88486	04	205	275	✓	964
GAYLORD	BROS	82437	07	502	425	✓	964
GAYLORD	BROS	84591	13	212	15000	✓	964
GAYLORD	BROS	88486	07	202	145	✓	964
GAYLORD	BROS						

23345

GLASS	SPECIALTY	D02771	11	313	472	✓	964
GLASS	SPECIALTY						

472

GROLIER	SOCIETY	28983		402	12968	✓	964
GROLIER	SOCIETY						

12968

H & H	DISPOSAL		32	304	250	✓	964
H & H	DISPOSAL						

250

HAINES &	ESSICK	18708		402	2025	✓	964
HAINES &	ESSICK						

2025

HEISE	ELECTRIC		22	301	856	✓	964
HEISE	ELECTRIC						

856

I K C		180224	09	203	441	✓	964
I K C		180295	09	203	992	✓	964
I K C							

1433

IBM		388996	09	204	57500	✓	964
IBM		2923		204	1600	✓	964
IBM		63577	09	204	10300	✓	964
IBM		520968	09	204	1100	✓	964
IBM							

70500

ILLINOIS	BELL		22	210	16905	✓	964
ILLINOIS	BELL		32	210	1100	✓	964
ILLINOIS	BELL		22	402	1350	✓	964
ILLINOIS	BELL		13	210	1392	✓	964
ILLINOIS	BELL		22	211	300	✓	964
ILLINOIS	BELL						

21047

MACS	GLASS CO	817	13	308	490	✓	964
MACS	GLASS CO						

490

MCCLURG	A C & CO			402	626	✓	964
MCCLURG	A C & CO						

626

MCNAUGHTON		S7240		402	765	✓	964
MCNAUGHTON				402	12000	✓	964
MCNAUGHTON							

NATL CITY TRUCK	114262	11	313	109	✓	964
NATL CITY TRUCK	114364	12	313	1414	✓	964
NATL CITY TRUCK	114423	12	313	141	✓	964
NATL CITY TRUCK	114470	21	313	217	✓	964
NATL CITY TRUCK				1881		
NEW METHOD	821018		402	1765	✓	964
NEW METHOD	813088		402	2115	✓	964
NEW METHOD				3880		
NORMANS		22	314	173	✓	964
NORMANS		22	314	288	✓	964
NORMANS				461		
PFILES CAMERA	79902	08	405	175	✓	964
PFILES CAMERA				175		
SCARECROW PRESS	C1914		402	1350	✓	964
SCARECROW PRESS	D2155		402	810	✓	964
SCARECROW PRESS				2160		
SCHUERMAN KEY		13	306	3960	✓	964
SCHUERMAN KEY				3960		
SMITHS DISPOSAL		13	304	500	✓	964
SMITHS DISPOSAL				500		
SUN OFFICE SUP	150796	06	205	175	✓	964
SUN OFFICE SUP	150796	34	205	175	✓	964
SUN OFFICE SUP	150796	09	205	175	✓	964
SUN OFFICE SUP				525		
SWARTZ HOMES		32	603	17370	✓	964
SWARTZ HOMES				17370		
TAB PROD CO	727643	09	502	12000	✓	964
TAB PROD CO	727643	09	502	3000	✓	964
TAB PROD CO	730413	09	502	3240	✓	964
TAB PROD CO	730413	09	206	126	✓	964
TAB PROD CO				12366		
TRAUGHBER H C		22	303	63163	✓	964
TRAUGHBER H C				63163		
UNESCO		22	419	700	✓	964
UNESCO				700		
WALLACE PRESS	10060	09	204	972	✓	964
WALLACE PRESS				972		

drawer

DEC HERLD & REVW	13	419	75	964
KROWS FRED	32	320	300	964
N O M A	6	221	300	964
N O M A	6	221	300	964
POSTMASTER	4	206	397	964
POSTMASTER	1	206	91	964
POSTMASTER	8	206	93	964
POSTMASTER	6	206	6	964
POSTMASTER	7	206	66	964
ROHMAN FRED	22	304	600	964
UNITED PARCEL	09	203	184	964
WALGREENS	22	310	102	964
WALGREENS	22	205	104	964

2903

no ck

CITY OF DECATUR	11	309	771	964
CITY OF DECATUR	12	309	657	964
CITY OF DECATUR	20	309	284	964
ILL POWER CO		307	25346	964

27058

Postmaster
Postmaster

459983

9000

4500

473483

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964

MAIN ADULT						
GENERAL WORKS		67	5		72	245
001	PHILOSOPHY	247	5		252	1242
002	RELIGION	230	4	1	235	1061
003	SOCIAL SCIENCE	629	37	3	669	3432
004	LANGUAGE	54	2		56	237
005	SCIENCE	307	55	6	368	1516
006	USEFUL ARTS	968	42	2	1012	4778
007	FINE ARTS	866	34		900	3879
008	LITERATURE	449	16	4	469	1944
009	HISTORY	396	39		435	1773
010	TRAVEL	317	13	1	331	1534
011	BIOGRAPHY	285	39	5	329	1572
012	FOREIGN NON FIC	8			8	44
013	PERIODICALS	274	14		288	1397
014	PAMPHLETS	33			33	137
015	PAPERBACKS	118			118	222
		5248	305	22	5575	25013
115	FICTION	4727	362	84	5173	24509
116	FOREIGN FICTION	3			3	44
117	J E			109	109	756
		4730	362	193	5285	25309
		9978	667	215	10860	50322
218	BIBLIOGRAPHIES					3
235	GROUPS NOT CLAS	10			10	29
236	ATTENDANCE	51			51	224
241	MAPS	4			4	10
242	MEETINGS IN BLD	12			12	39
243	ATTENDANCE	141			141	402
244	MENDING					1
247	PICTURES FRAMED	9			9	28
248	PICTURES MOUNTE	243			243	363
249	PROFESSIONAL VI	1			1	1
251	RECORDS LP	555		35	590	2712
252	RECORDS S	12			12	16
253	RECORDS SR	136			136	541
256	READERS ADVISOR	360	1		361	2916
257	REQUESTS	2			2	2
262	TELEPHONE INCOM	193			193	1042
263	TV	1			1	2
264	VISITS IN COMM	3			3	3
265	RECORD BAGS	85			85	439
301	MABELS NURSING					2
		1818	1	35	1854	8775
		1818	1	35	1854	8775

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964

	MAIN YOUTH					
	GENERAL WORKS	24	15		39	127
001	PHILOSOPHY	60	23		83	473
002	RELIGION	44	9		53	284
003	SOCIAL SCIENCE	177	48	3	228	1776
004	LANGUAGE	31	3		34	250
005	SCIENCE	138	70	1	209	1306
006	USEFUL ARTS	181	76	2	259	2059
007	FINE ARTS	184	60		244	2156
008	LITERATURE	161	28		189	1396
009	HISTORY	215	100		315	1905
010	TRAVEL	56	39		95	581
011	BIOGRAPHY	134	109	2	245	1431
012	FOREIGN NON FIC	5			5	37
013	PERIODICALS	72	31		103	566
014	PAMPHLETS	9			9	71
015	PAPERBACKS	4			4	68
		1495	611	8	2114	14486
115	FICTION	893	1316	18	2227	16955
116	FOREIGN FICTION					9
117	J E			31	31	47
		893	1316	49	2258	17011
		2388	1927	57	4372	31497
218	BIBLIOGRAPHIES					2
221	CLASS VISITS					1
223	INSTRUCTION	1			1	3
225	ATTENDANCE	8			8	38
235	GROUPS NOT CLAS					1
236	ATTENDANCE					8
241	MAPS					2
244	MENDING					8
247	PICTURES FRAMED					1
248	PICTURES MOUNTE	42			42	164
251	RECORDS LP	112	7	1	120	753
252	RECORDS S		1		1	4
253	RECORDS SR	16			16	109
256	READERS ADVISOR	155	304		459	1832
262	TELEPHONE INCOM					1
265	RECORD BAGS	13	2		15	152
604	YP			303	303	1029
		347	314	304	965	4108
		347	314	304	965	4108

DECATUR PUB LIB				
DECATUR ILL				
CIRC STAT				
SEPT 964				
MAGIC CARPET				
GENERAL WORKS				
		17	17	65
001	PHILOSOPHY	2	2	7
002	RELIGION	24	24	192
003	SOCIAL SCIENCE	187	187	1315
004	LANGUAGE	8	8	46
005	SCIENCE	290	290	1817
006	USEFUL ARTS	161	161	1137
007	FINE ARTS	141	141	828
008	LITERATURE	52	52	411
009	HISTORY	74	74	616
010	TRAVEL	104	104	537
011	BIOGRAPHY	171	171	1244
012	FOREIGN NON FIC	5	5	44
013	PERIODICALS	57	57	217
014	PAMPHLETS	1	1	2
015	PAPERBACKS			1
		1294	1294	8479
115	FICTION	1263	1263	9913
116	FOREIGN FICTION	25	25	55
117	J E	2178	2178	14792
		3466	3466	24760
		4760	4760	33239
218	BIBLIOGRAPHIES			1
221	CLASS VISITS	1	1	4
222	BOOK TALKS	10	10	10
223	INSTRUCTION			2
224	STORIES			1
225	ATTENDANCE	30	30	113
235	GROUPS NOT CLAS			6
236	ATTENDANCE			105
244	MENDING	128	128	355
245	OVERDUE BOOKS	130	130	1029
246	OVERDUE NOTICES	74	74	544
248	PICTURES MOUNTE	40	40	193
256	READERS ADVISOR	7	131	888
257	REQUESTS	1	24	165
262	TELEPHONE INCOM		48	189
601	AP		5	46
603	AT			3
604	YP		2	5
607	JP	12	51	162
609	JT		5	23
		20	1	679
		20	1	679
			700	3844
			700	3844

DECATUR PUB LIB

DECATUR ILL

CIRC STAT

SEPT 964

REFERENCE

001	PHILOSOPHY					9
002	RELIGION	1		1		5
003	SOCIAL SCIENCE	2		2		11
004	LANGUAGE					4
005	SCIENCE					8
006	USEFUL ARTS	1		1		20
007	FINE ARTS	1		1		32
008	LITERATURE					25
009	HISTORY					20
010	TRAVEL					1
011	BIOGRAPHY					8
013	PERIODICALS					6
		5		5		149

115 FICTION

						5
						5
		5		5		154

218 BIBLIOGRAPHIES

218	BIBLIOGRAPHIES					2
232	RECORDAK	74		74		858
240	INTER LIBRARY L	17		17		67
248	PICTURES MOUNTE					14
251	RECORDS LP					13
253	RECORDS SR					1
256	READERS ADVISOR	460	228	4	692	3339
265	RECORD BAGS					3
601	AP			427	427	2336
602	AM					31
603	AT	12	42	369	423	2082
604	YP					14
		563	270	800	1633	8760
		563	270	800	1633	8760

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

262 TELEPHONE INCOM

3016

3016

3016

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
SEPT 964
TECH PROCESSES

218	BIBLIOGRAPHIES			1
244	MENDING		653	2482
249	PROFESSIONAL VI	1	1	1
		1	654	2484
		1	654	2484

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
SEPT 964
AUDIO VISUAL

227	FILMS ATTENDANC	645				645	1825
228	SHOWINGS	15				15	59
229	16 MM	15				15	59
245	OVERDUE BOOKS	437	48	225		710	5808
246	OVERDUE NOTICES	278	39	121		438	3645
262	TELEPHONE INCOM	631				631	2925
		2021	87	346		2454	14321
		2021	87	346		2454	14321

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964

B 1

	GENERAL WORKS	1	2	8	11	42
001	PHILOSOPHY	6	11	1	18	97
002	RELIGION	13		10	23	133
003	SOCIAL SCIENCE	22	8	70	100	608
004	LANGUAGE	2		3	5	40
005	SCIENCE	11	9	171	191	950
006	USEFUL ARTS	58	26	107	191	1094
007	FINE ARTS	49	7	62	118	708
008	LITERATURE	66	4	26	96	475
009	HISTORY	15	21	41	77	539
010	TRAVEL	25	9	18	52	245
011	BIOGRAPHY	38	25	81	144	854
012	FOREIGN NON FIC	2		6	8	23
013	PERIODICALS	60	14	27	101	702
014	PAMPHLETS	1			1	6
		369	136	631	1136	6516
115	FICTION	787	656	1067	2510	14683
116	FOREIGN FICTION			1	1	3
117	J E			1637	1637	10407
		787	656	2705	4148	25093
		1156	792	3336	5284	31609
244	MENDING	20		92	112	407
251	RECORDS LP	4			4	28
256	READERS ADVISOR	60	67	240	367	2020
257	REQUESTS	8	10	1	19	100
		92	77	333	502	2555
		92	77	333	502	2555
401	18TH & E WILLIA	95	63	478	636	3557
402	CARDINAL & PIPI	23	4	97	124	1323
405	FAIRVIEW PLAZA	405	245	837	1487	6606
408	SAWYER & MONROE	185	188	685	1058	7358
411	GRAND & SUMMIT	278	183	921	1382	8591
512	22ND & E CLAY	170	109	318	597	4174
		1156	792	3336	5284	31609
		1156	792	3336	5284	31609

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964

B 2

GENERAL WORKS

		1	5	6	26
001	PHILOSOPHY	9	7	16	68
002	RELIGION	13		19	138
003	SOCIAL SCIENCE	18	19	116	831
004	LANGUAGE	3		10	56
005	SCIENCE	5	14	264	2187
006	USEFUL ARTS	60	25	96	181
007	FINE ARTS	42	26	73	676
008	LITERATURE	47	3	33	485
009	HISTORY	37	10	80	791
010	TRAVEL	20	4	43	404
011	BIOGRAPHY	44	28	168	1335
012	FOREIGN NON FIC			15	35
013	PERIODICALS	90	26	32	796
014	PAMPHLETS	1			1
015	PAPERBACKS	8	14	22	44
		397	177	976	8054

115	FICTION	883	886	1103	2872	17775
116	FOREIGN FICTION			12	12	60
117	J E			2171	2171	12232
		883	886	3286	5055	30067
		1280	1063	4262	6605	38121

221	CLASS VISITS			2	2	2
223	INSTRUCTION			1	1	1
225	ATTENDANCE			55	55	55
244	MENDING	5		5	10	110
251	RECORDS LP	8			8	60
256	READERS ADVISOR	31	34	127	192	1068
257	REQUESTS	52	10	9	71	368
		96	44	199	339	1664
		96	44	199	339	1664

502	MACON & LINDEN	49	9	98	156	2225
503	FOREST & LINCOL	42	43	186	271	2363
504	32ND & DUCHESS	204	135	510	849	5588
506	MT CALVARY CHUR	660	536	2294	3490	15800
508	MC CLELLAN					3799
509	N FORK RD	57	44	262	363	639
510	MT ZION RD	11	28	197	236	352
513	24TH & E WILLIA	33	24	139	196	1500
514	EISNERS	224	244	576	1044	5855
601	AP					4
602	AM					1
604	YP		1		1	7
607	JP		2	3	5	14

		1280	1066	4265	6611	38147
		1280	1066	4265	6611	38147

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964

EVANS BRANCH

	GENERAL WORKS	20	1	2	23	68
001	PHILOSOPHY	21	5	1	27	128
002	RELIGION	10		4	14	135
003	SOCIAL SCIENCE	20	17	47	84	514
004	LANGUAGE	4		2	6	53
005	SCIENCE	27	13	72	112	546
006	USEFUL ARTS	72	11	21	104	726
007	FINE ARTS	60	13	19	92	485
008	LITERATURE	63	7	15	85	345
009	HISTORY	48	13	35	96	381
010	TRAVEL	11	7	10	28	231
011	BIOGRAPHY	43	29	31	103	568
012	FOREIGN NON FIC					9
013	PERIODICALS	154	10	16	180	878
014	PAMPHLETS	1			1	35
015	PAPERBACKS					2
		554	126	275	955	5104
115	FICTION	857	403	322	1582	9932
116	FOREIGN FICTION			1	1	2
117	J E			538	538	4097
		857	403	861	2121	14031
		1411	529	1136	3076	19135
218	BIBLIOGRAPHIES					1
221	CLASS VISITS					6
223	INSTRUCTION					6
224	STORIES					6
225	ATTENDANCE					140
235	GROUPS NOT CLAS			2	2	8
236	ATTENDANCE			20	20	161
242	MEETINGS IN BLD					2
243	ATTENDANCE					15
244	MENDING	13	3	33	49	204
248	PICTURES MOUNTE			30	30	411
251	RECORDS LP	56		11	67	275
253	RECORDS SR	24			24	96
256	READERS ADVISOR	40	74	69	183	1174
257	REQUESTS					16
259	STORY HOURS					2
260	ATTENDANCE					54
261	NUM OF STORIES					4
262	TELEPHONE INCOM	134			134	767
601	AP			15	15	50
603	AT			1	1	8
604	YP			17	17	87
605	YM			1	1	1
607	JP			1	1	2
		267	77	200	544	3496
		267	77	200	544	3496

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964
 HOME SERVICE
 GENERAL WORKS

					5
001	PHILOSOPHY	2		2	4
002	RELIGION	27		27	129
003	SOCIAL SCIENCE	4	1	5	36
005	SCIENCE	15	4	19	55
006	USEFUL ARTS	8	1	9	38
007	FINE ARTS	26	2	28	98
008	LITERATURE	25	1	26	146
009	HISTORY	10	1	11	64
010	TRAVEL	55	3	58	620
011	BIOGRAPHY	50	32	2	84
013	PERIODICALS	19			19
		241	45	2	288
					1298
115	FICTION	448	57	2	507
		448	57	2	507
		689	102	4	795
					3550
237	HOME SERVICE VI	55		55	239
238	HOME SERVICE PA	82		82	362
239	HOME SERVICE PA				3
251	RECORDS LP	30		30	122
252	RECORDS S				1
257	REQUESTS	6		6	40
305	WAKEFIELDS	35		35	137
306	WAKEFIELD NO 2	31		31	243
307	MABELS NURSING				15
308	LAKESHORE MANOR	80		80	384
309	RANKIN NURSING	39		39	144
310	SCOTT NURSING H	39		39	156
311	SCOTT NURSING H	35		35	146
610	JT				43
611	JT	16		16	39
		448		448	2074
		448		448	2074

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964

	ST MARYS HOSP				
001	PHILOSOPHY	1		1	2
002	RELIGION	11		11	23
003	SOCIAL SCIENCE				5
005	SCIENCE	1		1	3
006	USEFUL ARTS				2
007	FINE ARTS	2		2	61
008	LITERATURE	6		6	36
009	HISTORY	2		2	17
010	TRAVEL	4		4	19
011	BIOGRAPHY	13	1	14	55
		40	1	41	223
115	FICTION	135	8	143	686
		135	8	143	686
		175	9	184	909
257	REQUESTS	1		1	11
		1		1	11
		1		1	11

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

001	PHILOSOPHY	1			1	2
002	RELIGION	5			5	17
003	SOCIAL SCIENCE			2	2	17
004	LANGUAGE					2
005	SCIENCE	3		17	20	38
006	USEFUL ARTS	1		13	14	52
007	FINE ARTS	20		13	33	115
008	LITERATURE	8		4	12	39
009	HISTORY			2	2	5
010	TRAVEL	5		7	12	32
011	BIOGRAPHY	7	1	24	32	131
		50	1	82	133	450
115	FICTION	99	44	70	213	1049
117	J E			131	131	594
		99	44	201	344	1643
		149	45	283	477	2093

257 REQUESTS

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5

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

001	PHILOSOPHY							1
002	RELIGION	3					3	9
003	SOCIAL SCIENCE	1					1	10
005	SCIENCE	1					1	9
006	USEFUL ARTS	1					1	12
007	FINE ARTS	1					1	33
008	LITERATURE	5					5	24
009	HISTORY	2	1				3	48
010	TRAVEL	6	1	1			8	45
011	BIOGRAPHY	1					1	14
013	PERIODICALS	13					13	85
		34	2	1			37	290
115	FICTION	58	3				61	265
116	FOREIGN FICTION							19
		58	3				61	284
		92	5	1			98	574
257	REQUESTS	2					2	33
		2					2	33
		2					2	33

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
SEPT 964
ASST LIBRARIAN

218 BIBLIOGRAPHIES
264 VISITS IN COMM

1
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DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964
 JUV COORDINATOR

002	RELIGION		1	1	1
003	SOCIAL SCIENCE		1	1	4
008	LITERATURE				9
009	HISTORY				1
010	TRAVEL				2
011	BIOGRAPHY		2	2	6
014	PAMPHLETS		1	1	1
			5	5	24
115	FICTION		3	3	70
			3	3	70
			8	8	94
221	CLASS VISITS				10
223	INSTRUCTION				1
224	STORIES				4
225	ATTENDANCE				212
226	EXHIBITS		1	1	2
235	GROUPS NOT CLAS		1	1	6
236	ATTENDANCE		19	19	106
242	MEETINGS IN BLD		3	3	16
243	ATTENDANCE		10	10	58
249	PROFESSIONAL VI				1
259	STORY HOURS	4		4	5
260	ATTENDANCE	86		86	105
261	NUM OF STORIES	12		12	15
264	VISITS IN COMM				2
		102	34	136	543
		102	34	136	543

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
SEPT 964
HELEN SPITTLER

226 EXHIBITS

16

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22

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16

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22

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16

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22

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DECATUR PUB LIB
DECATUR ILL
CIRC STAT
SEPT 964

NURSES RESIDENC

001	PHILOSOPHY			8
002	RELIGION	1	1	4
003	SOCIAL SCIENCE			3
006	USEFUL ARTS	5	5	11
008	LITERATURE			19
011	BIOGRAPHY	4	4	6
		10	10	51

115	FICTION	81	81	334
		81	81	334
		91	91	385

257	REQUESTS	1	1	3
		1	1	3
		1	1	3

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964
 DILL BRANCH

	GENERAL WORKS	10		8	18	57
001	PHILOSOPHY	8	4		12	53
002	RELIGION	6	3	1	10	75
003	SOCIAL SCIENCE	14	17	50	81	458
004	LANGUAGE	2		3	5	30
005	SCIENCE	8	11	102	121	574
006	USEFUL ARTS	36	22	45	103	645
007	FINE ARTS	22	15	48	85	533
008	LITERATURE	15	5	18	38	251
009	HISTORY	3	21	83	107	616
010	TRAVEL	5	6	41	52	276
011	BIOGRAPHY	24	22	94	140	764
012	FOREIGN NON FIC			1	1	2
013	PERIODICALS	65		17	82	426
014	PAMPHLETS					1
		218	126	511	855	4761
115	FICTION	503	404	608	1515	9389
116	FOREIGN FICTION			1	1	15
117	J E			1050	1050	8098
		503	404	1659	2566	17502
		721	530	2170	3421	22263
221	CLASS VISITS			2	2	4
223	INSTRUCTION			3	3	5
225	ATTENDANCE			60	60	123
235	GROUPS NOT CLAS					1
236	ATTENDANCE					25
244	MENDING	27			27	128
251	RECORDS LP	50		5	55	285
252	RECORDS S					1
253	RECORDS SR	11			11	61
256	READERS ADVISOR			183	183	968
259	STORY HOURS		1		1	2
260	ATTENDANCE		23		23	40
261	NUM OF STORIES		3		3	5
262	TELEPHONE INCOM	115			115	569
601	AP					6
603	AT			6	6	16
604	YP			19	19	37
607	JP			13	13	13
		203	27	291	521	2289
		203	27	291	521	2289

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
SEPT 964
ADM ASSIST

218 BIBLIOGRAPHIES
249 PROFESSIONAL VI

3
3
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6

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 SEPT 964

GENERAL WORKS		122	24	40	186	635
	*	90	24	67	181	592
001	PHILOSOPHY	355	55	4	414	2094
	*	382	53	1	436	2133
002	RELIGION	364	16	60	440	2206
	*	328	11	83	422	2098
003	SOCIAL SCIENCE	887	147	479	1513	9020
	*	877	102	469	1448	8553
004	LANGUAGE	96	5	26	127	718
	*	91	7	24	122	595
005	SCIENCE	516	176	923	1615	9009
	*	471	214	841	1526	7913
006	USEFUL ARTS	1391	203	447	2041	10755
	*	1308	245	443	1996	11197
007	FINE ARTS	1273	157	356	1786	9604
	*	1193	171	261	1625	9599
008	LITERATURE	845	64	152	1061	5605
	*	817	60	158	1035	5263
009	HISTORY	728	206	315	1249	6776
	*	766	195	299	1260	6641
010	TRAVEL	504	82	225	811	4527
	*	484	91	217	792	3967
011	BIOGRAPHY	643	286	580	1509	8072
	*	585	298	517	1400	7730
012	FOREIGN NON FIC	15		27	42	194
	*	13		18	31	249
013	PERIODICALS	747	95	149	991	5092
	*	711	92	107	910	4890
014	PAMPHLETS	45		2	47	254
	*	47			47	333
015	PAPERBACKS	130	14	22	166	337
	*	132		1	133	236
Total Non-fiction		8661	1530	3807	13998	74898
	*	8295	1563	3506	13364	71989
115	FICTION	9471	4139	4540	18150	107817
	*	8573	3471	4488	16532	102598
116	FOREIGN FICTION	3		40	43	207
	*	3		42	45	233
117	J E			7845	7845	51023
	*			7255	7255	49482
Total fiction		9474	4139	12425	26038	159047
	*	8576	3471	11785	23832	152313
Total Books		18135	5669	16232	40036	233945
	*	16871	5034	15291	37196	224302

*1963 figures

+ 2840 +9643

001	MAIN ADULT	9978	667	215	10860	50322
002	MAIN YOUTH	2388	1927	57	4372	31497
003	MAGIC CARPET			4760	4760	33239
004	REFERENCE	5			5	154
015	HOME SERVICE	689	102	4	795	3550
016	ST MARYS HOSP	175	9		184	909
017	D M C	149	45	283	477	2093
018	T B SAN	92	5	1	98	574
025	JUV COORD			8	8	94
031	NURSES RES	91			91	385
		13567	2755	5328	21650	122817
111	B 1	1156	792	3336	5284	31609
112	B 2	1280	1063	4262	6605	38121
113	EVANS BRANCH	1411	529	1136	3076	19135
132	DILL BRANCH	721	530	2170	3421	22263
		4568	2914	10904	18386	111128
		18135	5669	16232	40036	233945

218	BIBLIOGRAPHIES							14
221	CLASS VISITS							27
222	BOOK TALKS				5		5	10
223	INSTRUCTION				10		10	18
224	STORIES	1			4		5	11
225	ATTENDANCE	8						681
226	EXHIBITS	16			145		153	114
227	FILMS ATTENDANC	645	6		1		23	1825
228	SHOWINGS	15					645	59
229	16 MM	15					15	59
232	RECORDAK	74					15	858
235	GROUPS NOT CLAS	10					74	51
236	ATTENDANCE	51			3		13	629
237	HOME SERVICE VI	55			39		90	239
238	HOME SERVICE PA	82					55	362
239	HOME SERVICE PA						82	3
240	INTER LIBRARY L	17						67
241	MAPS	4					17	12
242	MEETINGS IN BLD	12					4	57
243	ATTENDANCE	141			3		15	475
244	MENDING	65			10		151	3695
245	OVERDUE BOOKS	437			258		979	6837
246	OVERDUE NOTICES	278			355		840	4189
247	PICTURES FRAMED	9			195		512	29
248	PICTURES MOUNTE	285					9	1145
249	PROFESSIONAL VI	2			70		355	6
251	RECORDS LP	815					2	4248
252	RECORDS S	12			7		52	22
253	RECORDS SR	187			1		13	808
256	READERS ADVISOR	1113			708		187	14205
257	REQUESTS	73			21		2575	743
259	STORY HOURS				5		128	9
260	ATTENDANCE				109		5	199
261	NUM OF STORIES				15		109	24
262	TELEPHONE INCOM	1073					15	8509
263	TV	1					48	1
264	VISITS IN COMM	3					1121	3
265	RECORD BAGS	98					1	8
301	MABELS NURSING				2		3	594
305	WAKEFIELDS	35					100	2
306	WAKEFIELD NO 2	31					35	137
307	MABELS NURSING						31	243
308	LAKESHORE MANOR	80						15
309	RANKIN NURSING	39					80	384
310	SCOTT NURSING H	39					39	144
311	SCOTT NURSING H	35					39	156
401	18TH & E WILLIA	95					35	146
402	CARDINAL & PIPI	23			63		478	636
405	FAIRVIEW PLAZA	405			4		97	3557
408	SAWYER & MONROE	185			245		837	124
411	GRAND & SUMMIT	278			188		685	1487
502	MACON & LINDEN	49			183		921	1058
503	FOREST & LINCOL	42			9		98	1382
504	32ND & DUCHESS	204			43		186	156
506	MT CALVARY CHUR	660			135		510	271
508	MC CLELLAN				536		2294	849
509	N FORK RD	57					3490	5588
510	MT ZION RD	11			44		262	15800
512	22ND & E CLAY	170			28		197	3799
513	24TH & E WILLIA	33			109		318	363
514	EISNERS	224			244		576	271
601	AP							2363
602	AM							236

5078

991

603	AT	12	42	376	430	2109
604	YP		1	341	342	1179
605	YM			1	1	1
607	JP	12	2	68	82	191
609	JT			5	5	23
610	JT					43
611	JT	16			16	39

3585

603	AT	12	42	376	430	2109
604	YP		1	341	342	1179
605	YM			1	1	1
607	JP	12	2	68	82	191
609	JT			5	5	23
610	JT					43
611	JT	16			16	39

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