

DECATUR PUBLIC LIBRARY
Decatur, Illinois
MINUTES OF THE BOARD OF DIRECTOR'S MEETING
February 23, 1963

The Board of Directors met in the Board Room of the Decatur Public Library, 457 North Main Street, Decatur, Illinois, February 23, 1963.

Members present:

Mr. Jack R. Burnett, President
Mrs. Erich Stern
Mrs. Dwight Nelson
Mr. John Cheeks
Mr. Francis Hart, Vice-president
Mr. Harold Koslofski

Members absent:

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

Others present:

Mr. Mike Burns, Reporter, Review Newspaper
Mrs. Judith Hansen, Staff member
Mrs. Mary T. Howe, Secretary-Librarian

The meeting was called to order at 9:05 A.M. by Mr. Jack Burnett, president. The Minutes of the January 25th meeting were read by Mrs. Howe. They were approved as read.

Mr. Harold Koslofski gave the report of the Finance Committee, which met Wednesday, February 20th and checked the bills. He moved the bills be approved for payment. Mrs. Nelson seconded the motion. Roll call was taken. Mr. Burnett, Mrs. Stern, Mrs. Nelson, Mr. Cheeks, Mr. Hart and Mr. Koslofski voted aye. No abstentions or noes were recorded. Motion carried.

Staff Salaries	\$ 14,420.74
Operating Expenses	<u>7,033.36</u>
Total Expenditures for February, 1963	\$ 21,454.10

The budget manual was presented as prepared by Mrs. Howe. The referral letter was examined and approved with one correction to read "~~citizens~~ of Decatur," instead of "Decatur citizens."

Mrs. Howe called attention to the salary request. The budget was not revised after Mr. Burton's death, therefore, some adjustments may be necessary if we continue to use the Decatur Window Cleaners. Mr. Burnett said the only increase in the budget is for salaries and some money may need to be transferred for custodial work.

Mrs. Arisman, Mrs. Rule and Mr. Mullen will leave and the library will not replace them with the same caliber person. As the salaries go up, the number of persons go down. Mr. Kirk, Executive Secretary of the Civil Service Commission, gave an examination to two recent Millikin University graduates. Mrs. Puhek would like to use only clerical workers at Main Desk. Mrs. Howe asked for the approval of the salaries listed for May 1, 1963. Mrs. Nelson moved the budget be sent to the City Council as presented. Mr. Hart seconded the motion. All present voted aye. Motion carried.

Mr. Burnett reported on the legal aid to the library. He wasn't able to contact Mr. Merris but he asked Mr. Latendresse if he was Mr. Merris' assistant. He does work for Mr. Merris, but the city pays him for the work. Therefore, we would not get free assistance and so we may have to rely on Mr. Merris.

Mr. Cheeks reported for the Personnel Committee, saying he thought that everything had been covered. If there are any additions it will be reported at the next meeting.

Mr. Burnett suggested a note be attached to the IBM Application Brief saying that IBM paid for the publication and it was not published at the city's expense. He also suggested that if the Personnel Committee wishes to endorse some increases we should go along with it.

There was discussion about the Federal Wage and Hour Act requirements. Mrs. Howe reported the hourly rate for all pages (except 2) had been increased to \$1.00 per hour.

Mr. Hart reported a meeting with the Downtown Council. Mr. Burnett, Mr. Harlan, Mrs. Stern and Mr. Hart were present. No decisions were made. Mr. Harlan presented an outline of the general plan the Downtown Council had for downtown areas. He expressed a desire for the library to be a part of their planning. Mr. Irwin, City Planner, and he went out to South Shores and examined several possible sites for a branch. The arrangement would have to be something like Dill Branch. Bookmobile 3 has a collection that could be used for about 50% of a beginning book stock.

The next step on the Main Library would be to contact Mr. Merris. Dr. Goldhor from the University of Illinois will be here March 7 and 8th to survey the building needs for the Main Library. Copies of the letter from Mr. Ralph Ulveling and Mr. Charles Mohrhart were sent to all Board members.

The librarian gave a report on the continued increase in circulation. She announced the data processing clinic at the University of Illinois, April 28 - May 1, 1963, which is at the close of our fiscal year. The University would like for Decatur to be represented. She suggested that if Mrs. Weidner and she could attend part of the sessions, members of the Board could attend the other sessions. Mrs. Stern thought she might be able to go.

Mrs. Howe asked if the members had any questions. Mrs. Nelson wanted to know how much help we gave high school students. This brought to light a complaint from a teen-aged daughter of a friend.

The question of professional legal aid was raised. Mr. Burnett said that professional people often put aside free jobs until there was time to work on them. He thought the library would have to go ahead and contact Byron Merris.

Mrs. Howe elaborated on National Library Week. She explained about the International Fair sponsored by the Rotary Club on April 24, 1963 in the Masonic Temple. Professor William B. Hesseltine will be here April 11, 1963 for the Civil War Round Table. The Friends of the Library will be invited and the library could share a nominal amount of the expense - \$25.00.

Mr. Cheeks complimented Mrs. Howe on the budget.

Mr. Hart moved the meeting be adjourned. Mr. Cheeks seconded the motion.
Meeting adjourned at 10:00 A.M.

Respectfully submitted,

Mary T. Howe, Secretary

CHARLES M. MOHRHARDT and RALPH A. ULVELING
ASSOCIATED LIBRARY BUILDING CONSULTANTS
3996 Lincoln Drive Birmingham, Michigan

February 1, 1963

Mrs. Mary T. Howe, Secretary
Board of the Decatur Public Library
Decatur, Illinois

Dear Mrs. Howe:

After an examination of your present library building which was done with a view to developing plans for its enlargement, we have decided to present the following recommendations to the Decatur Library Board:

1. The present building has now become a liability from both the standpoint of economics and of library service. Structurally the building has already had to undergo major reinforcement just to insure the safety of people entering the building whether as patrons or as employees. We assume that there is no present danger now existing, but almost certainly other structural problems necessitating costly repairs again will develop. We believe it would be throwing good money after bad to keep on trying to rehabilitate the old structure which is now about 60 years old and which even when new was never intended to provide for the volume and the variety of service it is now attempting to carry.
2. Though the book lending and book return procedures are fully modern and up-to-date, the structure does not permit organizing the library's book collections and reading rooms for effective, efficient service. Too many expedients have had to be made merely to take advantage of small areas here and there, to relieve overcrowding. The addition of added shoring supports for the floors has further restricted the effective utilization of space.
3. Because of these factors we believe the most practical and sensible thing to do would be to replace the present structure with a simple, open-type, but attractive looking new building. Such a structure which would utilize bookstacks and bookshelving for separations between the various service areas and would have fixed partitions only where absolutely essential (around toilets, offices, etc.). Thus it would have the simplicity and the flexibility of a warehouse type structure while maintaining the attractiveness of a modern library but with a minimum of construction expense.
4. We believe too that in such a building it would be possible, depending on the location and shape of the site, to plan the functions so that entrances from the street and from the parking area could be controlled by a single charge and return desk. Merely eliminating from your operating costs the need for staffing a second exit, year in and year out, for the life of the building would save thousands of dollars of staff costs.

February 1, 1963

5. A new open, functional type building of the kind envisioned would permit locating the various services--children, young adult, adult--in an effective relationship so the users of the library would be able to get a maximum of benefit from the investment being made each year in books and in staff time.
6. Finally may we say that though your library may appear crowded and heavily used now, it has been our experience after watching developments in many, many cities that when a new building with comfortable uncrowded accommodations is made available, the use of the library increases substantially, in some cases 50% to 80%. We have no reason for believing Decatur will not follow the usual pattern. Certainly evidence points to the fact that your Library should have a much larger building to effectively serve the people of Decatur. A larger, more expensive building to provide this increased service will not, however, require a proportionally larger staff.
7. The present library location seems to be a very good one, though of course we did not attempt to see how it might compare with other sites. However, if the land available on the present site together with some of the adjoining parking lot was used, we think a very desirable solution for Decatur could be achieved.

Sincerely yours,

Ralph A. Uvaling
Charles D. Holzer

Library Building Consultants

RAU:MJS

DECATUR PUBLIC LIBRARY
Decatur, Illinois

COMBINED BUDGET AND BILL LIST FOR FEBRUARY, 1963

100	SALARIES S	17500000		13279587	4220413
	BL CR AND		1086165 ✓		
	DEC CITY C		19626 ✓		
	NATL BK DE		18000 ✓		
	TREAS CIT		218490 ✓		
	UNITED FUN		98093 ✓		
			1700 ✓		
100		17500000	1442074	14721661	2778339*
150	SALARIES B	552000		318541	233459
150		552000		318541	233459*
		18052000	1442074	15040202	3011798*
201	BINDING SU	82200		25230	56970
	PLASTIC CO		10 CR ✓		
201		82200	10 CR	25220	56980*
202	CAT MATER I	84000		62365	21635
202		84000		62365	21635*
203	FREIGHT EX	14400		6994	7406
	FIELD ENTE		1650 ✓		
	I K C		441 ✓		
203		14400	2091	9085	5315*
204	IBM SUPPL I	535000		491179	43821
	IBM		2350 ✓		
	IBM		54000 ✓		
204		535000	56350	547529	12529*CR
205	OFFICE SUP	292100		162266	129834
	DEC PAPER		530 ✓		
	GAYLORD BR		1995 ✓		
	HAINES & E		345 ✓		
	RECORDAK C		636 ✓		
	SCHUERMAN		35 ✓		
	SCHUERMAN		200 ✓		
	THERMOFAX		500 ✓		
	TURNBO DOR		41 ✓		
	PLASTIC BA		86 CR ✓		
	VERIFAX		1799 CR ✓		
205		292100	2397	164663	127437*
206	POSTAGE	129300		101318	27982
	BRITISH BK		25 ✓		
	CROWN PUB		19 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY, 1963

	FOLLETT LI		94 ✓		
	HACKER ART		35 ✓		
	INST FOR R		38 ✓		
	MCCLURG A		20 ✓		
	MCCLURG A		30 ✓		
	NATL FIRE		19 ✓		
	PHILPENN P		30 ✓		
	POSTMASTER	9000 ✓			
	STECHELT H		30 ✓		
	STECHELT H		29 ✓		
	STECHELT H		28 ✓		
	STECHELT H		30 ✓		
	THERMOFAX		44 ✓		
	U CHICAGO		24 ✓		
	U CHICAGO		44 ✓		
	POSTMASTER	2250 ✓			
	RESERVES	894 CR ✓			
	MISC POSTA	115 CR ✓			
206		129300	10780	112098	17202*
207	PRINTING	82000		60700	21300
207		82000		60700	21300*
208	REP TO EQU	66400		80148	13748
	CHALMERS F		2050 ✓		
208		66400	2050	82198	15798*CR
209	TEL TOLLS	14000		6741	7259
	ILLINOIS' B		350 ✓		
209		14000	350	7091	6909*
210	TEL SERVIC	8900		1771 CR	10671
210		8900		1771 CR	10671*
212	RENT OF MA	75700		62065	13635
212		75700		62065	13635*
213	SERV CONTR	21800		22220	420
	PITNEY BOW		1800 ✓		
	TAYLOR OFF		16200 ✓		
	THERMOFAX		6500 ✓		
213		21800	24500	46720	24920*CR
214	SERV CONTR			10865	10865
214				10865	10865*CR
220	PROF DEVEL	117700		130335	12635
	HOWE MRS M		299 ✓		
	YAMAMOTO M		1898 CR ✓		
220		117700	1599 CR	128736	11036*CR

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY 1963

221	COMM SERVI	15900		13636	2264
	A OF C DEC		600 ✓		
	HOWE MRS M		300 ✓		
	KIRCHGRABE		200 ✓		
	N O M A		2400 ✓		
221		15900	3500	17136	1236 * CR
222	EXHIBIT EX	8600		3020	5580
222		8600		3020	5580 *
223	HANDLING C	3000		2052	948
	MCCLURG A		10 ✓		
	MODERN DRU		50 ✓		
223		3000	60	2112	888 *
224	ADVERTISIN	1200		17950	16750
224		1200		17950	16750 * CR
225	AUDITING	50000		50350	350
225		50000		50350	350 * CR
299	MISC	23300		10921	12379
	DECATUR CL		5839 ✓		
	DECATUR GR		1596 ✓		
	EISNERS		540 ✓		
	HOWE MRS M		100 ✓		
299		23300	8075	18996	4304 *
		1625500	108544	1427128	198372 *
301	BLDG SUPPL	117900		109073	8827
	BLACK & CO		16 ✓		
	FRAZIER DI		522 ✓		
	HEISE ELEC		9443 ✓		
301		117900	9981	119054	1154 * CR
302	CLEANING S	16100		5134	10966
	DEC INDUST		650 ✓		
302		16100	650	5784	10316 *
303	CONTRACT R	500000		401606	98394
303		500000		401606	98394 *
304	GARBAGE &	11400		10950	450
	BASTOB JOH		500 ✓		
	ROHMAN FRE		600 ✓		
304		11400	1100	12050	650 * CR
306	INSURANCE	465800		444467	21333
	BENNETT SH		2316 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

COMBINED BUDGET AND BILL LIST FOR FEBRUARY 1963

Item Number	Description	Budget	Actual	Balance	Notes
306	NICHOLSON	465800	3967 ✓ 6283	450750	15050*
307	LIGHT & PO	79200		159292	80092
	ILL POWER		11554		
307		79200	11554	170846	91646*CR
308	BLDG REPAI	83500		70735	12765
	F HUBBARD		3556 ✓		
	F HUBBARD		690 ✓		
	F HUBBARD		4508 ✓		
	F HUBBARD		4509 ✓		
	F HUBBARD		4509 ✓		
	FISHER SIG		3000 ✓		
308		83500	20772	91507	8007*CR
309	TRAVEL	62800		34378	28422
	CONSUMER S		420 ✓		
	CONSUMER S		370 ✓		
	YELLOW CAB		180 ✓		
	CITY OF DE		196 ✓		
	CITY OF DE		1337 ✓		
	CITY OF DE		1114 ✓		
309		62800	3617	37995	24805*
310	HEALTH & S	4900		627	4273
310		4900		627	4273*
311	CONTRACT C	552800		458150	94650
	DEC WINDOW		31200 ✓		
	DEC WINDOW		30000 ✓		
	DEC WINDOW		4300 ✓		
	DEC WINDOW		11500 ✓		
311		552800	77000	535150	17650*
312	ARCHITECT	60000		44729	15271
312		60000		44729	15271*
313	REP AUTO E	221000		144797	76203
	NATL CITY		2094 ✓		
	NATL CITY		652 ✓		
	NATL CITY		217 ✓		
	NATL CITY		869 CR ✓		
	NATL CITY		945 ✓		
	NATL CITY		506 ✓		
	NATL CITY		870 ✓		
	NATL CITY		435 ✓		
	NATL CITY		2050 ✓		
	NATL CITY		1885 ✓		
	NATL CITY		435 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

COMBINED BUDGET AND BILL LIST FOR FEBRUARY 1963

313	NATL CITY	221000	1828✓ 11048	155845	65155*
314	CLEANING S	9500		1461	8039
	NORMANS		187✓		
314		9500	187	1648	7852*
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	3400			3400
399		3400			3400*
		2203300	142192	2027591	175709*
401	BINDING	100000		214110	114110
	STAPPENBEC		1470✓		
	STAPPENBEC		630✓		
	STAPPENBEC		20645✓		
401		100000	22745	236855	136855*CR
402	BOOKS	3819100		2372073	1447027
	AM LIBRARY		90✓		
	AMER INST		75✓		
	AMER YOUTH		200✓		
	BAKER & TA		8807✓		
	BAKER & TA		228✓		
	BAKER & TA		7135✓		
	BAKER & TA		18837✓		
	BAKER & TA		22482✓		
	BAKER & TA		10922✓		
	BAKER & TA		988✓		
	BAKER & TA		7713✓		
	BAKER & TA		15167✓		
	BAKER & TA		13013✓		
	BAKER & TA		15291✓		
	BAKER & TA		18237✓		
	BAKER & TA		1157✓		
	BAKER & TA		452✓		
	BAKER & TA		1078✓		
	BOWKER R R		2250✓		
	CNTR CONT		500✓		
	BRITISH BK		520✓		
	CROWN PUB		200✓		
	DOCUMENTS		750✓		
	DOUBLEDAY		677✓		
	DOUBLEDAY		2025✓		
	FIELD ENTE		62000✓		
	FOLLETT LI		2799✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY 1963

GARDNER C		2344	✓		
HACKER ART		892	✓		
HOUSE BEAU		400	✓		
ILLINOIS B		3145	✓		
IMPERIAL B		47494	✓		
IMPERIAL B		15094	✓		
IMPERIAL B		1074	✓		
INST FOR R		950	✓		
MARTINDALE		6500	✓		
MCCLURG A		558	✓		
MCCLURG A		626	✓		
MCNAUGHTON		10500	✓		
MODERN DRU		1850	✓		
MOODYS INV		750	✓		
MOODYS INV		750	✓		
NATL ACAD		450	✓		
NAT ASSOC		75	✓		
NATL FIRE		700	✓		
NEW METHOD		61594	✓		
NEW METHOD		9677	✓		
NEW METHOD		598	✓		
NEW METHOD		1710	✓		
NEW METHOD		1675	✓		
PHILPENN P		450	✓		
SCARECROW		900	✓		
STECHECHERT H		525	✓		
STECHECHERT H		420	✓		
STECHECHERT H		200	✓		
STECHECHERT H		275	✓		
SUPT OF DO		200	✓		
T W PUBLIS		625	✓		
U CHICAGO		1008	✓		
U CHICAGO		2170	✓		
DEC WOMANS		500	CR ✓		
GENERAL PA		642	CR ✓		
GT BKS GAR		1100	CR ✓		
L AND D		4717	CR ✓		
STAFF BOOK		1005	CR ✓		
STAFF BOOK		939	CR ✓		
402		3819100		380869	2752942 1066158*
405 FILMS 16MM	30000			46950	16950
405	30000			46950	16950*CR
408 FILMS MICR	177000			99592	77408
VITAL SPEE		400	✓		
408	177000	400		99992	77008*
409 FILMS RENT				5629	5629
FILM RENTA		430	CR ✓		
409		430	CR	6059	6059*

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY 1963

410	PAMPHLETS	20000		8020	11980
410		20000		8020	11980*
412	PICTURES	10000		7190	2310
412		10000		7190	2310*
414	RECORDS LP			9117	9117
414				9117	9117*CR
415	RECORDS S	120000		95028	24972
	CHESTERFIE		309 ✓		
	CHESTERFIE		8651 ✓		
	STAFF RECO		1734 CR ✓		
415		120000	7226	102254	17746*
419	PERIODICAL	300000		378759	78759
	AM LIBRARY		500 ✓		
	HANSON BEN		1000 ✓		
	HANSON BEN		6915 ✓		
	HANSON BEN		1250 CR		
	HANSON BEN		700 CR		
	DEC HERLD		570 ✓		
419		300000	7035	385794	85794*CR
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000		64600	5400
421		70000		64600	5400*
422	SERVICES	200000		222026	22026
422		200000		222026	22026*CR
499	MISCELLANE	2100			2100
499		2100			2100*
401		4853200	417845	3929681	923519*

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY 1963

502	ADD TO EQU	165000		52573	112427
	BLACK & CO		1255 ✓		
502		165000	1255	53828	111172*
		165000	1255	53828	111172*
603	RENTALS	201000		134000	67000
	SWARTZ HOM		16750 ✓		
	SWARTZ HOM		16750 ✓		
603		201000	33500	167500	33500*
		201000	33500	167500	33500*
		27100000	2145410	22645930	4454070*

Balance in checking account
Bills presented for payment
Approved for payment

3558.36
~~3,610.32~~

Mary T. Howe
Harold W. Koslowski
David H. Nelson
Louise H. Nelson

Finance Committee

700	BAL LAST M	✓ 890321	
	NATL BK DE	✓ 1500000	
	FINES	✓ 76311	
	NON RES FE	✓ 11900	
	L AND D	✓ 4717	
	RESERVES	✓ 894	
	STAFF BOOK	✓ 939	
	STAFF BOOK	✓ 1005	
	DEC WOMANS	✓ 500	
	FILM RENTA	✓ 430	
	VERIFAX	✓ 1799	
	DORMANT AC	✓ 8933	
	GT BKS GAR	✓ 1100	
	GENERAL PA	✓ 642	
	GILLESPIE	✓ 420 CR	
	MISC POSTA	✓ 115	
	PLASTIC BA	✓ 86	
	PLASTIC CO	✓ 10	
	STAFF RECO	✓ 1734	
	YAMAMOTO M	✓ 1898	
	CASH CREDI	✓ 15869 CR	
	BILL LIST	2126013 CR	

700 Balance in checking account

2126013 CR
21312.09

3558.36
(51.96)

21454.10
142.01
21312.09 ✓

City pd bills 26.47 - gasol

" " " 115.54 - Power
142.01

Inadvertently incl. in
1st total should not
be incl in cking account.
See attached re-run.

M. Howe

DECATUR PUBLIC LIBRARY
Decatur, Illinois

COMBINED BUDGET AND BILL LIST FOR FEBRUARY, 1963

CODE	ALLOCATION	AMT. FOR YR.	FOR FEB.	YEAR-TO-DATE	BALANCE
502	ADD TO EQU	165000		52573	112427
	BLACK & CO		1255		
502		165000	1255	53828	111172*
		165000	1255	53828	111172*
603	RENTALS	201000		134000	67000
	SWARTZ HOM		16750		
	SWARTZ HOM		16750		
603		201000	33500	167500	33500*
		201000	33500	167500	33500*

27100000 2145410 22645930 4454070*
Balance in checking account \$3,558.36

Bills Presented for Payment

Approved for Payment

Finance Committee

700	BAL LAST M	890321
	NATL BK DE	1500000
	FINES	76311
	NON RES FE	11900
	L AND D	4717
	RESERVES	894
	STAFF BOOK	939
	STAFF BOOK	1005
	DEC WOMANS	500
	FILM RENTA	430
	VERIFAX	1799
	DORMANT AC	8933
	GT BKS GAR	1100
	GENERAL PA	642
	GILLESPIE	420 CR
	MISC POSTA	115
	PLASTIC BA	86
	PLASTIC CO	10
	STAFF RECO	1734
	YAMAMOTO M	1898
	CASH CREDI	15869 CR
	BILL LIST	2131209 CR
700	Balance in checking account	355836

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE ACCOUNTS - FEBRUARY, 1963

100	SALARIES S	17500000		14721661	2778339
			30000000		
100		17500000	30000000	17721661	221661*CR
150	SALARIES B	552000		318541	233459
150		552000		318541	233459*
		18052000	30000000	18040202	11798*
201	BINDING SU	82200		25220	56980
201		82200		25220	56980*
202	CAT MATER I	84000		62365	21635
202		84000		62365	21635*
203	FREIGHT EX	14400		9085	5315
203		14400		9085	5315*
204	IBM SUPPLI	535000		547529	12529
	IBM		13500		
	IBM		54000		
	IBM		54000		
204		535000	121500	669029	134029*CR
205	OFFICE SUP	292100		164663	127437
	KEYSTONE M		3100		
	NAT LIBRAR		2865		
205		292100	5965	170628	121472*
206	POSTAGE	129300		112098	17202
	DEC PAPER		1380		
	POSTMASTER		9000		
	POSTMASTER		9000		
206		129300	19380	131478	2178*CR
207	PRINTING	82000		60700	21300
	INDUSTRIAL		13000		
207		82000	13000	73700	8300*
208	REP TO EQU	66400		82198	15798
208		66400		82198	15798*CR
209	TEL TOLLS	14000		7091	6909
209		14000		7091	6909*
210	TEL SERV IC	8900		1771CR	10671
210		8900		1771CR	10671*
212	RENT OF MA	75700		62065	13635
212		75700		62065	13635*

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE ACCOUNTS - FEBRUARY, 1963

213	SERV CONTR	21800		46720	24920
213		21800		46720	24920*CR
214	SERV CONTR			10865	10865
214				10865	10865*CR
220	PROF DEVEL	117700		128736	11036
220		117700		128736	11036*CR
221	COMM SERVI	15900		17136	1236
221		15900		17136	1236*CR
222	EXHIBIT EX	8600		3020	5580
222		8600		3020	5580*
223	HANDLING C	3000		2112	888
223		3000		2112	888*
224	ADVERTISIN	1200		17950	16750
224		1200		17950	16750*CR
225	AUDITING	50000		50350	350
225		50000		50350	350*CR
299	MISC	23300		18996	4304
299		23300		18996	4304*
		1625500	159845	1586973	38527*
301	BLDG SUPPL	117900		119054	1154
	BLACK & CO		8550		
301		117900	8550	127604	9704*CR
302	CLEANING S	16100		5784	10316
	DEC INDUST		650		
	DEC INDUST		325		
302		16100	975	6759	9341*
303	CONTRACT R	500000		401606	98394
	COLLINS AS		23500		
	FAIRLAWN N		4415		
303		500000	27915	429521	70479*
304	GARBAGE &	11400		12050	650
	BASTOB JOH		1400		
	ROHMAN FRE		600		
	ROHMAN FRE		600		
304		11400	2600	14650	3250*CR
306	INSURANCE	465800		450750	15050
306		465800		450750	15050*

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE ACCOUNTS - FEBRUARY, 1963

307	LIGHT & PO	79200		170846	91646
	ILL POWER		24000		
307		79200	24000	194846	115646*CR
308	BLDG REPAI	83500		91507	8007
308		83500		91507	8007*CR
309	TRAVEL	62800		37995	24805
	CONSUMER S		30		
	CITY OF DE		5300		
309		62800	5330	43325	19475*
310	HEALTH & S	4900		627	4273
310		4900		627	4273*
311	CONTRACT C	552800		535150	17650
	DEC WINDOW		238600		
311		552800	238600	773750	220950*CR
312	ARCHITECT	60000		44729	15271
312		60000		44729	15271*
313	REP AUTO E	221000		155845	65155
313		221000		155845	65155*
314	CLEANING S	9500		1648	7852
314		9500		1648	7852*
315	APPRAISAL	15000			15000
	LLOYD THOM		15000		
315		15000	15000	15000	*CR
399	MISC	3400			3400
399		3400			3400*
		2203300	322970	2350561	147261*CR
401	BINDING	100000		236855	136855
	OUTSTANDIN		23000		
401		100000	23000	259855	159855*CR
402	BOOKS	3819100		2752942	1066158
	MCNAUGHTON		10500		
	MCNAUGHTON		10500		
	IMPERIAL		20000		
	OUTSTANDIN		287869		
	STANDING O		85885		
402		3819100	414754	3167696	651404*
405	FILMS 16MM	30000		46950	16950

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE ACCOUNTS- FEBRUARY , 1963

	OUTSTANDIN		161900		
405		30000	161900	208850	178850*CR
408	FILMS MICR	177000		99992	77008
408		177000		99992	77008*
409	FILMS RENT			6059CR	6059
409				6059CR	6059*
410	PAMPHLETS	20000		8020	11980
410		20000		8020	11980*
412	PICTURES	10000		7190	2810
412		10000		7190	2810*
414	RECORDS LP			9117	9117
414				9117	9117*CR
415	RECORDS S OUTSTANDIN	120000	4790	102254	17746
415		120000	4790	107044	12956*
419	PERIODICAL	300000		385794	85794
419		300000		385794	85794*CR
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000		64600	5400
421		70000		64600	5400*
422	SERVICES	200000		222026	22026
422		200000		222026	22026*CR
499	MISCELLANE	2100			2100
499		2100			2100*
		4853200	604444	4534125	319075*
502	ADD TO EQU MIRABELLA TAB PROD C	165000	1995 10150	53828	111172
502		165000	12145	65973	99027*
		165000	12145	65973	99027*
603	RENTALS SWARTZ HOM SWARTZ HOM	201000	16750 16750	167500	33500
603		201000	33500	201000	*CR
		201000	33500	201000	*CR
		27100000	4132904	26778834	321166*

NAME			ANNUAL	CODE	MONTHLY	RET. & S.S.	INC. TAX	CU	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
ARTSMAN	S	G	\$ 3984.	65	33200	2283	6120				8403	24797
ATCHISON	R	M	4442.	37	37017	2918	6340	500	1788		12046	24971
*BOGARD	R		3497.40	79	29145	2296	2400				4696	24449
BRADSHAW	C	S	2653.32	53	22111	1523	3070		1788		6381	15730
DOBRINICK	M	E	3518.	29	29317	2018	4400				6418	22899
*ENSIGN	E	E	2785.44	31	23212	1598	2280		660		4538	18674
*FORD	M		2940.	36	15288	1052	1840				2892	12396
GOFF	P	A	4046.	27	33717	2321	5120	4000		150	11591	22126
HONNOLD	O	D	4551.96	20	37933	2609	6980				9589	28344
HOWE	M	T	9500.	1	79167	5445	13200	6000	1788	500	26933	52234
HUNK	C	E	3269.36	34	27245	1873	4110	5000	660		11643	15602
JONES	E	F	4612.08	16	38434	2644	6130		660		9434	29000
KELLEY	N	A	3518.	87	29317	2018	4400				6418	22899
KIRCHGRABER	R	B	8505.	11	70875	5584	7600		1788		14972	55903
LARMON	M	E	3609.36	30	30078	2070	4540		660		7270	22808
LEONARD	M	E	7164.	7	59700	4104	11160				15264	44430
MCMILLAN	H	E	4341.32	39	36178	2853	700				3553	32625
MENABB	N		7157.	3	59642	4101	11160		660		15921	43721
*MC VEY	S	K	2940.	45	17640	1214	2280				3494	14146
MITCHELL	F	L	3346.68	23	27889	1918	5110		1788		8816	19073
MORRIS	M		3852.	76	32100	2207	4980				7187	24913
ODELL	G	E	4019.	21	33492	2303	4120		1788		8211	25281
PUHEK	E	B	7063.32	4	58861	4050	11160				15210	43651
RUEDGER	O	E	5070.	19	42250	2905	7100				10005	32245
SEITZ	B		4019.	51	33492	2303	5120		660		8083	25409
SHAFFER	M		4019.	82	33492	2303	6120				8423	25069
STAFFORD	M		8175.	2	68125	4685	13440		510	500	19135	48990
TURNBO	D	E	3397.44	28	28312	1949	2260			100	4309	24003
VOGLER	O	C	2701.44	35	22512	1552	4140	500			6192	16320
WEIDNER	M	K	4656.	25	38800	2668	4130		1788	150	8736	30064
WHITE	C	L	3770.76	22	31423	2162	4830	1000	660		8652	22771
WILLIAMS	C	W	4772.04	18	39767	2736	6380				9116	30651
WILLIAMS	N	J	3093.36	32	25778	1774	3820		660		6254	19524
YAMAMOTO	M	C	7421.	5	61822	4252	11880	1000	660	300	18092	43730

\$ 1 2 8 7 3 3 1 \$ 9 0 2 9 1

\$ 1 9 8 9 2 0 \$ 1 8 0 0 0 \$ 1 8 9 6 6 \$ 1 7 0 0 \$ 3 2 7 8 7 7 \$ 9 5 9 4 5 4

PAYROLL - February 1963

DECATUR PUBLIC LIBRARY Decatur, Illinois

NAME			ANNUAL	CODE	MONTHLY	RET. & S.S.	INC. TAX	CU	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
AYERS	M	L	12 1/6h @10.97	33	1680	117	302				419	1261
*BAKER	R	H	73h @1.00	81	7300	267	400				667	6633
*BRANSON	J		64h @1.00	89	6400	232	1190				1422	4978
*BREWER	F		80h @1.00	91	8000	290	1430				1770	6230
DAVID	H	J	43 1/2h @1.60	42	6960	252					252	6708
DOUIN	J		30h @.83	98	3154	114	568				682	2472
HANSEN	J		39 3/4h @1.90	77	7553	274	400				674	6879
HOUCK	H	E	13 3/8d @17.24	26	23058	1588	4210				5798	17260
*MCBRIDE	J	L	73h @1.35	70	9855	357	840				1197	8658
*MOSER	B		64h @1.00	90	6400	232	1120				1352	5048
MULLEN	D		26h @2.15	43	5590	203					203	5387
PETERSEN	D	H	112 1/2h @2.00	47	22500	1547	4140				5687	16813
ROBBINS	J		80h @.83	44	3840	139	40				179	3661
SCHULTZ	V	M	105 1/2h @1.65	75	17400	631	2200				2831	14577
SPITTLER	H	G	121h @1.65	49	19965	1375	2640		660		4675	15290
STUKE	S		40h @1.27	64	5080	184	40				224	4856

Part time employees

154743

7802

19570

660

28032

126711

TOTAL FOR FULL AND PART TIME EMPLOYEES

\$1442074

\$98093

\$218490

\$18000

\$19626

\$1700

\$355909

\$1086165

*Bogard- raised to \$3497.40 per year effective February 1, 1963
 Ensign- raised to \$2785.44 per year effective February 1, 1963
 Ford - left employ February 27 to accept position at Lakeview
 McVey - began as Clerk I at Main Desk February 9, 1963 @2940 per year.
 Baker - raised to \$1.00 per hour effective Jan.17-Feb.9, 1963
 Branson - raised to \$1.00 per hour " " " "
 Brewer - raised to \$1.00 per hour " " " "
 McBride - raised to \$1.35 per hour " " " "
 Moser - raised to \$1.00 per hour " " " "

PART TIME EMPLOYEES WHICH PAY SOCIAL SECURITY PLUS RETIREMENT

1. Myrna Ayers
2. Hattie Houck
3. Dora Petersen
4. Helen Spittler

Decatur Public Library - Decatur, Illinois
Circulation Statistics - February 1963

GENERAL WORKS		108	52	78	238	1538
		88	48	67		
001	PHILOSOPHY	350	48	1	399	4402
		390	43	2	435	4247
002	RELIGION	351	19	129	499	4945
		440	11	123	574	5325
003	SOCIAL SCIENCE	1185	121	573	1879	18011
		1071	124	719	1914	18254
004	LANGUAGE	74	7	26	107	1277
		63	4	31	98	1239
005	SCIENCE	660	182	941	1783	15747
		564	143	914	1621	16142
006	USEFUL ARTS	1722	199	516	2437	22358
		1573	176	608	2357	22400
007	FINE ARTS	1463	148	363	1974	18123
		1337	135	368	1840	18116
008	LITERATURE	1127	71	205	1403	11543
		963	54	220	1237	10470
009	HISTORY	1144	172	397	1713	14877
		1156	138	369	1663	13749
010	TRAVEL	569	108	367	1044	9164
		581	64	383	1028	8415
011	BIOGRAPHY	1068	297	806	2171	17933
		1126	229	812	2167	17749
012	FOREIGN NON FIC	26		20	46	590
	C	16		45	61	660
013	PERIODICALS	825	76	169	1070	9974
		983	102	72	1157	11134
014	PAMPHLETS	78		10	88	677
		49	5	6	60	760
015	PAPERBACKS	25		2	27	758
		19			19	166

10775	1500	4603	16878	151977
10419	1276	4739	16434	150262

4603
136

-1080 +5830

115	FICTION	7933	3299	5233	16465	180649
		9025	2830	5528	17383	176084
116	FOREIGN FICTION	12		31	43	928
		16	2	194	212	1428
117	J E			9076	9076	93506
				9513	9513	93456

7945	3299	14340	25584	275083
9041	2832	15235	27108	270968

18720	4799	18943	42462	427060
19460	4108	19974	43542	421230

18720
-740

+691

18943
-1031
740
1771
691
1080

MAIN ADULT	8692	446	217	9355	91303
MAIN YOUTH	4785	2018	31	6834	58969
MAGIC CARPET	3	1	6683	6687	63622
REFERENCE	5			5	45
MARY T HOWE					15
JUV COORDINATOR	12		37	49	586
	13497	2465	6968	22930	214540

B 1	1021	534	3713	5268	56586
B 2	1381	769	4392	6542	72192
EVANS BRANCH	1303	543	1734	3580	37865
HOME SERVICE	401	69	15	485	6052
ST MARYS HOSP	162	23		185	1855
D M C	344	78	206	628	5560
T B SAN	53	10		63	941
NURSES RES	29	5		34	611
DILL BRANCH	529	303	1915	2747	30858
	5223	2334	11975	19532	212520
	18720	4799	18943	42462	427060

218	BIBLIOGRAPHIES	4			4	36
219	BOOKTALKS					1
220	CEILING PROJECT					2
221	CLASS VISITS		6	6		80
222	BOOK TALKS					97
223	INSTRUCTION		2	2		20
224	STORIES		4	4		35
225	ATTENDANCE		177	177		2016
226	EXHIBITS	10	2	12		109
227	FILMS ATTENDANC	589	253	842		5538
228	SHOWINGS	17	5	22		154
229	16 MM	17	4	21		122
230	C PROJECTOR					21
231	FILM STRIPS	3		3		15
232	RECORDAK	202		202		1830
234	GAMES					3
235	GROUPS NOT CLAS		13	13		144
236	ATTENDANCE		215	215		1214
237	HOME SERVICE VI	46		46		502
238	HOME SERVICE PA	70		70		613
239	HOME SERVICE PA					11
240	INTER LIBRARY L	10		10		123
241	MAPS	5	3	8		33
242	MEETINGS IN BLD	19	6	25		185
243	ATTENDANCE	181	44	225		1565
244	MENDING	88	7	397		6492
245	OVERDUE BOOKS	769	97	449	1315	13505
246	OVERDUE NOTICES	477	65	256	798	7635
247	PICTURES FRAMED	6		6		80
248	PICTURES MOUNTE	308	294	602		4161
249	PROFESSIONAL VI		1	1		12
250	RADIO	3		3		33
251	RECORDS LP	917	36	953		9561
252	RECORDS S	4		4		46
253	RECORDS SR	166		166		1258
254	RECORDS 16	1		1		2
256	READERS ADVISOR	1235	937	1404	3576	29315
257	REQUESTS	57	6	35	98	854
258	SCHOOL VISITS					3
259	STORY HOURS		5	5		36
260	ATTENDANCE		69	69		556
261	NUM OF STORIES		14	14		103
262	TELEPHONE INCOM	488		963		11078
263	TV	13		13		94
264	VISITS IN COMM					32
265	RECORD BAGS	127		127		1337
302	VELWYN	42		42		470
306	WAKEFIELD NO 2					64
307	MINOR NURSING H	53		53		548
308	LAKESHORE MANOR	36		36		449
309	RANKIN NURSING	18		18		104
401	18TH & E WILLIA	53	44	392	489	6625
405	FAIRVIEW PLAZA	274	106	515	895	11111
407	GARFIELD & WATE	83	14	537	634	5595
408	SAWYER & MONROE	222	153	574	949	12712
411	GRAND & SUMMIT	389	217	1695	2301	19949
415	GRAND & SUMMIT					232
501	OAKLAND & W WOO	132	42	404	578	5254
503	FOREST & LINCOL	75	52	332	459	4226
506	MT CALVARY CHUR	374	251	1419	2044	24856
507	S ILLINOIS & E					318
508	S TAYLOR & W WO	269	162	992	1423	15157
510	L BR RD & SOUTH	32	34	314	380	4681

Correct

511	STALEY	BRIDGE	11	2	15	28	703
512	22ND	& E CLAY	45	3	23	71	1658
513	24TH	& E WILLIA	77	59	172	308	3280
514	16TH	& LINCOLN	366	164	721	1251	12421
601	AP		1		420	421	3480
602	AM						43
603	AT		17	61	398	476	4120
604	YP		2		225	227	1389
605	YM						7
606	YT						6
607	JP		15		79	94	581
609	JT				4	4	67

FEBRUARY 1963

MAIN ADULT

	GENERAL WORKS	38	3		41	313
001	PHILOSOPHY	209	3		212	2454
002	RELIGION	185	3	2	190	2056
003	SOCIAL SCIENCE	545	15	10	570	6254
004	LANGUAGE	49	3	1	53	471
005	SCIENCE	247	21	9	277	2659
006	USEFUL ARTS	1014	31	2	1047	9278
007	FINE ARTS	764	23	4	791	7186
008	LITERATURE	419	12	9	440	3830
009	HISTORY	387	26		413	3586
010	TRAVEL	259	17		276	2644
011	BIOGRAPHY	376	40	5	421	3291
012	FOREIGN NON FIC	12			12	127
013	PERIODICALS	285	17		302	2920
014	PAMPHLETS	35			35	389
015	PAPERBACKS	10			10	577
		4834	214	42	5090	48035
115	FICTION	3853	232	99	4184	42061
116	FOREIGN FICTION	5			5	83
117	J E			76	76	1124
		3858	232	175	4265	43268
		8692	446	217	9355	91303
218	BIBLIOGRAPHIES	2			2	9
223	INSTRUCTION					1
225	ATTENDANCE					22
226	EXHIBITS	10			10	87
234	GAMES					3
235	GROUPS NOT CLAS					49
236	ATTENDANCE					103
241	MAPS					12
242	MEETINGS IN BLD	16			16	120
243	ATTENDANCE	151			151	971
247	PICTURES FRAMED	5			5	74
248	PICTURES MOUNTE	85			85	955
250	RADIO	1			1	4
251	RECORDS LP	658		28	686	6910
252	RECORDS S	4			4	30
253	RECORDS SR	124			124	1036
256	READERS ADVISOR	384	21		405	2225
262	TELEPHONE INCOM	218			218	2419
263	TV	13			13	93
265	RECORD BAGS	91			91	1018
601	AP					22
603	AT					23
604	YP					5
		1762	21	28	1811	16191
		1762	21	28	1811	16191

FEBRUARY 1963

MAIN YOUTH

	GENERAL WORKS	46	20		66	378
001	PHILOSOPHY	95	16		111	1183
002	RELIGION	86	9		95	804
003	SOCIAL SCIENCE	522	56		578	3588
004	LANGUAGE	14	3		17	379
005	SCIENCE	336	99	2	437	2775
006	USEFUL ARTS	463	74	1	538	3620
007	FINE ARTS	416	66		482	4061
008	LITERATURE	502	38	1	541	3049
009	HISTORY	641	90	1	732	5110
010	TRAVEL	176	53		229	1468
011	BIOGRAPHY	475	137		612	3881
012	FOREIGN NON FIC	14			14	110
013	PERIODICALS	139	21		160	1492
014	PAMPHLETS	42			42	209
015	PAPERBACKS	3			3	145
		3970	682	5	4657	32252
115	FICTION	808	1336	12	2156	26629
116	FOREIGN FICTION	7			7	41
117	J E			14	14	47
		815	1336	26	2177	26717
		4785	2018	31	6834	58969
221	CLASS VISITS					1
225	ATTENDANCE					55
226	EXHIBITS					5
235	GROUPS NOT CLAS					1
236	ATTENDANCE					18
241	MAPS	3			3	8
242	MEETINGS IN BLD	1			1	1
243	ATTENDANCE	16			16	16
247	PICTURES FRAMED	1			1	5
248	PICTURES MOUNTE	223			223	1095
250	RADIO					4
251	RECORDS LP	188		1	189	2000
252	RECORDS S					16
253	RECORDS SR	28			28	170
254	RECORDS 16	1			1	2
256	READERS ADVISOR	135	226		361	2897
257	REQUESTS					2
262	TELEPHONE INCOM	69			69	88
265	RECORD BAGS	36			36	319
601	AP					2
604	YP	2		164	166	1089
605	YM					7
		703	226	165	1094	7801
		703	226	165	1094	7801

FEBRUARY 1963

MAGIC CARPET

GENERAL WORKS

33 33 223

001 PHILOSOPHY

1 1 3

002 RELIGION

53 53 437

003 SOCIAL SCIENCE

1

244 245 2535

004 LANGUAGE

2 2 56

005 SCIENCE

370 370 3338

006 USEFUL ARTS

1

206 207 2151

007 FINE ARTS

145 145 1463

008 LITERATURE

89 89 893

009 HISTORY

164 164 1374

010 TRAVEL

140 140 1270

011 BIOGRAPHY

337 337 2608

012 FOREIGN NON FIC

11 11 139

013 PERIODICALS

52 52 435

014 PAMPHLETS

10 10 29

015 PAPERBACKS

1

1 1 1857 1859 16955

115 FICTION

2

1699 1701 17923

116 FOREIGN FICTION

16 16 355

117 J E

3111 3111 28389

2 4826 4828 46667

3 6683 6687 63622

218 BIBLIOGRAPHIES

3

221 CLASS VISITS

6 6 47

222 BOOK TALKS

97

223 INSTRUCTION

2 2 12

224 STORIES

4 4 23

225 ATTENDANCE

177 177 1291

226 EXHIBITS

5

227 FILMS ATTENDANC

102 102 1000

228 SHOWINGS

2 2 16

229 16 MM

2 2 13

235 GROUPS NOT CLAS

2 2 17

236 ATTENDANCE

48 48 379

241 MAPS

1

242 MEETINGS IN BLD

10

243 ATTENDANCE

190

244 MENDING

114 114 883

245 OVERDUE BOOKS

106 106 1333

246 OVERDUE NOTICES

46 46 708

248 PICTURES MOUNTE

46 46 434

249 PROFESSIONAL VI

1

250 RADIO

4

251 RECORDS LP

8

256 READERS ADVISOR

7

355 362 3009

257 REQUESTS

31 31 156

259 STORY HOURS

3 3 19

260 ATTENDANCE

54 54 345

261 NUM OF STORIES

9 9 62

264 VISITS IN COMM

1

601 AP

1

7 8 97

603 AT

1

5 6 85

604 YP

4 4 11

607 JP

15

69 84 556

609 JT

4 4 67

24 1198 1222 10883

24 1198 1222 10883

FEBRUARY 1963

REFERENCE

001	PHILOSOPHY					6
002	RELIGION					4
003	SOCIAL SCIENCE	1		1		14
005	SCIENCE					2
006	USEFUL ARTS					3
007	FINE ARTS	1		1		1
008	LITERATURE	1		1		3
009	HISTORY					3
010	TRAVEL					1
011	BIOGRAPHY	2		2		2
013	PERIODICALS					5
		5		5		44
116	FOREIGN FICTION					1
						1
		5		5		45
218	BIBLIOGRAPHIES	1		1		8
219	BOOKTALKS					1
221	CLASS VISITS					1
225	ATTENDANCE					32
229	16 MM					3
231	FILM STRIPS	3		3		15
232	RECORDAK	202		202		1830
240	INTER LIBRARY L	10		10		123
248	PICTURES MOUNTE					10
250	RADIO	1		1		6
251	RECORDS LP					21
256	READERS ADVISOR	456	421	1	878	6404
257	REQUESTS					12
263	TV					1
264	VISITS IN COMM					2
601	AP			399	399	3252
602	AM					42
603	AT	16	61	392	469	3993
604	YP					12
		689	482	792	1963	15768
		689	482	792	1963	15768

FEBRUARY 1963
2ND OFFICE

262 TELEPHONE INCOM

857

857

857

FEBRUARY 1963
MARY T HOWE

007 FINE ARTS

15
15
15

218 BIBLIOGRAPHIES
242 MEETINGS IN BLD
243 ATTENDANCE
249 PROFESSIONAL VI
250 RADIO
256 READERS ADVISOR
257 REQUESTS
262 TELEPHONE INCOM
264 VISITS IN COMM
603 AT

1
17
125
4
2
10
3
31
21
3
217
217

FEBRUARY 1963
TECHNICAL PROCE

218 BIBLIOGRAPHIES
244 MENDING
250 RADIO

	1
202	3045
	1
202	3047
202	3047

FEBRUARY 1963
LINCOLN ROOM

227	FILMS ATTENDANC	589				589	3790
228	SHOWINGS	17				17	102
229	16 MM	17				17	95
245	OVERDUE BOOKS	726	91	280		1097	10417
246	OVERDUE NOTICES	450	59	169		678	5888
250	RADIO						1
262	TELEPHONE INCOM					475	5561
		1799	150	449		2873	25854
		1799	150	449		2873	25854

FEBRUARY 1963

B 1

	GENERAL WORKS		7	13	20	122
001	PHILOSOPHY	8	9		17	195
002	RELIGION	10		6	16	206
003	SOCIAL SCIENCE	27	18	62	107	1170
004	LANGUAGE	3		8	11	78
005	SCIENCE	9	7	173	189	1781
006	USEFUL ARTS	39	28	100	167	2149
007	FINE ARTS	49	14	68	131	1361
008	LITERATURE	36	2	23	61	781
009	HISTORY	27	16	56	99	1073
010	TRAVEL	24	5	53	82	651
011	BIOGRAPHY	37	16	110	163	1833
012	FOREIGN NON FIC			3	3	70
013	PERIODICALS	69	12	40	121	1009
014	PAMPHLETS					14
		338	134	715	1187	12493
115	FICTION	683	400	1010	2093	24248
116	FOREIGN FICTION					111
117	J E			1988	1988	19734
		683	400	2998	4081	44093
		1021	534	3713	5268	56586
242	MEETINGS IN BLD					7
244	MENDING			95	95	1010
245	OVERDUE BOOKS					48
246	OVERDUE NOTICES					23
251	RECORDS LP					12
256	READERS ADVISOR	59	74	299	432	3932
257	REQUESTS	7	4	4	15	218
258	SCHOOL VISITS					3
		66	78	398	542	5253
		66	78	398	542	5253
401	18TH & E WILLIA	53	44	392	489	6625
405	FAIRVIEW PLAZA	274	106	515	895	11111
407	GARFIELD & WATE	83	14	537	634	5595
408	SAWYER & MONROE	222	153	574	949	12712
411	GRAND & SUMMIT	389	217	1695	2301	19949
415	GRAND & SUMMIT					232
508	S TAYLOR & W WO					362
		1021	534	3713	5268	56586
		1021	534	3713	5268	56586

FEBRUARY 1963

B 2

	GENERAL WORKS	4	10	14	28	219
001	PHILOSOPHY	12	11		23	218
002	RELIGION	15	1	27	43	533
003	SOCIAL SCIENCE	27	21	135	183	2055
004	LANGUAGE	5		4	9	151
005	SCIENCE	5	19	225	249	2694
006	USEFUL ARTS	61	30	125	216	2330
007	FINE ARTS	60	25	72	157	1557
008	LITERATURE	63	5	40	108	985
009	HISTORY	32	29	79	140	1655
010	TRAVEL	26	4	76	106	1160
011	BIOGRAPHY	57	46	210	313	2838
012	FOREIGN NON FIC			6	6	81
013	PERIODICALS	84	12	26	122	1318
014	PAMPHLETS					12
015	PAPERBACKS					11
		451	213	1039	1703	17817
115	FICTION	930	556	1378	2864	31515
116	FOREIGN FICTION			12	12	173
117	J E			1963	1963	22687
		930	556	3353	4839	54375
		1381	769	4392	6542	72192
218	BIBLIOGRAPHIES					3
221	CLASS VISITS					7
225	ATTENDANCE					30
226	EXHIBITS					5
235	GROUPS NOT CLAS			10	10	48
236	ATTENDANCE			139	139	660
243	ATTENDANCE					2
244	MENDING	16	5	183	204	820
245	OVERDUE BOOKS	8	6	44	58	1015
246	OVERDUE NOTICES	8	6	27	41	624
251	RECORDS LP	12		4	16	138
256	READERS ADVISOR	124	111	548	783	7452
257	REQUESTS	13	1		14	146
		181	129	955	1265	10950
		181	129	955	1265	10950
501	OAKLAND & W WOO	132	42	404	578	5254
503	FOREST & LINCOL	75	52	332	459	4226
506	MT CALVARY CHUR	374	251	1419	2044	24856
507	S ILLINOIS & E					318
508	S TAYLOR & W WO	269	162	992	1423	14795
510	L BR RD & SOUTH	32	34	314	380	4681
511	STALEY BRIDGE	11	2	15	28	703
512	22ND & E CLAY	45	3	23	71	1658
513	24TH & E WILLIA	77	59	172	308	3280
514	16TH & LINCOLN	366	164	721	1251	12421
601	AP					1
602	AM					1
		1381	769	4392	6542	72194
		1381	769	4392	6542	72194

FEBRUARY 1963
EVANS BRANCH

	GENERAL WORKS	17	3	7	27	196
001	PHILOSOPHY	18	8		26	189
002	RELIGION	13		28	41	264
003	SOCIAL SCIENCE	33	6	80	119	1284
004	LANGUAGE	1		6	7	72
005	SCIENCE	33	17	94	144	1181
006	USEFUL ARTS	76	22	40	138	1450
007	FINE ARTS	82	8	40	130	1033
008	LITERATURE	41	10	26	77	790
009	HISTORY	27	6	31	64	858
010	TRAVEL	21	16	30	67	582
011	BIOGRAPHY	50	22	64	136	1325
012	FOREIGN NON FIC					55
013	PERIODICALS	158	14	47	219	1700
014	PAMPHLETS	1			1	19
015	PAPERBACKS					6
		571	132	493	1196	11004
115	FICTION	732	411	493	1636	17857
116	FOREIGN FICTION					10
117	J E			748	748	8994
		732	411	1241	2384	26861
		1303	543	1734	3580	37865
218	BIBLIOGRAPHIES					3
221	CLASS VISITS					12
223	INSTRUCTION					3
224	STORIES					11
225	ATTENDANCE					264
226	EXHIBITS					5
227	FILMS ATTENDANC			151	151	738
228	SHOWINGS			3	3	15
229	16 MM			2	2	11
235	GROUPS NOT CLAS					1
241	MAPS	2		3	5	12
242	MEETINGS IN BLD	2			2	9
243	ATTENDANCE	14			14	56
244	MENDING	16	2	5	23	313
245	OVERDUE BOOKS	35		19	54	692
246	OVERDUE NOTICES	19		14	33	392
247	PICTURES FRAMED					1
248	PICTURES MOUNTE			248	248	1667
250	RADIO					5
251	RECORDS LP	59		3	62	472
253	RECORDS SR	14			14	52
256	READERS ADVISOR	55	59	107	221	2303
257	REQUESTS	4	1		5	47
259	STORY HOURS			2	2	17
260	ATTENDANCE			15	15	211
261	NUM OF STORIES			5	5	41
262	TELEPHONE INCOM	163			163	1788
601	AP			10	10	83
603	AT			1	1	11
604	YP			45	45	215
606	YT					6
607	JP			2	2	5
		383	62	635	1080	9461
		383	62	635	1080	9461

FEBRUARY 1963
HOME SERVICE
GENERAL WORKS

001	PHILOSOPHY	3			3	23
002	RELIGION	14	2		16	303
003	SOCIAL SCIENCE	8		2	10	84
005	SCIENCE	3	2		5	122
006	USEFUL ARTS	13	4	1	18	138
007	FINE ARTS	6	1		7	50
008	LITERATURE	30			30	541
009	HISTORY	11			11	193
010	TRAVEL	37	3	1	41	487
011	BIOGRAPHY	31	13		44	582
013	PERIODICALS	38			38	446
		194	25	4	223	2971
115	FICTION	207	44	6	257	2944
116	FOREIGN FICTION					9
117	J E			5	5	128
		207	44	11	262	3081
		401	69	15	485	6052
218	BIBLIOGRAPHIES					1
237	HOME SERVICE VI	46			46	502
238	HOME SERVICE PA	70			70	613
239	HOME SERVICE PA					11
250	RADIO					1
256	READERS ADVISOR	3			3	3
257	REQUESTS	13			13	125
302	VELWYN	42			42	470
306	WAKEFIELD NO 2					64
307	MINOR NURSING H	53			53	548
308	LAKESHORE MANOR	36			36	449
309	RANKIN NURSING	18			18	104
		281			281	2891
		281			281	2891

FEBRUARY 1963
ST MARYS HOSP
GENERAL WORKS

001	PHILOSOPHY				4
002	RELIGION				2
003	SOCIAL SCIENCE				28
004	LANGUAGE				12
005	SCIENCE				1
006	USEFUL ARTS				16
007	FINE ARTS	2		2	9
008	LITERATURE	10		10	27
009	HISTORY	3		3	149
010	TRAVEL	3		3	48
011	BIOGRAPHY	1		1	11
013	PERIODICALS	2		2	69
		21		21	46
					422

115	FICTION	141	23	164	1402
116	FOREIGN FICTION				22
117	J E				9
		141	23	164	1433
		162	23	185	1855

257	REQUESTS				32
					32
					32

FEBRUARY 1963

D M C

GENERAL WORKS

001	PHILOSOPHY	1			1	15
002	RELIGION	18			18	61
003	SOCIAL SCIENCE	4			4	120
005	SCIENCE	14			14	229
006	USEFUL ARTS	38			38	253
007	FINE ARTS	53	1		54	428
008	LITERATURE	2			2	119
009	HISTORY	2		23	25	74
010	TRAVEL	5	1		6	113
011	BIOGRAPHY	10			10	238
013	PERIODICALS					43
014	PAMPHLETS					3
		147	2	23	172	1697

115	FICTION	197	76	56	329	2602
116	FOREIGN FICTION					87
117	J E			127	127	1174
		197	76	183	456	3863
		344	78	206	628	5560

220	CEILING PROJECT					2
227	FILMS ATTENDANC					10
228	SHOWINGS					21
230	C PROJECTOR					21
257	REQUESTS	14			14	52
		14			14	106
		14			14	106

FEBRUARY 1963

T B SAN

	GENERAL WORKS	1		1	1
001	PHILOSOPHY				4
002	RELIGION	1	1	2	6
003	SOCIAL SCIENCE	1	1	2	12
004	LANGUAGE	1		1	2
005	SCIENCE	4	1	5	23
006	USEFUL ARTS				13
007	FINE ARTS	4		4	42
008	LITERATURE	2	1	3	31
009	HISTORY	1		1	58
010	TRAVEL	6	3	9	106
011	BIOGRAPHY	2	3	5	45
013	PERIODICALS	4		4	103
		27	10	37	446
115	FICTION	26		26	495
		26		26	495
		53	10	63	941
257	REQUESTS	6		6	39
		6		6	39
		6		6	39

GIRLS HOME

FEBRUARY 1963
JUV COORDINATOR

001	PHILOSOPHY			3
002	RELIGION	9	9	24
003	SOCIAL SCIENCE			106
005	SCIENCE			33
006	USEFUL ARTS	1	1	73
007	FINE ARTS			32
008	LITERATURE			7
010	TRAVEL	8	8	24
011	BIOGRAPHY	15	15	49
014	PAMPHLETS			2
015	PAPERBACKS	12	14	14
		12	47	367
115	FICTION	2	2	168
117	J E			51
		2	2	219
		12	49	586
218	BIBLIOGRAPHIES			2
226	EXHIBITS	2	2	2
242	MEETINGS IN BLD	6	6	21
243	ATTENDANCE	44	44	205
249	PROFESSIONAL VI	1	1	4
250	RADIO			1
264	VISITS IN COMM			4
		53	53	239
		53	53	239

FEBRUARY 1963
NURSES RESIDENC

001	PHILOSOPHY				9
002	RELIGION	2		2	48
003	SOCIAL SCIENCE				11
005	SCIENCE				1
006	USEFUL ARTS				23
007	FINE ARTS	2		2	21
009	HISTORY				1
010	TRAVEL				4
011	BIOGRAPHY	3		3	97
		7		7	215
115	FICTION	22	5	27	396
		22	5	27	396
		29	5	34	611
257	REQUESTS				1
					1
					1

FEBRUARY 1963

DILL BRANCH

GENERAL WORKS

		2	9	11	22	139
001	PHILOSOPHY	4	1		5	98
002	RELIGION	7	3	4	14	171
003	SOCIAL SCIENCE	16	4	40	60	766
004	LANGUAGE	1	1	5	7	67
005	SCIENCE	9	16	68	93	893
006	USEFUL ARTS	18	9	40	67	868
007	FINE ARTS	24	10	34	68	846
008	LITERATURE	21	3	17	41	365
009	HISTORY	13	5	43	61	844
010	TRAVEL	12	6	59	77	643
011	BIOGRAPHY	24	20	65	109	1075
012	FOREIGN NON FIC					8
013	PERIODICALS	46		4	50	457
015	PAPERBACKS					4
		197	87	390	674	7244

115	FICTION	332	216	478	1026	12409
116	FOREIGN FICTION			3	3	36
117	J E			1044	1044	11169
		332	216	1525	2073	23614
		529	303	1915	2747	30858

218	BIBLIOGRAPHIES	1			1	1
221	CLASS VISITS					12
223	INSTRUCTION					4
224	STORIES					1
225	ATTENDANCE					322
235	GROUPS NOT CLAS			1	1	28
236	ATTENDANCE			28	28	54
244	MENDING	56			56	421
250	RADIO	1			1	1
256	READERS ADVISOR	12	25	94	131	1080
257	REQUESTS					21
262	TELEPHONE INCOM	38			38	334
601	AP			4	4	23
603	AT					5
604	YP			12	12	57
607	JP			8	8	20
218	BIBLIOGRAPHIES					4
249	PROFESSIONAL VI					3
250	RADIO					3
264	VISITS IN COMM					4
		108	25	147	280	2398
		108	25	147	280	2398

FEBRUARY 1963
2ND OFFICE

262 TELEPHONE INCOM

857
857
857

FEBRUARY 1963
MARY T HOWE

007 FINE ARTS

15
15
15

218 BIBLIOGRAPHIES
242 MEETINGS IN BLD
243 ATTENDANCE
249 PROFESSIONAL VI
250 RADIO
256 READERS ADVISOR
257 REQUESTS
262 TELEPHONE INCOM
264 VISITS IN COMM
603 AT

1
17
125
4
2
10
3
31
21
3
217
217

FEBRUARY 1963
LINCOLN ROOM

227	FILMS ATTENDANC	589			589	3790
228	SHOWINGS	17			17	102
229	16 MM	17			17	95
245	OVERDUE BOOKS	726	91	280	1097	10417
246	OVERDUE NOTICES	450	59	169	678	5888
250	RADIO					1
262	TELEPHONE INCOM				475	5561
		1799	150	449	2873	25854
		1799	150	449	2873	25854

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Circulation Statistics February 1963

		Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS		108	52	78	238	1598
	*	88	48	67	203	1436
001 PHILOSOPHY		350	48	1	399	4402
	*	390	43	2	435	4247
002 RELIGION		351	19	129	499	4945
	*	440	11	123	574	5325
003 SOCIAL SCIENCE		1185	121	573	1879	18011
	*	1071	124	719	1914	18254
004 LANGUAGE		74	7	26	107	1277
	*	63	4	31	98	1239
005 SCIENCE		660	182	941	1783	15747
	*	564	143	914	1621	16142
006 USEFUL ARTS		1722	199	516	2437	22358
	*	1573	176	608	2357	22400
007 FINE ARTS		1463	148	363	1974	18123
	*	1337	135	368	1840	18116
008 LITERATURE		1127	71	205	1403	11543
	*	963	54	220	1237	10470
009 HISTORY		1144	172	397	1713	14877
	*	1156	138	369	1663	13749
010 TRAVEL		569	108	367	1044	9164
	*	581	64	383	1028	8415
011 BIOGRAPHY		1068	297	806	2171	17933
	*	1126	229	812	2167	17749
012 FOREIGN NON FIC		26		20	46	590
	*	16		45	61	660
113 PERIODICALS		825	76	169	1070	9974
	*	983	102	72	1157	11134
014 PAMPHLETS		78		10	88	677
	*	49	5	6	60	760
015 PAPERBACKS		25		2	27	758
	*	19			19	166
Total Non-fiction		10775	1500	4603	16878	151977
	*	10419	1276	4739	16434	150262
115 FICTION		7933	3299	5233	16465	180649
	*	9025	2830	5528	17383	176084
116 FOREIGN FICTION		12		31	43	928
	* N	16	2	194	212	1428
117 J E				9076	9076	93506
	*			9513	9513	93456
Total Fiction		7945	3299	14340	25584	275083
	*	9041	2832	15235	27108	270968
Total Books		18720	4799	18943	42462	427060
	*	19460	4108	19974	43542	421230
Decrease					-1080	+5830
MAIN ADULT		8692	446	217	9355	91303
MAIN YOUTH		4785	2018	31	6834	58969
MAGIC CARPET		3	1	6683	6687	63622
REFERENCE		5			5	45
MARY T HOWE						15
JUV COORDINATOR		12		37	49	586
		13497	2465	6968	22930	214540
B 1		1021	534	3713	5268	56586
B 2		1381	769	4392	6542	72192
EVANS BRANCH		1303	543	1734	3580	37865
HOME SERVICE		401	69	15	485	6052
ST MARYS HOSP		162	23		185	1855
D M C		344	78	206	628	5560
T B SAN		53	10		63	941
NURSES RES		29	5		34	611
DILL BRANCH		529	303	1915	2747	30858
		5223	2334	11975	19532	212520
		18720	4799	18943	42462	427060

218	BIBLIOGRAPHIES	4			4	36
219	BOOK TALKS					1
220	CEILING PROJECT					2
221	CLASS VISITS		6	6		80
222	BOOK TALKS					97
223	INSTRUCTION		2	2		20
224	STORIES		4	4		35
225	ATTENDANCE		177	177		2016
226	EXHIBITS	10	2	12		109
227	FILMS ATTENDANCE	589	253	842		5538
228	SHOWINGS	17	5	22		154
229	16 MM	17	4	21		122
230	C PROJECTOR					21
231	FILM STRIPS	3		3		15
232	RECORDAK	202		202		1830
234	GAMES					3
235	GROUPS NOT CLAS		13	13		144
236	ATTENDANCE		215	215		1214
237	HOME SERVICE VI	46		46		502
238	HOME SERVICE PA	70		70		613
239	HOME SERVICE PA					11
240	INTER LIBRARY L	10		10		123
241	MAPS	5	3	3		33
242	MEETINGS IN BLD	19	6	25		185
243	ATTENDANCE	181	44	225		1565
244	MENDING	88	7	397		6492
245	OVERDUE BOOKS	769	97	449	1315	13505
246	OVERDUE NOTICES	477	65	256	798	7635
247	PICTURES FRAMED	6		6		80
248	PICTURES MOUNTE	308		294	602	4161
249	PROFESSIONAL VI		1	1		12
250	RADIO	3		3		33
251	RECORDS LP	917	36	953		9561
252	RECORDS S	4		4		46
253	RECORDS SR	166		166		1258
254	RECORDS 16	1		1		2
256	READERS ADVISOR	1235	937	1404	3576	29315
257	REQUESTS	57	6	35	98	854
258	SCHOOL VISITS					3
259	STORY HOURS		5	5		36
260	ATTENDANCE		69	69		556
261	NUM OF STORIES		14	14		103
262	TELEPHONE INCOM	488			963	11078
263	TV	13			13	94
264	VISITS IN COMM					32
265	RECORD BAGS	127			127	1337
302	VELWYN	42			42	470
306	WAKEFIELD NO 2					64
307	MINOR NURSING H	53			53	548
308	LAKESHORE MANOR	36			36	449
309	RANKIN NURSING	18			18	104
401	18TH & E WILLIA	53	44	392	489	6625
405	FAIRVIEW PLAZA	274	106	515	895	11111
407	GARFIELD & WATE	83	14	537	634	5595
408	SAWYER & MONROE	222	153	574	949	12712
411	GRAND & SUMMIT	389	217	1695	2301	19949
415	GRAND & SUMMIT					232
501	OAKLAND & W WOO	132	42	404	578	5254
503	FOREST & LINCOL	75	52	332	459	4226
506	MT CALVARY CHUR	374	251	1419	2044	24856
507	S ILLINOIS & E					318
508	S TAYLOR & W WO	269	162	992	1423	15157
510	L DR RD & SOUTH	32	34	314	300	4681
511	STALEY BRIDGE	11	2	15	28	703
512	22ND & E CLAY	45	3	23	71	1658
513	24TH & E WILLIA	77	59	172	308	3280
514	16TH & LINCOLN	366	164	721	1251	12421
601	AP	1		420	421	3480
602	AM					43
603	AT	17	61	398	476	4120
604	YP	2		225	227	1389
605	YM					7
606	YT					6
607	JP	15		79	94	581
609	JT			4	4	67

decatur

public

library

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST FOR FEBRUARY 1963

Vantage Press, Inc.
120 West 31st Street
New York 1, New York

2/1/63

Gellermann, J.E. - Generals as statesmen

G.K.Hall & Co.
97 Oliver Street
Boston 10, Mass.

2/1/63

The old librarian's almanack

Mrs. Mary E.Brennen

2/1/63

Murphy, Adele - Two miles north

Humane Society of The U.S.
Washington, D.C.

2/1/63

Animals in a research laboratory

Mr. G.J.Parke
307 West William Street
Decatur, Illinois

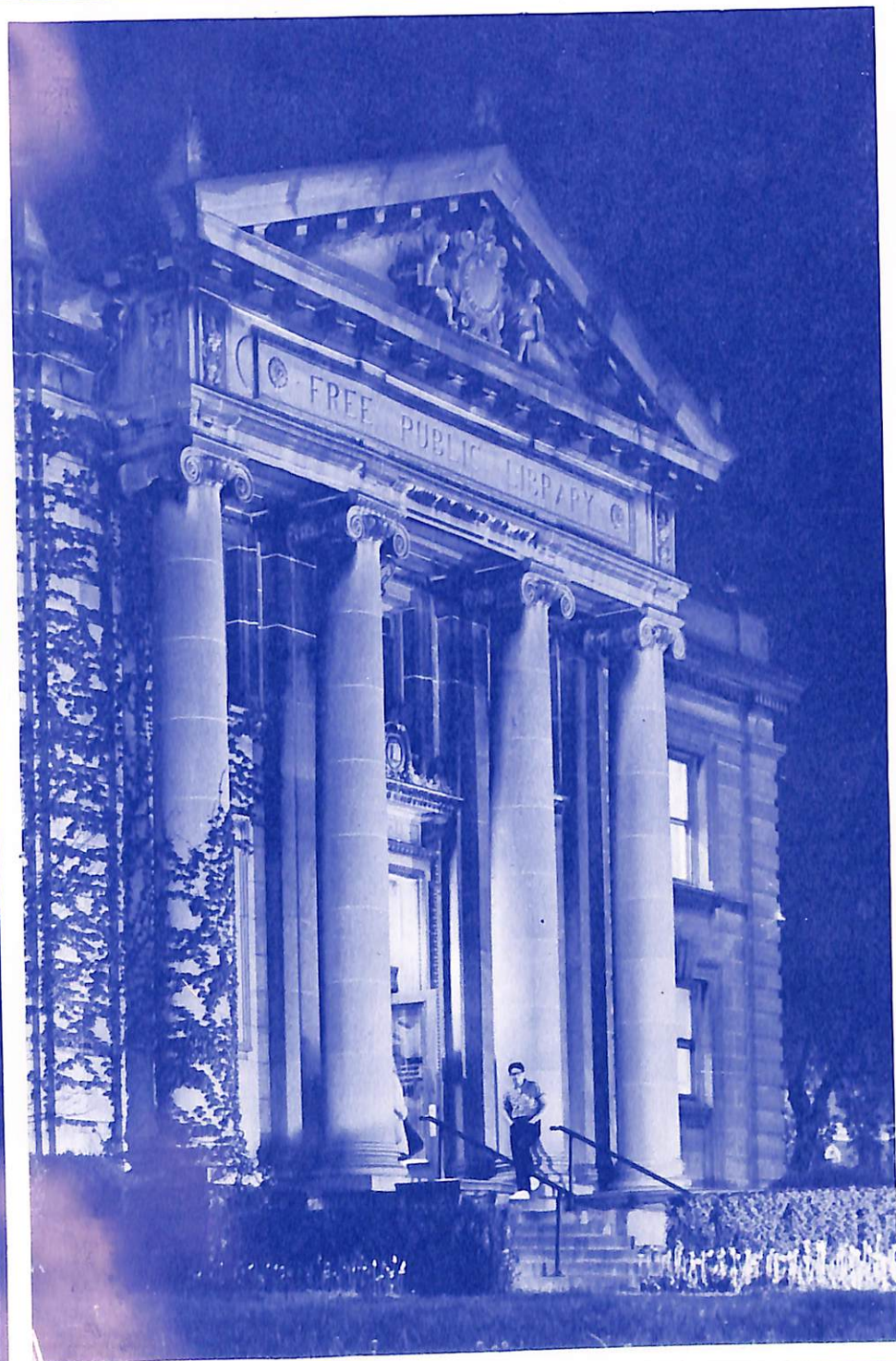
2/1/63

Material handling engineering directory &
handbook

Mr. E.V.Tack
1355 Sesom Drive
Decatur, Illinois

2/20/62

39 Miscellaneous books



Official copy

Budget Request
1963/64

95th ANNUAL REPORT

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

May 1961 - April 1962

DECATUR PUBLIC LIBRARY

DECATUR, ILLINOIS

BUDGET MANUAL

FISCAL YEAR

1963 - 1964

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Travel Expenses.

Memberships.

Motor Vehicle Expense Request.

Registration Statistics, February 1960 - February 22, 1963.

Book Expenditures - May 1, 1962 - January 31, 1963.

Circulation Statistics, January 1963 and Year-to-date 9 Months.

Annual Report for the last Fiscal Year 1961/62 Inter-Leaved.

IBM Application Brief.

Decatur
public

library

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

March 1, 1963

The Honorable Robert A. Grohne, Mayor,
and Council Members of the
City of Decatur, Illinois

We, the Board of Directors of the Decatur Public Library, hereby request an appropriation of \$278,000 in order to operate the Decatur Public Library for the period May 1, 1963 through April 30, 1964.

The itemized budget and pertinent schedules are attached.

Once again we would like to call your attention to the increased use of the Library by the citizens of Decatur and the crowded conditions under which the patrons and staff members operate. Each year the cost of staff, materials, and repairs continue to rise but the tax rate is lowered. Despite the good equipment and once adequate building, our properties at Main Library are depreciating faster than they can be repaired.

In October, 1944, the citizens of Decatur, Illinois, approved a maximum rate for the Public Library of 20¢ on each \$100 assessed property valuation, through a special referendum. We have never been permitted to use this approval which was given by the people.

Various solutions for the service and space problems are under consideration by the Board of Directors.

A well-informed public is an intelligent and integral part of a progressive Metropolitan area of which Decatur is one of eight centers in Illinois.

We recommend your serious consideration of the facts supporting this budget request which should have been much larger in order to give citizens of Decatur the Public Library facilities necessary for an important and growing city.

Respectfully submitted,

Jack R. Burnett

Jack R. Burnett, President
Board of Directors
Decatur Public Library

JRB/mth
Enclosures

DECATUR PUBLIC LIBRARY
Decatur, Illinois

AN ESTIMATED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND
BALANCE FOR THE FISCAL YEAR
May 1, 1963 - April 30, 1964

RECEIPTS:

Taxes to be collected in 1963	\$ 270,186.	
Cash balance, est. April 30, 1963	<u>0</u>	\$270,186.
Fines to be collected 1963/64		5,854.
Fees, non-resident 1963/64 (80 @ \$7.00)		560.
Interest on investments		900.
Cash credits and reimbursements		<u>500.</u>
		\$278,000.

DISBURSEMENTS:

100 Salaries	\$ 180,520.	
Salary adjustment	7,000.	
200 Library Service & Maintenance	18,707.	
300 Bldg. & Vehicle Maintenance	19,620.	
400 Library Collection	48,643.	
500 Equipment	1,500.	
600 Property Rental	<u>2,010.</u>	
Total		\$278,000.

CITY OF DECATUR, ILLINOIS
BUDGET FORM 1

Decatur Public Library

Board of Directors
Submitted by: Mary T. Howe, Librarian

Activity: Library Services

Date: March 1, 1963

Summary of Operating Budget Request for 1963-64

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditure.

Object Code No.	Object of Expenditure	1962 - 1963 Appropriation	1962-63 Total Expenditures to January 31st	1962-63 Total Expenditure Estimated for Entire Year	1963 - 1964 Appropriation Request for Entire Year	
100	Salaries - Staff)	\$ 180,520.00	\$ 135,981.28	\$ 179,475.01	\$ 187,520.00	
150	Salaries - Custodian)					
	TOTAL	\$ 180,520.00	\$ 135,981.28	\$179,475.01	\$ 187,520.00	
201	Binding Supplies	822.00	252.30	336.36	469.00	
202	Catalog Materials	840.00	623.65	831.60	832.00	
203	Freight Expenses	144.00	69.94	93.36	94.00	
204	IBM Rental & Supplies	5,350.00	4,911.79	6,549.12	6,550.00	
205	Office Supplies	2,921.00	1,622.66	2,163.60	2,160.00	
206	Postage	1,293.00	1,013.18	1,350.96	1,350.00	
207	Printing	820.00	607.00	809.40	810.00	
208	Repairs to Equipment	664.00	801.48	1,251.96	1,069.00	
209	Telephone Tolls	140.00	67.41	82.98	90.00	

CITY OF DECATUR, ILLINOIS
BUDGET FORM 1

Decatur Public Library

Submitted by: Board of Directors,
Mary T. Howe, Librarian

Activity: Library Services

Date: March 1, 1963

Summary of Operating Budget Request for 1963-64

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditure.

Object Code No.	Object of Expenditure	1962 - 1963 Appropriation	1962-63 Total Expenditures to January 31st	1962-63 Total Expenditure Estimated for Entire Year	1963 - 1964 Appropriation Request for Entire Year	
210	Telephone Service)	89.00	17.71 cr.		1,475.00	
211	Telephone Alarm)					
212	Rental Machines (Not IBM)	757.00	620.65	826.20	672.00	
213	Serv. Contracts	218.00	222.20	296.28	297.00	
214	Serv. Con. Manpower	0	108.65	108.65	0	
220	Prof. Development	1,177.00	1,303.35	1,737.84	1,738.00	
221	Comm. Service	159.00	136.36	181.92	182.00	
222	Exhibit Expenses	86.00	30.20	40.32	41.00	
223	Handling Costs	30.00	20.52	27.36	28.00	
224	Advertising	12.00	179.50	239.40	240.00	
225	Auditing	500.00	503.50	503.50	500.00	
299	Miscellaneous	233.00	109.21	145.68	110.00	
	TOTAL	\$ 16,255.00	\$ 13,185.84	\$ 17,577.49	\$ 18,707.00	

BUDGET FORM 1

Activity: Library Services

Summary of Operating Budget Request for 1963-64

Date: March 1, 1963

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditure.

Object Code No.	Object of Expenditure	1962- 1963 Appropriation	1962-63 Total Expenditures to January 31st	1962-63 Total Expenditure Estimated for Entire Year	1963- - 1964 Appropriation Request for Entire Year	
301	Building Supplies	\$ 1,179.00	\$ 1,090.73	\$ 1,454.28	\$ 1,100.00	
302	Cleaning Supplies	161.00	51.34	117.00	135.00	
303	Cont. Repairs	5,000.00	4,016.06	4,500.00	3,000.00	
304	Garbage & Hauling	114.00	109.50	160.50	204.00	
306	Insurance	4,658.00	4,444.67	4,658.00	4,658.00	
307	Light and Power	792.00	1,592.92	2,121.12	2,208.00	
308	Building Repairs	835.00	707.35	943.20	700.00	
309	Travel	628.00	343.78	458.40	460.00	
310	Health & Safety	49.00	6.27	10.00	15.00	
311	Cont. Cleaning	5,528.00	4,581.50	6,345.50	4,480.00	
312	Architect Fees	600.00	447.29	500.00	500.00	
313	Repairs to Auto Equip.	2,210.00	1,447.97	1,930.56	1,930.00	
314	Laundry Services	95.00	14.61	95.00	80.00	
315	Appraisal	150.00	0	150.00	150.00	
399	Miscellaneous	34.00	0	0	0	
	TOTAL	\$22,033.00	\$18,853.99	\$23,443.56	\$19,620.00	

CITY OF DECATUR, ILLINOIS
BUDGET FORM 1

Decatur Public Library

Submitted by: Mary T. Howe, Librarian

Activity: Library Services

Summary of Operating Budget Request for 1963-64

Date: March 1, 1963

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditure.

Object Code No.	Object of Expenditure	1962 - 1963 Appropriation	1962-63 Total Expenditures to January 31st	1962-63 Total Expenditure Estimated for Entire Year	1963 - 1964 Appropriation Request for Entire Year	
401	Binding	\$ 1,000.00	\$ 2,141.10	\$ 2,854.80	\$ 2,855.00	
402	Books	38,191.00	23,720.73	34,510.19	38,191.00	
405	16m Films	300.00	469.50	469.50	470.00	
408	Micro Films	1,770.00	995.92	1,770.00	1,770.00	
409	Film Rentals	0	0	0	0	
410	Pamphlets	200.00	80.20	107.04	107.00	
412	Pictures	100.00	71.90	96.00	100.00	
414	Records	1,200.00	1,150.00	1,148.64	1,150.00	
419	Periodicals	3,000.00	3,787.59	3,866.59	1,000.00	
420	Maps	50.00	0	50.00	50.00	
421	Memberships	700.00	646.00	700.00	700.00	
422	Services	2,000.00	2,220.26	2,220.26	2,250.00	
499	Miscellaneous	21.00	0	0	0	
	TOTAL	\$48,532.00	\$35,283.20	\$47,793.02	\$48,643.00	

CITY OF DECATUR, ILLINOIS
BUDGET FORM 1

Decatur Public Library

Board of Directors
Submitted by: Mary T. Howe, Librarian

Activity: Library Services

Summary of Operating Budget Request for 1963-64

Date: March 1, 1963

NOTE: Please fill out a separate form for each activity of your department. Do not show capital outlay requests on this form. On this form, enter only totals by objects of expenditure.

Object Code No.	Object of Expenditure	1962 - 1963 Appropriation	1962-63 Total Expenditures to January 31st	1962-63 Total Appropriation Estimated for Entire Year	1963 - 1964 Appropriation Request for Entire Year	
502	Equipment	\$ 1,650.00	\$ 525.73	\$ 700.92	\$ 1,500.00	
603	Rental - Prep.	2,010.00	1,507.50	2,010.00	2,010.00	
	GRAND TOTAL	\$271,000.00	\$205,337.54	\$271,000.00	\$278,000.00	

CITY OF DECATUR, ILLINOIS
BUDGET FORM 2
SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Decatur Public Library

Submitted by: Mary T. Howe,
Librarian

Activity: Library Services

Date: March 1, 1963

Fill out one of these forms for each activity in your department. Show overtime pay for regular employees as a separate item. In the case of departments needing extra or summer help, please estimate the number of positions and amount of money required. (Group & Total regular employees separately). Only the totals from this form should be shown on Budget Form 1.

Position Title (Official Job Classification)	Name (Write "Vacancy" if Position not yet filled).	Pay Range and step	Annual Salary Rate as of 5/1/63	Total Salary 1963/64	If total salary is different than salary on 5/1/63, explain why
✓ Chief Librarian	Mary T. Howe		\$ 9,500.00	\$10,500.	Increase due
Ass't. Chief Librarian	Robert B. Kirchgraber	7044-8628 21/	8,505.00	8,505.	
+ Chief Technical Processes	Marjorie Stafford	6672-8196 20/	8,175.00	8,196.	Increase due
Chief Youth Services	Nellie McNabb	6300-7776 19/	7,157.00	7,776.	Increase due
Chief Extension Div.	Mildred Leonard	6672-8196 20/	7,164.00	7,404.	Increase due
Chief Children's Serv.	Catherine Yamamoto	6300-7776 19/	7,421.00	7,776.	Increase due
Chief Adult Public Serv.	Esther Puhek	6672-8196 20/	7,404.00	7,656.	Increase due
TOTAL			\$55,326.00	\$57,813.	
In chg. Youth Room	Mary Read	4344-5388 12/	On leave		
✓ Library Ass't. II	Ora Ruedger	4344-5388 12/	\$5,208. (434)	5,268.	Increased due Jan.64
✓ Library Ass't. II	Charlotte Williams	4344-5388 12/	4,836. (403)	4,926.	Increase due Nov.63
✓ Library Ass't. II	Opal Honnold	4344-5388 12/	4,836. (403)	4,941.	Increase due Oct.63
✓ Library Ass't. II	Edna Jones	4344-5388 12/	5,016. (418)	5,016.	

CITY OF DECATUR, ILLINOIS
BUDGET FORM 2
SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Decatur Public Library
Activity: Library Services
Date: March 1, 1963

Submitted by: Mary T. Howe,
Librarian

Fill out one of these forms for each activity in your department. Show overtime pay for regular employees as a separate item. In the case of departments needing extra or summer help, please estimate the number of positions and amount of money required. (Group & Total regular employees separately). Only the totals from this form should be shown on Budget Form 1.

Position Title (Official Job Classification)	Name (Write "Vacancy" if Position not yet filled).	Pay Range and step	Annual Salary Rate as of 5/1/63	Total Salary 1963/64	If total salary is different than salary on 5/1/63, explain why
✓ Data Processing Superv.	Mary K. Weidner	11/	\$4,776. (398)	\$4,776.	
TOTAL			\$24,672.	\$24,927.	
Library Ass't. I	Vacancy <i>Griffin, M.</i>	3852-4656 9/	3,852. (321)	3,852.	
Library Ass't. I	Meredythe Shafer	3852-4656 9/	4,104. (342)	4,104.	
Library Ass't. I	Barbara Seitz	3852-4656 9/	4,019. (334.92)	4,082.76	Increase due Aug. 63
Bookmobile Clerk		3852-4656			
✓ Dr. II	Harold McMillan	9/	4,404. (367)	4,404.	
Library Ass't. I	Vacancy <i>Lorenz, L.</i>	3852-4656 9/	3,852. (321)	3,852.	
✓ Library Ass't. I	Anne M. Morris	3852-4656 9/	3,984. (332)	3,984.	
TOTAL			\$24,215.	\$24,278.	
✓ Clerk Stenographer II	Patricia A. Goff	3552-4284 7/	4,164. (347)	4,164.	
Bookmobile Clerk		3432-4164			
✓ Driver I	Russell Bogard	6/	3,672. (306)	3,702.	Increase due Feb. 64
Bookmobile Clerk		3432-4164			
Driver I	Russell Atchison	6/	4,442. (370.17)	4,442.	

CITY OF DECATUR, ILLINOIS
BUDGET FORM 2
SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Decatur Public Library

Submitted by: Mary T. Howe,
Librarian

Activity: Library Services

Date: March 1, 1963

Fill out one of these forms for each activity in your department. Show overtime pay for regular employees as a separate item. In the case of departments needing extra or summer help, please estimate the number of positions and amount of money required. (Group & Total regular employees separately). Only the totals from this form should be shown on Budget Form 1.

Position Title (Official Job Classification)	Name (Write "Vacancy" if Position not yet filled).	Pay Range and step	Annual Salary Rate as of 5/1/63	Total Salary 1963/64	If total salary is different than salary on 5/1/63, explain why
✓ Library Clerk III	Frances Mitchell	3300-4044 5/	\$ 3,432. (286)	\$ 3,542.	Increase due June, 63
✓ Library Clerk III	Carola White	3300-4044 5/	4,044. (337)	4,044.	
Key Punch Operator	Neva Kelley	3300-4044 5/	3,518. (293.17)	3,549.17	Increase due June, 63
✓ Library Clerk III	Marjorie Dobrinick	3300-4044 5/	3,672. (306)	3,692.	Increase due Mar. 64
TOTAL			\$26,944.	\$27,135.	
Library Clerk II	Clara Hunk	3060-3792 3/	3,432. (286)	3,452.	Increase due Mar. 64
✓ Library Clerk II	Dorthia Turnbo	3060-3792 3/	3,552. (296)	3,642.	Increase due Aug. 63
Library Clerk II	Gladys O'Dell	3060-3792 3/	4,019. (334.92)	4,019.	
✓ Library Clerk II	Margaret Larmon	3060-3792 3/	3,792. (316)	3,792.	
✓ Library Clerk II	Carolyn J. Bradshaw	3060-3792 3/	(221.11) 2,653.32	2,200.	May 1, 64- will be on Maternity leave
TOTAL			\$17,448.32	\$17,105.	

CITY OF DECATUR, ILLINOIS
BUDGET FORM 2
SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Decatur Public Library

Submitted by: Mary T. Howe,
Librarian

Activity: Library Services

Date: March 1, 1963

Fill out one of these forms for each activity in your department. Show overtime pay for regular employees as a separate item. In the case of departments needing extra or summer help, please estimate the number of positions and amount of money required. (Group & Total regular employees separately). Only the totals from this form should be shown on Budget Form 1.

Position Title (Official Job Classification)	Name (Write "Vacancy" if Position not yet filled).	Pay Range and step	Annual Salary Rate as of 5/1/63	Total Salary 1963/64	If total salary is different than salary on 5/1/63, explain why
✓ Library Clerk I	Nancy Williams	2940-3672 1/	\$ 3,432. (286)	\$ 3,542.	Increase due June, 63
✓ Library Clerk I	Eunice Ensign	2940-3672 1/	3,432. (286)	3,432.	
Library Clerk I	Sharon McVey	2940-3672 1/	2,940. (245)	3,030.	Increase due Aug. 63
✓ Typist I	Ozella Vogler	2940-3672 1/	3,300. (275)	3,322.	Increase due Mar. 64
TOTAL			\$13,104.	\$13,326.	
PART TIME EMPLOYEES					
		Pay Grade	Paid Hourly Rate as of 5/1/63		
Library Ass't. I	Hattie Houck	9/	\$ 2.15	1500 hrs. \$3,225.	
Library Ass't. I	Dora Petersen	9/	2.00	1500 hrs. \$3,000.	
Key Punch Operator	Verna Schultz	5/	1.65	1500 hrs. \$2,475.	
Library Clerk I	Sally Stuke	1/	1.27	500 hrs. \$ 635.	
Library Page	Ron Baker	\$1.00	1.00	1000 hrs. \$1,000.	
Library Page	Judi Branson	\$1.00	1.00	1000 hrs. \$1,000.	
Library Page	Fred Brewer	\$1.00	1.00	1000 hrs. \$1,000.	

CITY OF DECATUR, ILLINOIS
BUDGET FORM 2
SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Decatur Public Library

Submitted by: Mary T. Howe,
Librarian

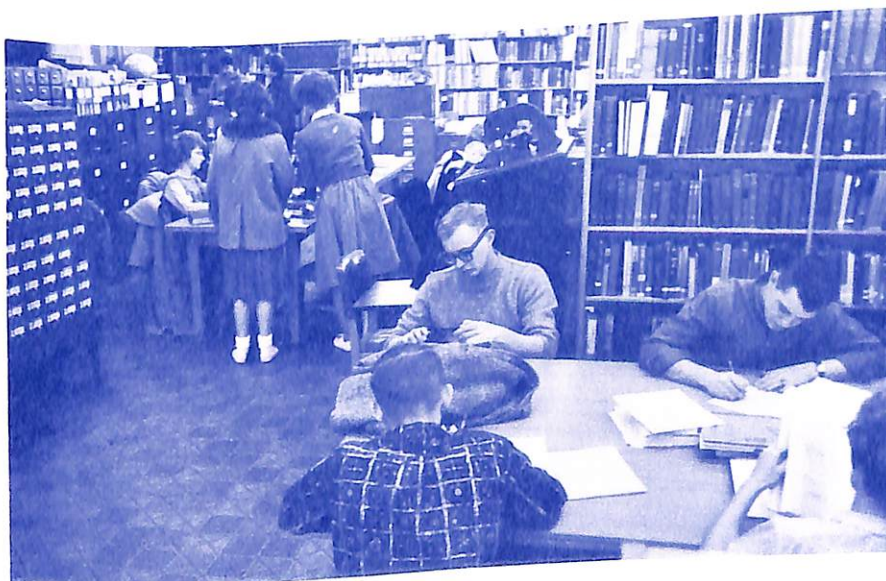
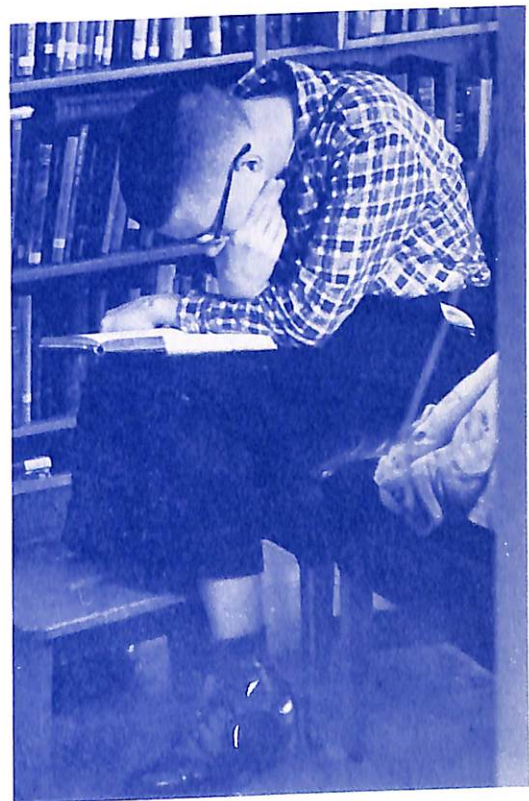
Activity: Library Services

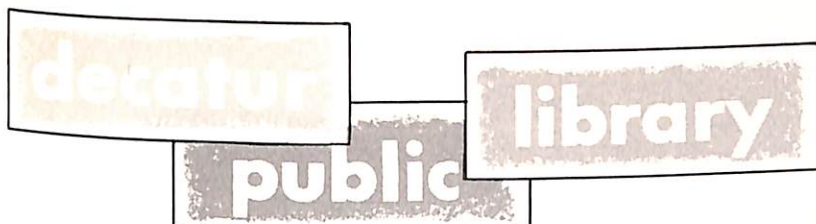
Date: March 1, 1963

Fill out one of these forms for each activity in your department. Show overtime pay for regular employees as a separate item. In the case of departments needing extra or summer help, please estimate the number of positions and amount of money required. (Group & Total regular employees separately). Only the totals from this form should be shown on Budget Form 1.

Position Title (Official Job Classification)	Name (Write "Vacancy" if Position not yet filled).	PART TIME EMPLOYEES		Total Salary 1963/64	If total salary is different than salary on 5/1/63, explain why
		Pay Grade	Paid Hourly Rate as of 5/1/63		
Library Messenger	Hugh David	\$1.60	\$1.60	500 hrs. \$ 800.	
Library Page	Jacqueline Douin	.83	.83	1000 hrs. \$ 830.	
Typist I	Judith Hansen	1.90	1.90	500 hrs. \$ 950.	
Library Page	Jim McBride	1.35	1.35	1000 hrs. \$1,350.	
Library Page	Bill Moser	1.00	1.00	1000 hrs. \$1,000.	
Library Page	Jeannette Robbins	.83	.83	1000 hrs. \$ 830.	
Library Display Artist	Helen Spittler	1.65	1.65	1440 hrs. \$2,376.	
TOTAL				\$20,471.	
Custodian	Vacancy			2,465.	
GRAND TOTAL			\$182,180.32	\$187,520.00	

Young people in the Library used their Youth Room for home study, chess games, meeting their friends, and finding books to help them in their everyday interests. It was a year for reading more science books and useful arts against a background of history books. They enjoyed hearing Mrs. Rosamond DuJardin, popular author, tell about her experiences with young people as reflected in her books. Yes, it was a year of deeper concentration and study. But also a year of enjoying more records and pictures with constant reliance on the reader's advisor. Mary Read, Librarian Youth Room.





MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

CHILDREN'S PROGRAMS FOR 1963

STORYTELLING- - - - - - Age group: First grade through sixth grade
Group limit: None

Every SATURDAY from January 5 through April 6.

Evans Branch 10:30 - 11 a.m.

Magic Carpet Room 2 - 2:30 p.m.

FILM PROGRAMS- - - - - - Age Group: First grade through sixth grade
Group limit: 70
Preference will be given to children without adults due to limited seating capacity.

Evans Branch - February 5

Magic Carpet Room - February 9

Marine Life (i-j) 11 min.

Pueblo Boy (i-j) 20 min.

Evans Branch - March 5

Magic Carpet Room - March 9

Animals Unlimited (p-i-j) 20 min.

Johnny Appleseed (i-j) 16 min.

JUNIOR GREAT BOOKS DISCUSSION GROUP- - - - - - Age Group: Sixth graders only
Group limit: 15 (Registration necessary)
Spring group - Part II - February 1, 8, 15; March 1, 8, 15, 22, and 29.
Interested fifth graders may leave their name and phone number with the librarian at any agency for the Fall group.

PRE-SCHOOL STORY HOUR- - - - - - Age group: Three to five year olds
Group limit: 25 (Registration necessary)
Spring group is full at Magic Carpet Room. April 3, 10, 17; May 1, 8, and 15.
Registration for the Fall group is still open.

Spring group - Evans Branch - April 5, 19, 26; May 3, 10 and 17.

NATIONAL LIBRARY WEEK- - - - - - April 21 through April 27
"The fifth freedom...enjoy it"

International Fair - Masonic Temple - April 24

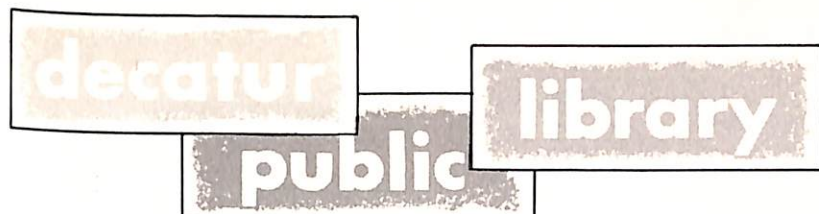
Frances C. Sayers Lecture, recorded with filmstrip. YOUNG FEET ON THE ROAD.

April 26 - Dill Branch - 7 p.m.

April 27 - Anne M. Boyd Room - 11 a.m. and 2 p.m. (Main Library)

SUMMER READING PROGRAM- - - - - - Age group: First grade through sixth grade
The program begins June 3 and ends August 10.
This program is planned to encourage the children to read during the summer months. Participants must have a library card.

SPECIAL NOTE TO BROWNIE LEADERS, DEN MOTHERS AND TEACHERS. You are welcome to make arrangements to bring your group or class to any of the library agencies with at least one week's advance notice.



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

CHILDREN'S PROGRAMS FOR 1963

STORYTELLING- - - - - Age group: First grade through sixth grade
Group limit: None

Every SATURDAY from January 5 through April 6.

Evans Branch 10:30 - 11 a.m.

Magic Carpet Room 2 - 2:30 p.m.

FILM PROGRAMS- - - - - Age Group: First grade through sixth grade
Group limit: 70

Evans Branch - February 5

Magic Carpet Room - February 9

Marine Life (i-j) 11 min.

Pueblo Boy (i-j) 20 min.

Evans Branch - March 5

Magic Carpet Room - March 9

Animals Unlimited (p-i-j) 20 min.

Johnny Appleseed (i-j) 16 min.

Preference will be given to children
without adults due to limited seating
capacity.

JUNIOR GREAT BOOKS DISCUSSION GROUP- - - - - Age Group: Sixth graders only
Group limit: 15 (Registration necessary)

Spring group - Part II - February 1, 8, 15; March 1, 8, 15, 22, and 29.

Interested fifth graders may leave their name and phone number with the
librarian at any agency for the Fall group.

PRE-SCHOOL STORY HOUR- - - - - Age group: Three to five year olds
Group limit: 25 (Registration necessary)

Spring group is full at Magic Carpet Room. April 3, 10, 17; May 1, 8, and 15.

Registration for the Fall group is still open.

Spring group - Evans Branch - April 5, 19, 26; May 3, 10 and 17.

NATIONAL LIBRARY WEEK- - - - - April 21 through April 27

"The fifth freedom...enjoy it"

International Fair - Masonic Temple - April 24

Frances C. Sayers Lecture, recorded with filmstrip. YOUNG FEET ON THE ROAD.

April 26 - Dill Branch - 7 p.m.

April 27 - Anne M. Boyd Room - 11 a.m. and 2 p.m. (Main Library)

SUMMER READING PROGRAM- - - - - Age group: First grade through sixth grade

The program begins June 3 and ends August 10.

This program is planned to encourage the children to read during the summer
months. Participants must have a library card.

SPECIAL NOTE TO BROWNIE LEADERS, DEN MOTHERS AND TEACHERS. You are welcome to make
arrangements to bring your group or class to any of the library agencies with at
least one week's advance notice.

Children in the Library have looked to librarians to help them find books they would enjoy reading. It has been a busy year! Record statistics show that children read and used their library more than ever. They were advised through group visits, class groups, film programs, story hours, and individual book service. There was always a waiting list for the pre-school story hour. "New Horizons" encouraged 970 children to read 5,759 books in the summer reading program. Three groups of junior Great Books' groups were lead by five volunteer leaders who brought a new concept of reading and discussion to sixth and seventh grade students. Mothers, Fathers and teachers continued to be surprised at the information they were able to learn about the use of the library. The Staff was enthusiastic, sincere, and convinced of the importance of their work. M. Catherine Yamamoto, Coordinator of Children's Services.



CITY OF DECATUR, ILLINOIS

BUDGET FORM 3

Supplementary Detail on

Budget Request for Travel Expenses

(Include and List all Travel and Conferences

Department: Decatur Public Library

Activity: Library Services

Date: March 1, 1963

Submitted by:

Board of Directors

Mary T. Howe,

Librarian

Name of Conference or Purpose

Estimated Costs

Reason for Travel

Staff Institute at Monticello in the Hott Memorial Center (always held on October 12, when library is closed.

All members of the Staff and Board of Directors meet together for the annual in-service-training institute.

American Library Association:

Summer Conference to be held in Chicago, Illinois - summer 1963 - 1 week

Mid-Winter Business Conference to be held in Chicago, Illinois, Winter 1964 - working members of committees only attend on days of scheduled meetings.

University of Illinois - Extension Division - Workshop or Clinic - sponsored by University of Illinois Graduate Library School - 3 days in Fall or Spring

University of Illinois - Extension Division - Credited and uncredited classes held in the Decatur Public Library

University of Chicago - Annual Summer Institute - 3 days

Illinois Library Association - Annual fall conference to be held in Auroa, Illinois - 1963

Illinois State Library - District meetings held in Spring 1964 - 1-2 days only.

State and National committee meetings for officers and committee members only - about 8 meetings during year.
Three staff members involved.

ALL MEMBERS OF THE BOARD OF DIRECTORS AND STAFF ARE INVITED TO PARTICIPATE IN MOST OF THE ABOVE STATED MEETINGS.

Total amount allocated for this fund: Professional Development (Library Budget Code No. 220) \$1,738.00

CITY OF DECATUR, ILLINOIS
BUDGET FORM 4
Supplementary Detail on
Budget Request for Membership Dues

DEPARTMENT: Decatur Public Library
ACTIVITY: Library Services
DATE: February 22, 1963
SUBMITTED BY:
Board of Directors

ORGANIZATION	NAME OF MEMBER OR MEMBERS	COST OF MEMBERSHIP IN 1963/64	REASON FOR MEMBERSHIP
American Management Association	Library	\$ 60.00	Publications
Adult Education Association	Mary T. Howe	15.00	Publications
Association Commerce	Library	48.00	Community Activity & Publications
American Library Association	Library and Members Board of Directors	202.00	Publications & Professional Info.
Downtown Council	Library	25.00	Community Planning
Education Film Association	Library	15.00	Publications
Illinois Library Association	Library & Members Board of Directors	24.00	Publications
National Council Teachers of English -	Library	5.00	Publications
National Education Association	Library	227.00	Publications
National Machine Accountants	Mary K. Weidner	20.00	Publications
National Office Managers Assoc.	Mary T. Howe	40.00	Publications
and others as renewals come due	Library	19.00	Publications
	Totals	\$700.00	

CITY OF DECATUR, ILLINOIS
BUDGET FORM 4
Supplementary Detail on
Budget Request for Membership Dues

DEPARTMENT: Decatur Public Library SUBMITTED BY: Board of Directors
ACTIVITY: Library Services
DATE: February 22, 1963

ORGANIZATION	NAME OF MEMBER OR MEMBERS	COST OF MEMBERSHIP IN 1963/64	REASON FOR MEMBERSHIP
American Management Association	Library	\$ 60.00	Publications
Adult Education Association	Mary T. Howe	15.00	Publications
Association Commerce	Library	48.00	Community Activity & Publications
American Library Association	Library and Members Board of Directors	292.00	Publications & Professional Info.
Downtown Council	Library	25.00	Community Planning
Education Film Association	Library	15.00	Publications
Illinois Library Association	Library & Members Board of Directors	24.00	Publications
National Council Teachers of English - Library	Library	5.00	Publications
National Education Association	Library	227.00	Publications
National Machine Accountants	Mary K. Weidner	20.00	Publications
National Office Managers Assoc.	Mary T. Howe	40.00	Publications
and others as renewals come due	Library	19.00	Publications
	Totals	\$700.00	

The Board of Directors and the Staff members are dedicated to a careful planning program based on the needs of the patrons and the availability of funds. This presents an almost unsurmountable problem with the rising cost of books, supplies, and personnel.

Business more and more uses the excellent factual information resources contained in the reference books. Families come together in search of the never ending delight found in books, music, and pictures. Scholars have discovered indices to their research projects. Chemical Titles, Engineering Index, The Catalog of the Avery Memorial Architectural Library, Historical Abstracts, Education Index, Agricultural Index, Art Index, Biographical Index, and the Bibliographical Index are shelf mates to the well known Reader's Guide to Periodical Literature, the Applied Sciences and Technology Index, Business Periodical Index, Public Affairs Information Service, the Essay and General Index, and the New York Times.

The data processing department has aided the Library in our routine activities. Next year the machines will be used for the additional job of indexing the local history collection.

95 years of service has given Decatur residents a library collection they are proud to use. The Staff is proud to have had a part in the education and culture of the City of Decatur.

The Decatur Public Library has been made a mobile, flexible and growth institution aimed at keeping pace with the changing concepts of everyday life.



CITY OF DECATUR, ILLINOIS
BUDGET FORM 6

Department - Decatur Public Library
Activity - Library Services
Submitted by The Board of Directors
Mary T. Howe, Librarian
Date - March 1, 1963

MOTOR VEHICLE EXPENSE REQUEST

Please use this form to fully justify all operating and maintenance expenses for all motor vehicles and equipment. Totals by object of expenditure on this page do not constitute the full amount of request for code objects no. 306, 309, & 313.

Vehicle:	Bookmobile I.	Bookmobile II.	Bookmobile III.	Total For Bookmobiles	Station Wagon	Total For Vehicles
License:	M 19999	M 19995	M 19998		M 19997	
Purpose:	Library Service in City (Substitute)				Messenger Hospital Home Service	
Miles Travelled:	1492.1	1467	-----	2959.1	4340	
Miles Trav.per month	131.6	138.4			418.5	
Hours Used:	1047' 30"	1253' 15"	-----	2300' 45"		
Anticipated Use, 1963/64:	Same	Same	Same	Same	Same	
Gasoline:	\$ 51.88	\$ 104.34	\$ 3.51	\$ 159.73	\$ 45.26	\$ 204.99
Materials and Maintenance, incl. oil & antif.	\$ 511.42	\$ 791.26	\$ 18.85	\$1,321.53	\$ 290.64	\$1,612.17
Insurance:	\$ 141.87	\$ 122.77	\$ 87.62	\$ 352.26	\$ 57.44	\$ 409.70
Total Cost W/O books and Salaries:	\$ 705.17	\$1,018.37	\$ 109.98	\$1,833.52	\$ 393.34	\$2,226.86
Staff Salaries:	\$6,361.17	\$7,897.44	\$	\$14,258.61	\$ 791.45	\$15,050.06
Total Cost W/O Books	\$7,066.34	\$8,915.81	\$ 109.98	\$16,092.13	\$1,184.79	\$17,276.92
CIRCULATION of Library Materials May 1, 1962 - Jan.31, 1963 (Books, etc.)	51,318	65,650	-----	116,968	13,624 approx. 40 trips in 9 mos.	130,592
Approximate Averages:						
Cost per hour:	\$6.74+	\$7.11+				
Cost per book:	.13+	.13+			.27+	
Cost per mile	\$4.73+	\$6.07+				
Number of gallons used during 9 months	280.5	447.5	11.3		231.9	
Number of gallons used per week	7-1/8	11.1			5.7-3/4	



Dedication of the Dill Branch Library in the northside of Decatur, moving Extension Division headquarters to the Evans Branch Library, the addition of a library room in new St. Mary's Hospital, and the consolidation of bookmobile stops to increase the number of hours open at each location were the major changes in extending library services to Decatur Readers. Extension had a full and busy year! The Staff has been successful in handling changes with a minimum of confusion. Their reward for the long hours of hard work in crowded facilities was seeing an increased number of families browse along the stacks and take home more books than ever circulated in the history of the Extension Division. Mildred Leonard, Chief of Extension Division.



DECATUR PUBLIC LIBRARY
Decatur, Illinois

REGISTRATION STATISTICS
February 1960 - February 22, 1963

CITY OF DECATUR, ILLINOIS
BUDGET FORM 9
Library Card Holders,
on February 22, 1963

Department: Decatur Public Library
Submitted by: Board of Directors
Mary T. Howe, Librarian
Activity: Library Services

	ADULTS	YOUTH	JUVENILE	TOTAL
Resident	10,301	5,456	8,146	23,903
Withdrawn -	927	499	514	1,940
Total	9,374	4,957	7,632	21,963
Added +	1,002	481	789	2,272
Total Number Residents	10,376	5,438	8,421	24,235
Non-Residents	476	1,741	2,447	4,664
Withdrawn -	28	131	129	288
Total	448	1,610	2,318	4,376
Added +	85	345	224	654
Total Number Non-Residents	533	1,955	2,542	5,030
Total Number Library Card Holders	10,909	7,393	10,963	29,265

Summary:

Number of Resident Card Holders	24,235	
Number of Paid Non-Resident	100	
Number of Free Non-Resident	4,930	(includes students,
Total Number of Card Holders	29,265	teachers, & Property
		(personal and real)
		owners living outside
		corporate limits of
		Decatur, Illinois

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BOOK EXPENDITURES

May 1, 1962 - January 31, 1963

Department: Decatur Public Library
Submitted by: Board of Directors
Mary T. Howe, Librarian
Activity: Library Services

CITY OF DECATUR, ILLINOIS
LIBRARY BUDGET CODE 402 -
BOOKS PURCHASED

AGENCY	ADULT	YOUTH	JUVENILE	REFERENCE	TOTAL
Main Library - Adult	\$12,276.87			\$ 21.30	\$12,276.87
Main Library - Youth Rm		\$1,828.81		85.75	1,850.11
Main Library - Magic Carpet			\$1,537.02	1,743.38	1,622.77
Main Library -Reference				50.25	1,743.38
Main Library -1st Office	4.87				55.12
Main Library -2nd Office	1.27			30.00	1.27
Main Library -Data Processes				26.50	30.00
Main Library - Tech. Processes					26.50
Total for Main Library	\$12,283.01	\$1,828.81	\$1,537.02	\$1,957.18	\$17,606.02
Extension Division -Gen.	555.91	130.72	42.69	102.38	831.70
" Bookmobile I	34.45	73.92	406.36		514.73
" Bookmobile II	27.52	75.33	414.20	75.34	517.05
" Evans Branch	783.40	213.50	452.38	51.19	1,524.62
Dill Branch	647.04	380.62	540.96		1,619.81
Hospital & Home Ser	192.96	6.37	21.30		220.63
Total for Extension Div.	\$ 2,241.28	\$ 880.46	\$1,877.89	\$ 228.91	\$5,228.54
Rejects			90.18		90.18
Unassigned			795.99		795.99
TOTAL AMOUNT SPENT FOR BOOKS - Nine Months	\$14,524.29	\$2,709.27	\$4,301.08	\$2,186.09	\$23,720.73
Encumbered Jan. 1963					5,198.49
Total spent and encumbered at January 31, 1963					\$28,919.22
Balance in book fund at January 31, 1963					9,271.78
Amount allocated for the book fund (402) 1962/63					\$38,191.00

ANNUAL REPORT ON THE MEASUREMENT OF WORK AND USE OF THE DECATUR PUBLIC LIBRARY 1961 - 1962

STATISTICS

	1961/62	1960/61	1959/60	1958/59	1957/58
Circulation:					
Books	518,810	482,121	482,363	421,621	376,498
Non-Book Materials . .	19,742	16,887	15,800	15,359	11,022
Total Library Materials .	538,552	499,008	498,163	436,980	387,520
Collections:					
Books Added	13,376	10,476	18,022	20,868	10,980
Total on Hand	165,461	163,150	158,875	149,099	132,555
Registered Borrowers . .	28,690	28,031	*30,000	26,110	24,968
Questions Answered . .	60,334	54,519	58,251	47,613	42,621

*Estimate

ANNUAL STATISTICAL REPORT

	1961/62	1960/61	1959/60
Totals	Totals	Totals	Totals
General Works	1,914	1,795	1,546
Philosophy	5,258	4,883	4,667
Religion	6,614	6,350	6,431
Social Science	22,523	20,148	21,052
Language	1,458	1,278	1,328
Science	20,062	18,292	17,939
Useful Arts	27,714	26,344	26,400
Fine Arts	22,195	20,111	19,475
Literature	13,444	12,070	11,656
History	17,437	15,422	14,166
Travel	11,110	10,578	11,302
Biography	22,024	20,812	21,377
Foreign Non-Fiction	837	580	279
Periodicals	13,722	13,526	12,396
Pamphlets	957	1,418	1,229
Paperbacks	239		
Non-Fiction Total	187,508	173,607	171,243
Fiction	213,592	192,180	188,227
Foreign Fiction	1,750	595	205
Easy Books	115,960	115,739	122,688
Total Books Circ.	518,810	482,121	482,363
Total Non-Books Circ.	19,742	16,887	15,800
Total Circ.	538,552	499,008	498,163
* Main Circulation	248,054	220,459	216,045
Extension Dept.	270,756	261,662	266,318
Non-Book Circ.	19,742	16,887	15,800
Total Circ.	538,552	499,008	498,163



Photo by- Cecil's Studios

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

CIRCULATION STATISTICS JANUARY 1963

	Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS	95	56	99	250	1360
* 01 PHILOSOPHY	100	25	62	187	1233
* 02 RELIGION	508	39	5	552	4003
* 03 SOCIAL SCIENCE	381	33	3	417	3012
* 04 LANGUAGE	468	23	81	572	4446
* 05 SCIENCE	397	8	92	497	4751
* 06 USEFUL ARTS	1300	118	588	2006	16132
* 07 FINE ARTS	1163	121	709	2013	16340
* 08 LITERATURE	106	1	31	138	1170
* 09 HISTORY	112	6	12	130	1141
* 10 TRAVEL	588	182	928	1698	13964
* 11 BIOGRAPHY	620	154	204	1678	14521
* 12 FOREIGN NON FIC	1635	239	612	2486	19921
* 13 PERIODICALS	1561	151	586	2298	20043
* 14 PAMPHLETS	1487	166	393	2046	16149
* 15 PAPERBACKS	1336	88	404	1828	16276
* 16 FICTION	1069	58	200	1327	10140
* 17 J E	874	41	213	1128	9233
* 18 FOREIGN FICTION	1123	207	509	1839	13164
* 19 J E	1058	154	383	1595	12086
* 20 J E	595	78	422	1095	8120
* 21 J E	531	65	346	942	7387
* 22 J E	995	315	866	2176	15762
* 23 J E	1084	224	762	2070	15582
* 24 J E	25		42	67	544
* 25 J E	24	1	59	84	599
* 26 J E	936	75	119	1130	8904
* 27 J E	947	56	101	1104	9977
* 28 J E	88			88	589
* 29 J E	65	3	6	74	700
* 30 J E	32			32	731
* 31 J E	34			34	147
Total Non-Fiction	11050	1557	4695	17502	135099
* 32 J E	10307	1130	4642	16079	133828
* 33 J E	9301	3221	5508	18030	164184
* 34 J E	9599	3130	5391	18120	158701
* 35 J E	12		45	57	885
* 36 J E	3		63	66	1216
* 37 J E			9141	9141	84430
* 38 J E			8829	8829	83943
Total Fiction	9313	3221	14694	27228	249499
* 39 J E	9602	3130	14283	27015	243860
Total Books	20363	4778	19589	44730	384598
* 40 J E	19909	4260	18925	43094	377688
				+1636	+6910

*Last years January

MAIN ADULT	10194	454	343	10991	31948
MAIN YOUTH	4505	2036	17	6558	52135
MAGIC CARPET	1		6392	6393	56935
REFERENCE	9			9	40
MARY T HOWE					15
JUV COORDINATOR					537
	14709	2490	6752	23951	191610
B 1	1070	604	3895	5569	51318
B 2	1500	727	4781	7008	65650
EVANS BRANCH	1485	502	1055	3042	34285
HOME SERVICE	422	90	14	526	5567
ST MARYS HOSP	139	19		158	1670
D M C	243	43	288	574	4932
T D SAN	93	10	2	105	878
NURSES RES	41	4		45	577
DILL BRANCH	661	289	2002	2952	28111
	5654	2288	12837	20779	192988
	20363	4778	19589	44730	384598

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

CIRCULATION STATISTICS JANUARY 1963

GENERAL WORKS	Adult	Youth	Juv.	Total	Y-Date
01 PHILOSOPHY *	95	56	99	250	1360
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05 SCIENCE *	468	23	31	572	4446
06 USEFUL ARTS *	397	8	92	497	4751
07 FINE ARTS *	1300	118	588	2006	16132
08 LITERATURE *	1183	121	709	2013	16340
09 HISTORY *	106	1	31	138	1170
10 TRAVEL *	112	6	12	130	1141
11 BIOGRAPHY *	588	182	928	1698	13964
12 FOREIGN NON FIC *	620	154	204	1678	14521
13 PERIODICALS *	1635	239	612	2486	19921
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15 PAPERBACKS *	1487	166	393	2046	16149
	1336	88	404	1828	16276
	1069	58	200	1327	10140
	874	41	213	1128	9233
	1123	207	509	1839	13164
	1058	154	383	1595	12086
	595	78	422	1095	8120
	531	65	346	942	7387
	995	315	666	2176	15762
	1084	224	762	2070	15582
	25		42	67	544
	24	1	59	84	599
	936	75	119	1130	8904
	947	56	101	1104	9977
	88			88	589
	65	3	6	74	700
	32			32	731
	34			34	147
Total Non-Fiction *	11050	1557	4695	17502	135099
	10307	1130	4642	16079	133828
15 FICTION *	9301	3221	5508	18030	164184
16 FOREIGN FICTION *	9599	3130	5391	18120	158701
17 J E *	12		45	57	885
	3		63	66	1216
			2141	9141	34430
			8029	8029	83943
Total Fiction *	9313	3221	14694	27228	249499
	9602	3130	14283	27015	243860
Total Books *	20363	4778	19589	44730	384598
	19909	4260	10925	43094	377688
*Last years January				+1636	+6910

MAIN ADULT	10194	454	343	10991	31948
MAIN YOUTH	4505	2036	17	6558	52135
MAGIC CARPET	1		6392	6393	56935
REFERENCE	9			9	40
MARY T HOWE					15
JUV COORDINATOR					537
	14709	2490	6752	23951	191610

B 1	1070	604	3895	5569	51318
B 2	1500	727	4781	7008	65650
EVANS BRANCH	1485	502	1055	3042	34285
ME SERVICE	422	90	14	526	5567
MARYS HOSP	139	19		158	1670
	243	43	288	574	4932
	93	10	2	105	878
	41	4		45	577
	661	289	2002	2952	28111
	5654	2288	12837	20779	192988
	20363	4778	19589	44730	384598

BIBLIOGRAPHIES	7		1	0	32
BOOK TALKS					1
CEILING PROJECT					2
CLASS VISITS		1	7	0	74
BOOK TALKS					97
INSTRUCTION			2	2	18
STORIES			5	5	31
ATTENDANCE		55	197	252	1839
EXHIBITS	9			9	97
FILMS ATTENDANCE	445		378	623	4696
SHOWINGS	9		9	18	132
16 MM	11		5	16	101
C PROJECTOR					21
FILM STRIPS	12			12	12
RECORDAK	248			248	1620
GAMES					3
GROUPS NOT CLAS	1		10	11	131
ATTENDANCE	26		163	189	999
HOME SERVICE VI	50			50	456
HOME SERVICE PA	72			72	543
HOME SERVICE PA	2			2	11
INTER LIBRARY L	20			28	113
MAPS	5			5	25
MEETINGS IN OLD	13		2	15	160
ATTENDANCE	101		5	106	1340
MENDING	85	10	233	568	5798
OVERDUE BOOKS	702	141	888	1731	12190
OVERDUE NOTICES	473	93	470	1036	6837
PICTURES FRAMED	6			6	74
PICTURES MOUNTED	275		207	482	3559
PROFESSIONAL VI	3		1	4	11
RADIO	6		1	7	30
RECORDS LP	1141		28	1169	8608
RECORDS S	2			2	42
RECORDS SR	170			170	1092
RECORDS 16					1
READERS ADVISOR	1222	962	1271	3455	25739
REQUESTS	39	5	25	69	756
SCHOOL VISITS					3
STORY HOURS			6	6	31
ATTENDANCE			75	75	487
NUM OF STORIES			19	19	89
TELEPHONE INCOM			4	1084	10115
TV	1079	1		4	81
VISITS IN COMM	4			6	32
RECORD BAGS	5			162	1210
WELWYN	162			47	428
WAKEFIELD NO 2	47			20	64
MINOR NURSING H	20			54	495
LAKESHORE MANOR	54			38	413
RANKIN NURSING	38			21	86
18TH & E WILLIA	21			639	6136
FAIRVIEW PLAZA	75	89	475	1068	10216
GARFIELD & WATE	325	120	623	659	4961
SAWYER & MONROE	82	23	554	1326	11763
GRAND & SUMMIT	267	227	832	1877	17648
GRAND & SUMMIT	321	145	1411		232
OAKLAND & W WOO				546	4676
FOREST & LINCOLN	87	29	430	433	3767
MT CALVARY CHUR	77	52	304	2172	22812
S ILLINOIS & E	441	208	1523		318
S TAYLOR & W WO				1884	13734
L DR RD & SOUTH	414	159	1311	474	4301
STALEY BRIDGE	33	41	400	42	675
22ND & E CLAY	11	4	27	58	1587
24TH & E WILLIA	38	6	14	581	2972
16TH & LINCOLN	167	80	334	818	11170
AP	232	148	438	423	3059
AM	4		419		43
AT				495	3644
YP	20	70	405	230	1162
YM	34	13	183		7
YT					6
JP				3	487
JT				95	63
				10	
				9	

The Decatur Public Library owes a special debt of gratitude to the clubs and individuals who volunteered time and gave books, phonograph records, periodicals, or exhibits. Limited space permits only a partial list:

Allin, Miss Eugenia
Allsup, Jack L.
American Assoc. of Univ. Women
American Business Women Assoc.
American Legion, Auxiliary
American Red Cross
Anderson, Jan
Anderson, Miss Sandi
Association of Commerce

Barnes, Mrs. Beulah
Beeson, Mrs. Helen
Behm, Mrs. Luther
Bendsen, Mrs. Ingrid
Benner, Mrs. Paul
Black's Hardware Co.
Braithwaite, Miss Gussie
Bramel, Mr. John
Bridges, Mr. & Mrs. F.G.
Bullington, Winston

Callahan, William
Capuccio, Miss Donatella
Castle, John
Caudle, Carter C.
Central Christian Church
Citizen's National Bank
Civil Defense Office
Clark, Miss Lillian
Collins, Mrs. Helen B.
Coppenbarger, Mr. & Mrs. Roy
Craftsmen's Club
Crain, Mrs. Jennie
Cravens, Miss Velma
Creative Writers

Davis, Byrd, Jr.
De Boice, Mrs. Geraldine
Decatur Fire Department
Decatur Garden Club
Decatur Herald & Review
Decatur & Macon County Hospital
Decatur Police Department
Decatur Public Schools
Decatur Recreation Department
Decatur Woman's Club
Dodson, Miss Eleanor
Donahue, Miss Rosemary
Donovan, Mr. John
Dunn, Mrs. E. J.

Edgar, Miss Janice
Edgcomb, James
Eisenhower High School
Engdale, Arvid

Felts, David V.
Friends of the Library

Gardner, Mrs. Laura
Garfoot, Mrs. F.J.
Garman, Mrs. Horace
Gill, Mrs. Lowell
Girl Scouts of America
Glenn, Mrs. Geraldine
Gourmel, Miss Brigitte
Grady, C.H.
Grant, Miss Pearl
Greanias, Nickolas G.
Great Books Members
Grohne, Robert

Haines & Essicks
Hawaii Gift Shop
Hefley, Miss Carol
Hobbs, Mrs. Lillian
Hobby House
Hord, Mrs. James
Huntley, Mr. & Mrs. Edwin L.

Illinois Nurse's Association
Irwin, Neisler & Co.

Jenkins, Grover

Kapp, Lucian
Kareotes, Miss Christine
King, Robert
Klausmeier, Mrs. Emma
Kreker, Mrs. Helen A.

Lahniers, Frances
Latendresse, Mr. & Mrs. Lloyd
League of Women Voters
Lindsay, Edward
Long, Mrs. Dorothy
Longstreet, John M.
Lorenz, Mrs. Ralph
Lowe, Morris

McArthur High School
McClintock, Mr. & Mrs. Harry
McCreary, Robert
McNabb, Miss Anna
Macon County T.B. Association
Mannes, R.S.
Medley, Mrs. William C.
Mendel, Leo
Mental Health Association
Miller, Julia Back
Millikin University
Montgomery, Paul
Morthland, Mrs. Harry
Moosehome, Decatur WOTM
Morey, Mrs. Walter T.

Olmstead, Miss Mary
Olsson, Mr. & Mrs. Erling
Owen, Mrs. Robert D.

Pansch, Mr. & Mrs. Karl
Park & Sons, Inc.

Ratchford, Rev. John H.
Rice, H.L.
Ridgley, Mrs. Dwight
Rockhounds
Rotary Club of Decatur
Rottman, R.B.
Rowe, Mrs. Robert
Ruedger, Mrs. Ora

Sadauskas, Mrs. Jonas
Sauer, Donald
St. Mary's Hospital
Schaub, F.W.
Schedel, Ericka
Scott, Mr. Edward
Seidman, Mr. and Mrs. Martin
Sexson, Miss Jean
Shellabarger, Mrs. David
Sims, Mrs. Arthur L.
Simmons, Mrs. E.L.
Soy City Coin Club
Sparks, L. J.
Spansler, Miss Mary Lou
Staley, A.E. Mfg. Co.
Stephen Decatur Rose Society
Stern, Mrs. Erich
Stewart, Miss Helen

Tenney, Frank
Thompson, W.M.
Threlfall, Marguerite
Toombs, Mrs. J. E.
Turitz, Rabbi Leo

Wack, Mrs. George
Walton, Mrs. Henry M.
WDZ Radio Station
WSOY Radio Station
WTVP Television Station
White, Mrs. James D.



Circulation Control
and Related Applications
at Decatur Public Library,
Decatur, Illinois

IBM

Application Brief

A

DECATUR PUBLIC LIBRARY, DECATUR, ILLINOIS, is a medium-size library possessing about 165,000 volumes. In addition to the main library, which comprises various special rooms and the stacks, there is an extension division which includes two branch libraries, three bookmobiles, hospital services and stations.

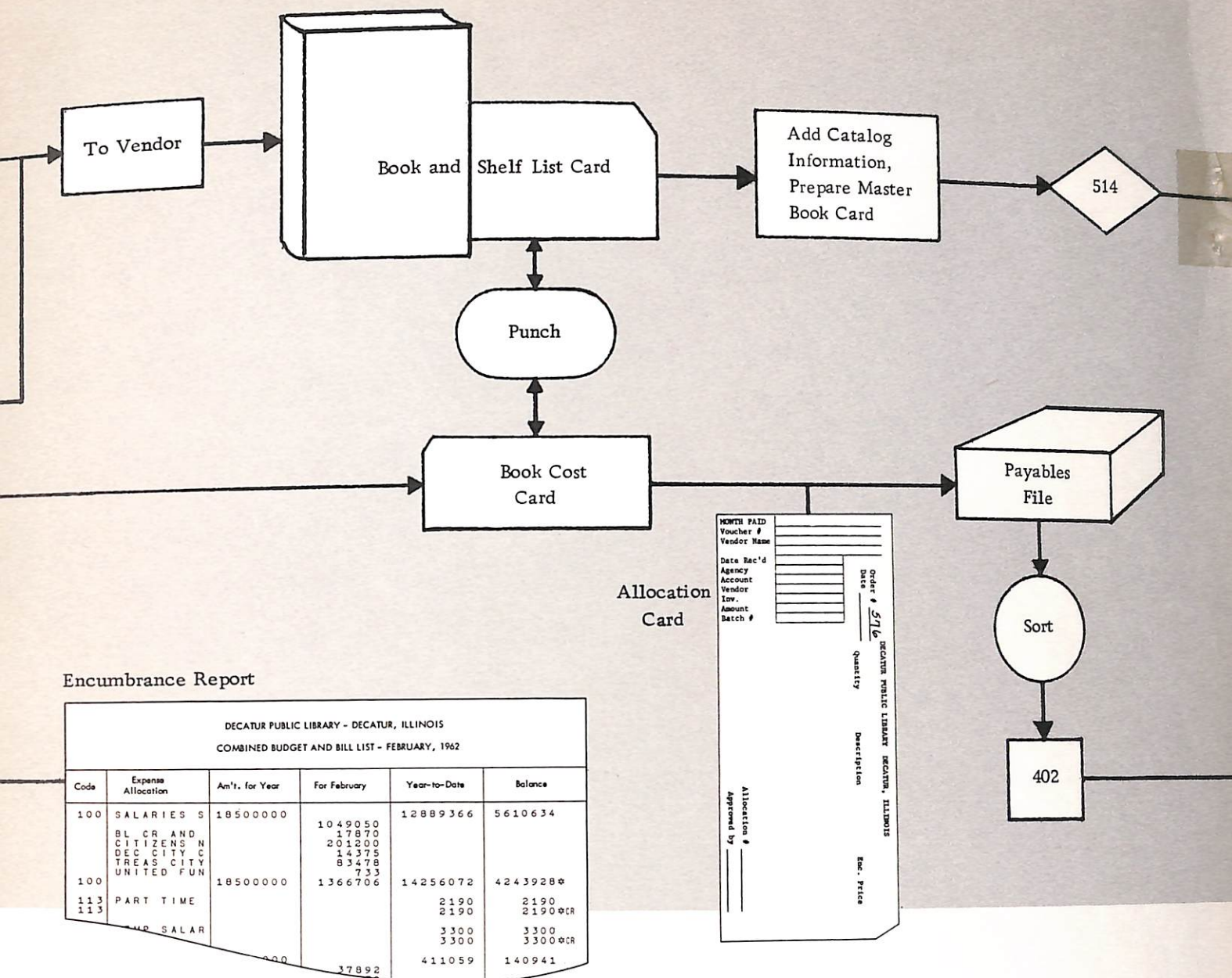
The library is staffed by seven professional librarians and 43 assistants, and is used by some 30,000 people. Circulation for the fiscal year 1961-1962 was 538,552 volumes, or an average of 10,357 a week.

The data processing department consists of a supervisor and a card punch operator, and the following IBM equipment: a 26 Printing Card Punch, 82 Sorter, 402 Alphabetical Accounting Machine, 514 Reproducing Punch and 77 Collator.

The use of this equipment, in conjunction with a unit record card for each book as the source of almost all transactions, assures the following advantages:

1. Integration of patron registration, budget book ordering, circulation control, and circulation statistics.
2. Release of professional staff from clerical routines to work with books and patrons.
3. Availability of complete, up-to-the-minute financial picture at all times.
4. Availability of complete information on books that are being read.
5. Simplification of book ordering.
6. Easy maintenance of accurate circulation control statistics.
7. Many by-products useful in planning library service development.





both cards. The date-due card is returned to the book; the "out" card is sent to the data processing department where it is punched with date due and placed in sequence in the "out" file.

When the book is returned, the next circulation card is removed, sent to the data processing department as an "in" card, and placed in the "in" file to indicate that the book has been returned. The book pocket still contains seven cards: the date due card and three more pairs of circulation cards.

The procedure is repeated three more times before replenishing the cards in the book. When the last "out" card is used, a special punch signals the data processing department to prepare a new pack of cards for the next four circulations of the book.

The "in" and "out" cards are matched daily. The collator selects the matched cards and then searches

for unmatched cards that are overdue weekly. These cards are punched with the borrower's number and sorted by borrower's number within due date sequence. The new overdue list is prepared by the accounting machine and the appropriate section sent to the borrower with the notice that "these materials are overdue."

After the "in" and "out" cards are matched, they are summarized and held in a circulation statistical file from which significant listings can be prepared. These listings may indicate such things as how often each book has been circulated in the past year, what types of books are circulating, what section of town most borrowers live in, whether teenagers are reading adult books, etc.

The master book cards represent the complete book holdings of the library and are used to prepare special lists by class number, author and title.

IBM

International Business Machines Corporation
Data Processing Division
112 East Post Road, White Plains, New York

DECATUR PUBLIC LIBRARY
Decatur, Illinois
MINUTES OF THE BOARD OF DIRECTOR'S MEETING
February 23, 1963

The Board of Directors met in the Board Room of the Decatur Public Library, 457 North Main Street, Decatur, Illinois, February 23, 1963.

Members present:

Mr. Jack R. Burnett, President
Mrs. Erich Stern
Mrs. Dwight Nelson
Mr. John Cheeks
Mr. Francis Hart, Vice-president
Mr. Harold Koslofski

Members absent:

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

Others present:

Mr. Mike Burns, Reporter, Review Newspaper
Mrs. Judith Hansen, Staff member
Mrs. Mary T. Howe, Secretary-Librarian

The meeting was called to order at 9:05 A.M. by Mr. Jack Burnett, president. The Minutes of the January 25th meeting were read by Mrs. Howe. They were approved as read.

Mr. Harold Koslofski gave the report of the Finance Committee, which met Wednesday, February 20th and checked the bills. He moved the bills be approved for payment. Mrs. Nelson seconded the motion. Roll call was taken. Mr. Burnett, Mrs. Stern, Mrs. Nelson, Mr. Cheeks, Mr. Hart and Mr. Koslofski voted aye. No abstentions or noes were recorded. Motion carried.

Staff Salaries	\$ 14,420.74
Operating Expenses	7,033.36
Total Expenditures for February, 1963	\$ 21,454.10

The budget manual was presented as prepared by Mrs. Howe. The referral letter was examined and approved with one correction to read "~~citizens~~ of Decatur," instead of "Decatur citizens."

Mrs. Howe called attention to the salary request. The budget was not revised after Mr. Burton's death, therefore, some adjustments may be necessary if we continue to use the Decatur Window Cleaners. Mr. Burnett said the only increase in the budget is for salaries and some money may need to be transferred for custodial work.

Mrs. Arisman, Mrs. Rule and Mr. Mullen will leave and the library will not replace them with the same caliber person. As the salaries go up, the number of persons go down. Mr. Kirk, Executive Secretary of the Civil Service Commission, gave an examination to two recent Millikin University graduates. Mrs. Puhek would like to use only clerical workers at Main Desk. Mrs. Howe asked for the approval of the salaries listed for May 1, 1963. Mrs. Nelson moved the budget be sent to the City Council as presented. Mr. Hart seconded the motion. All present voted aye. Motion carried.

Mr. Burnett reported on the legal aid to the library. He wasn't able to contact Mr. Merris but he asked Mr. Latendresse if he was Mr. Merris' assistant. He does work for Mr. Merris, but the city pays him for the work. Therefore, we would not get free assistance and so we may have to rely on Mr. Merris.

Mr. Cheeks reported for the Personnel Committee, saying he thought that everything had been covered. If there are any additions it will be reported at the next meeting.

Mr. Burnett suggested a note be attached to the IBM Application Brief saying that IBM paid for the publication and it was not published at the city's expense. He also suggested that if the Personnel Committee wishes to endorse some increases we should go along with it.

There was discussion about the Federal Wage and Hour Act requirements. Mrs. Howe reported the hourly rate for all pages (except 2) had been increased to \$1.00 per hour.

Mr. Hart reported a meeting with the Downtown Council. Mr. Burnett, Mr. Harlan, Mrs. Stern and Mr. Hart were present. No decisions were made. Mr. Harlan presented an outline of the general plan the Downtown Council had for downtown areas. He expressed a desire for the library to be a part of their planning. Mr. Irwin, City Planner, and he went out to South Shores and examined several possible sites for a branch. The arrangement would have to be something like Dill Branch. Bookmobile 3 has a collection that could be used for about 50% of a beginning book stock.

The next step on the Main Library would be to contact Mr. Merris. Dr. Goldhor from the University of Illinois will be here March 7 and 8th to survey the building needs for the Main Library. Copies of the letter from Mr. Ralph Ulveling and Mr. Charles Mohrhart were sent to all Board members.

The librarian gave a report on the continued increase in circulation. She announced the data processing clinic at the University of Illinois, April 28 - May 1, 1963, which is at the close of our fiscal year. The University would like for Decatur to be represented. She suggested that if Mrs. Weidner and she could attend part of the sessions, members of the Board could attend the other sessions. Mrs. Stern thought she might be able to go.

Mrs. Howe asked if the members had any questions. Mrs. Nelson wanted to know how much help we gave high school students. This brought to light a complaint from a teen-aged daughter of a friend.

The question of professional legal aid was raised. Mr. Burnett said that professional people often put aside free jobs until there was time to work on them. He thought the library would have to go ahead and contact Byron Merris.

Mrs. Howe elaborated on National Library Week. She explained about the International Fair sponsored by the Rotary Club on April 24, 1963 in the Masonic Temple. Professor William B. Hesseltine will be here April 11, 1963 for the Civil War Round Table. The Friends of the Library will be invited and the library could share a nominal amount of the expense - \$25.00.

Mr. Cheeks complimented Mrs. Howe on the budget.

Mr. Hart moved the meeting be adjourned. Mr. Cheeks seconded the motion. Meeting adjourned at 10:00 A.M.

Respectfully submitted,

Mary T. Howe, Secretary