

Decatur Public Library
Decatur, Illinois

Annual Meeting - Board of Directors
and Staff May 10, 1965
12 o'clock - in the Decatur Club.

Agenda

Mr. Sappington, Presiding for Board.
Mrs. Howe, Presiding for the Staff.

5" Introduces Board Members - Sappington
5" 1. Introduces Staff - Guests - Friends - Howe

2. Reports from Staff - Librarian's Report,

30" 5" Children's Services - Catherine Yuenaco

5" Central Public Services - Nellie McHobb

5" Reference Services - Edna Jones

5" Youth Services - Leola Grissom

5" Extension Services - Mildred Leonard

5" Rolling Prairie Libraries - Margaret Griffin

25" 3. Film - "The Lively Art of Picture Books" -

Mr. Sappington, presiding for the Board

- (2") 4. Minutes of the 1964 Annual Meeting
- (3") 5. Report of Auditor - Robt Jenne
- (10") ~~6. President's report from the~~
Review of Year's Activities - v.p.
- (8") ~~7. Librarian's Report~~
- (10") 8.7. Election of officers
- 8.8. Adjournment. 1³⁰

1 hour - 30"

Literarian's Report -

(2)

There is one observation which should be made concerning services in public libraries - the ^{almost} complete absence of Children's librarians will ultimately lead to poorer use of our facilities. Everywhere ^{the younger} children have come less to the library than in prior year. For this ~~is~~ reason we are today emphasizing ~~children~~ and work with Children - Decatur needs Children's librarians - Decatur needs at least one more and ideally could use three more for our work. The public schools need trained children's librarians - we should all work

The numerous events of the past year have finally culminated into one more fiscal year. The 98th in Decatur's history - Notable were the addition of five professional librarians on a provision basis - the retirement of a valuable ^{library} assistant - Mrs O'Sell - and ~~Esther Puhak~~ resignation of Esther Puhak and Paul Reichgraber.

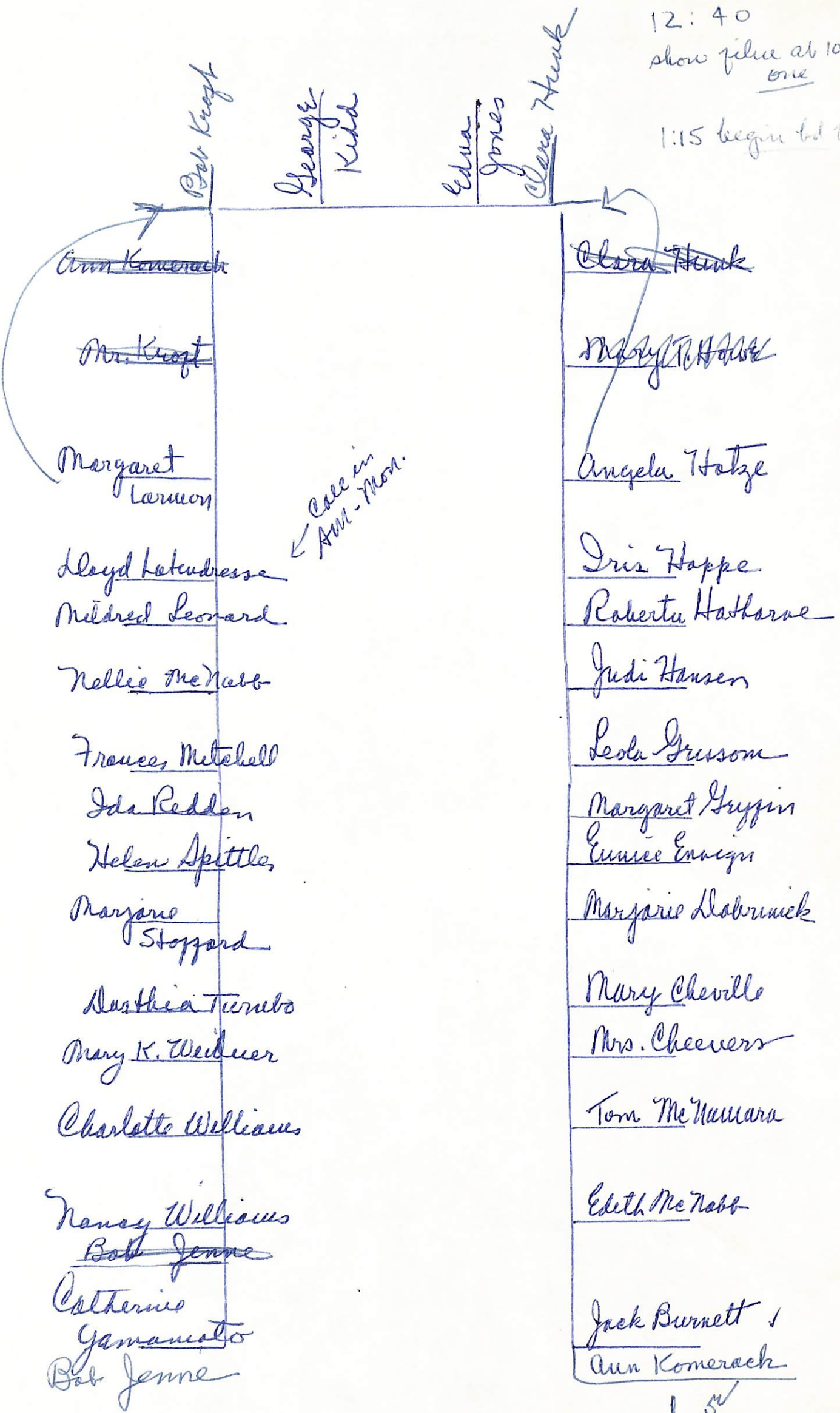
We have had visitors from throughout the United States, Italy^{and} Brazil. They come to see our data processing system and our Children's Services.

	May	June	July	Aug	Sept	Oct	Nov.	Dec	J	F	M	Ap.
Hart	✓	0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sappington	✓	✓	✓	✓	✓	✓	0	✓	✓	✓	✓	✓
Pogue	✓	✓	✓	0	✓	✓	✓	✓	✓	✓	✓	✓
Stern	0	✓	✓	0	0	✓	✓	✓	✓	✓	0	0
Pilecher	0	0	✓	✓	✓	✓	0	✓	✓	0	✓	✓
Koslofski	✓	0	✓	0	✓	✓	✓	✓	0	✓	✓	0
Nelson	✓	✓	0	✓	✓	✓	✓	✓	✓	✓	✓	✓
Burnett	0	0										
Russell	✓	✓	✓	✓	0	✓	✓	✓	✓	✓	0	0
Total												
West			✓	0	0	✓	✓	0	0	0	✓	0
	6	5	8	5	6	9	7	8	7	7	7	5
							39	46	54		68	

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 12 \overline{) 80.00} \\
 \underline{72} \\
 80
 \end{array}$$

6-7 average
 always had a quarant

12:40
show films at 10" to
one
1:15 begin to talk



Kosloski
Tolson
Patches
Suppington
Nelson
Pogue
West

which is a fun book with a moral, (4)
After you have read your book
~~for~~ ^{give} it ~~along~~ to a child and
share the joy of reading with him.
The illustrators ^{of your books} are mentioned in
the film you will see later. We
hope you will find why picture
books mean so much to children.
Your place card show the characters in
"Bele for Ursula"
The remainder of the report will
be given by the department heads.
A printed report will be distributed
later this week = The report which
you see here contains picture and
text. If we are fortunate the
printed report will also contain pictures.
Mr. Sappington - This is our report to you
and members of the Board - accomplishments, dreams
and realities.

May I express our appreciation
for valuable services for
all of you. In July
they will retroactively join the index, or the Veterans!

Handed Kodakographic
giving the Museum one

③
toward recruitment of librarians for
Children's work! The Expansion of
services into the unserved areas
will help to contact the children
but where will they turn for
direction? You have before you
~~some of the~~ a sample of the best
in children's literature. The book
in front of you is our gift to you.
Read it and see what good
literature is being written ~~for children~~
and the beautiful illustrations that
are being printed for children. ^{an} ~~an~~ interesting
contrast are two copies of the Peter
Newell book — ~~with a~~ ^{The} whole Book.



97th ANNUAL REPORT, May 1963 - April 1964





Around the table, month by month, the Directors of the Decatur Public Library studied the ways and means open to them for providing more space for the increased crowds of people and the subsequent need for more books and book shelves. This was the prime concern of the whole library. Students came to the library in ever larger numbers.



TECHNICAL PROCESSES DIVISION

orders, catalogs, and processes all of the library materials for the patrons of the Decatur Public Library. This division keeps the card catalog up-to-date for quick reference to the location of the books, records, films, and pictures in the Library.

Thousands of books were renumbered and revised during 1963/64.

Books have always been considered a long lasting memorial for persons in the community. A record of this year's memorials show the following persons honored:

Mrs. James C. Barr, by the Play-Reading group of A.A.U.W.

Mrs. William Bloemaker, by Decatur Woman's Club

Mrs. Myrtle Drobisch, by Decatur Garden Club

Mr. George S. Foster, by Mr. & Mrs. Paul North

Mr. Paul Heffernan, by Mr. & Mrs. C.E. McCoy

Dr. Harold Holmes, by Dr. & Mrs. R.L. Williams

Dr. Christine P'Simer, by Decatur Garden Club

Mrs. Vera Lee Shaw, by Decatur Garden Club

Mrs. L. L. Sober, by Decatur Garden Club

Mrs. L. L. Sober, by Decatur Woman's Club

Mrs. R. F. Stewart, by Neighbors

Mrs. Fern R. Taylor, by Decatur Garden Club

In the year 1963 book prices increased 18%. Decatur stretched its book budget by ordering paper-backed books and having them permabound. 10,422 books were cataloged during 1963/64, of which 4,358 were new titles to the Library.

Increased circulation of books meant more books needed mending and binding. The number of books reconditioned was dependent on the limited budget. Book orders were held for several months and finally book binding was held four months until the new fiscal budget was in effect.

- Marjorie Stafford, Chief Technical Processes



CROWDED CONDITIONS have been the key words this past year in Central Public Services. Tables in the reference rooms have overflowed into the reading room and youth room. The problem of crowded shelves in the book stacks was alleviated slightly by a strenuous discarding program within the travel and social science book collections.

One-third of the circulating books have been converted to IBM control which has eased the carding situation and lessened the time it takes to get a book back on the shelves after it has been returned by the patron.

In spite of crowded conditions the library circulation department is in better shape than it was a year ago. Patrons have been reminded regularly of overdue books and of fines which they owe. Shelves have new labels to help people locate books. In the reference rooms, however, the much needed addition of new vertical file cabinets increased the load on the old floors and caused a major sag. These files were moved to the entrance of the east reference room on the last day of the fiscal year.

A full time page has been used to keep the crowded shelves neat with the help of the part-time pages. The availability of a full time reader's adviser has enabled patrons to receive assistance in selection of books.

The Public Services in the Main Library are proud of the job they were able to do in spite of adverse conditions where space is at a premium.

- Esther Puhek, Chief Central Public Services





The REFERENCE DEPARTMENT has been characterized by increasing student use of its facilities. This was especially apparent in the number of back issue periodicals requested, to be used as a basis for "term papers".

Inter-library loan requests have been in the subject areas of languages, history, and genealogy.

Business questions by telephone were answered chiefly from the telephone directories which are current. A large college catalog collection helped the students check on possible college admission requirements.

Seventy-eight periodicals continued to be kept up-to-date with added microfilm for 1962-1963. A special microfilm documentary of President John F. Kennedy's assassination was added to the microfilm collection in the reference room.

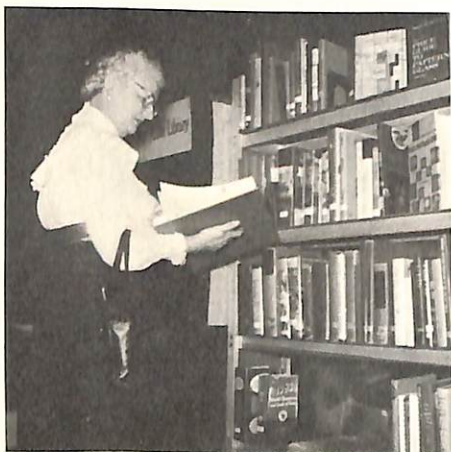
- Edna Jones, Reference Service





The Library shared the responsibility for the International Fair with the Rotary Club of Decatur. Over 4,000 persons visited the fair in the Armory with 41 displays from 23 countries, 9 organizations and 10 local industries. This was the major event during National Library Week. This Fair enjoyed wide publicity through the local newspaper, radio, and television stations.

- Robert Kirchgraber, Assistant Librarian





The Decatur Public Library owns only 48 16 mm. sound films. This small collection is supplemented by Canadian films and film rentals from audio-visual centers. Information files were strengthened to aid patrons in the selection of feature films and documentaries available from other sources. Camera Three programs were held monthly in the Main Library. Children's film programs were given once a month at story-hour time. The Christmas films were in great demand by organizations. Pre-view sessions were held weekly with the book selection committee and films for possible purchase noted. - Dorthia Turnbo, Audio-Visual Services

Meeting space was at a premium in the Main building during the evening hours, with a great variety of organizations using the rooms. Wherever possible library materials were correlated with the meetings.

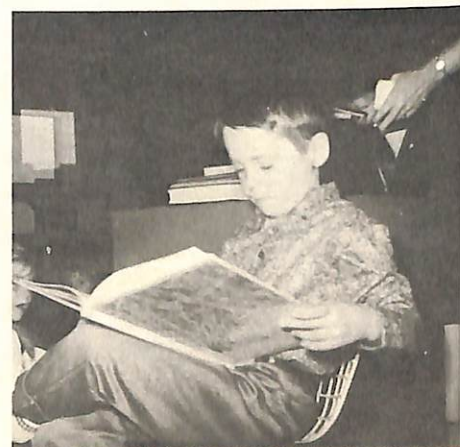
HOW TO USE THE LIBRARY seminars were held in August and repeated twice during the year. Two telecast programs were given on reference works as a preface for the seminars. Over a hundred persons took advantage of these sessions in order to learn how to use the library themselves.

Hundreds of pictures were clipped and classified for the picture files.





CHILDREN have proven they like reading by using their special rooms more than they did last year. Whether it was to find books to take home or to sit and read in the Magic Carpet Room; whether it was to find materials for school assignments or to attend the various book related programs planned especially for them, the children came to the Decatur Public Library.





The teachers and scout leaders have brought more classes and groups to the Library. Reading during the summer months was heavy. "Read-a-Mile" was the theme of the summer reading club.

Parents, grandparents, babysitters, church leaders, students of children's literature, teachers, and writers were among the frequent patrons to the Magic Carpet Room. Indeed, Saturday was popularly noted as "Dad's Day" because so many fathers brought their children to the Library on that day.

- Catherine Yamamoto, Chief Children's Services

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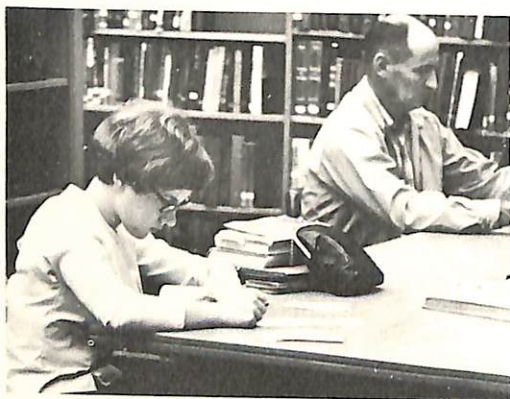
INCREASED USE OF THE Youth Room was attributed to the special effort made to recognize the problems of new patrons.

The high school student leaders in Decatur participated in a reading survey made by the Young Adult Services Division of the American Library Association. These students were asked to give the name of the book which had influenced them most and to comment on the reason.

Twice as many reader's advisory questions helped to increase the circulation of books by nearly 7,000 over the last fiscal year. The reference log book for teen-agers showed a wider variety of reference questions. Teachers from the junior high schools and the high schools brought classes for intensive training sessions in the use of the Library.

One student commented: "Any book which makes you think, whether you agree with it or not, is a good book." Another student said: "The Ugly American showed if we keep in mind that our bad example hurts many more people than ourselves, while our good example strengthens and increases the respect, love, and understanding between the different groups, we are on our way towards making this a better world in which to live."

- Nellie McNabb, Chief Youth Services





EVANS BRANCH LIBRARY continues to be one of the most attractive service points in Decatur. It reflects the pride and care its readers have for Library materials.

Four programs for children were offered at Evans this past year. Two pre-school story hour sections were held, a monthly film program given, and a regular Saturday morning story hour program held. The trimming of the Christmas tree was a festive occasion for the children who turned an untrimmed tree into a beautifully decorated one.

The Centennial Junior High School librarian and the Evans branch librarian cooperated in a project to take all seventh grade students, living within a ten block radius of Evans Library, to the branch Library for library instruction and information. 75 students participated in the project.

DILL BRANCH LIBRARY has been one of the busiest and prettiest outposts of the Decatur Public Library. Most of the patrons are children but the use by adults and teen-agers is increasing. Pre-school story hours and the summer reading club were the two programs held at Dill this past year.

BOOKMOBILE SERVICE is greatly appreciated by the parents and children of the outlying areas in Decatur. The stops at West Grand and North Summit and the South Shores on Franklin Road need branch library service. Children and adults jam these units during the one day stops.

More funds are needed for increasing the efficiency of the Extension Division. This unit of the Decatur Public Library system accounts for half of the total circulation.

- Mildred Leonard, Chief Extension Division



HOSPITAL AND HOME SERVICES is one of the most rewarding but little discussed parts of the Library. Once a week the Library cart is taken to the various rooms of the three local hospitals where patients may select books for reading. Frequent visits to the nursing homes and to homes of shut-ins brings comfort and enjoyment to the senior citizens of Decatur. The nurses' residence and the therapy sections of the hospitals are serviced with attractive books. However, the service needs to be expanded. This will only be possible with increased funds.



The Library, in attempting to meet its responsibility to extend its influence beyond its four walls, submits an article on books and services to the Decatur Herald-Review each Sunday; in addition, it produces four different series of book-related spots, two on radio and two on television.

For example, "The Open Book" on WCIA-TV, co-sponsored by the public libraries in Champaign, Clinton, Decatur, Springfield and Urbana, with production center at the Decatur Public Library, reaches an average audience of 120,760 persons with each spot. The aggregate number of listeners and viewers on all stations is approximately 4,000,000 per month; the commercial value of the donated time approximates \$4,000. per month, exclusive of the Library programming other than these spots.

- Edith McNabb, Community Information



WSOY "Decatur Reads"



WCIA-TV "The Open Book"



WTVP-TV "Off the Press"



WDZ "Adventure in Reading"

From the inception of each new project to the job-well-done sigh on completion, the Library Office is a busy and exciting place.

The hub of diversified activities, the office strives to assist all departments in our common goal: providing better service.

Whether meeting deadlines for surveys, publication, special projects, meetings, handling finances, or just routine duties, the office staff aims for simplified work procedures and greater efficiency never forgetting the importance of maintaining congenial staff relations. This, with a bare minimum of "womanpower" is no simple task.

Every day is a challenge: anyone who thinks a Library office is quiet and staid, hasn't seen the Decatur Public Library office!

- Judi Hansen, Secretary to the Librarian



WHO'S WHO IN THE DECATUR PUBLIC LIBRARY

Board of Directors

Mr. Francis Hart, President
 Mr. Jack Burnett
 Mr. Harold Koslofski
 Mrs. Dwight Nelson
 Mr. David Pilcher, Vice-President
 Mrs. Roger Pogue
 Mrs. James Russell
 Mr. W. A. Sappington
 Mrs. Erich Stern
 Mrs. Mary T. Howe, Secretary-Librarian

Staff - Librarians

Mr. Robert Kirchgraber
 Mrs. Mildred Leonard
 Mrs. Nellie McNabb
 Mrs. Esther Puhek
 ** Miss Marjorie Stafford
 Miss Catherine Yamamoto



Photographs by Roger Turner, Catherine Yamamoto, Edith McNabb, and the Herald-Review newspaper.

Staff Assistants in Library

Miss Janet Askins
 Mr. Russell M. Atchison
 Mrs. Carolyn Bradshaw
 * Miss Ruth Cox
 Mrs. Marjorie Dobrinick
 Mrs. Eunice Ensign
 Mrs. Margaret Griffin
 * Mrs. Judith Hansen
 Mrs. Roberta Hathorne
 Mrs. Opal Honnald
 Mrs. Iris Hoppe
 Mrs. Hattie Houck
 Miss Clara Hunk
 Miss Edna Jones
 Miss Margaret Larmon
 * Mr. James McBride
 Mr. Harold McMillan
 Mrs. Edith McNabb
 Miss Sharon McVey
 Mr. Otha Mills
 Mrs. Frances Mitchell
 Miss Anne Morris
 * Mr. Dean Mullen
 Mrs. Gladys O'Dell
 *** Miss Margaret Osbakken
 Mrs. Maxine Payne
 * Mrs. Dora Petersen
 *** Mrs. Ida Redden
 *** Miss Madolyn Rose
 Mrs. Ora Ruedger
 Miss Verna Schultz
 * Mrs. Virginia Smith
 Miss Helen Spittler
 *** Miss Nancy Stokes
 Miss Sally Stuke
 Mrs. Dorthia Turnbo
 Mrs. Ozella Vogler
 Mrs. Mary K. Weidner
 Miss Carola White
 Mrs. Charlotte Williams
 Miss Nancy Williams

* Part Time
 ** On Leave
 *** Pages

REPORT ON THE MEASUREMENT OF WORK AND USE OF THE DECATUR PUBLIC LIBRARY
1958/59 - 1963/64

Subject:	1963/64	1962/63	1961/62	1960/61	1959/60	1958/59
	<u>Totals</u>	<u>Totals</u>	<u>Totals</u>	<u>Totals</u>	<u>Totals</u>	<u>Totals</u>
General Works	2,532	2,095	1,914	1,795	1,546	897
Philosophy	5,664	5,325	5,258	4,883	4,667	4,094
Religion	5,764	5,985	6,614	6,350	6,431	5,489
Social Science	23,764	22,075	22,523	20,148	21,052	18,441
Language	1,625	1,528	1,458	1,278	1,328	993
Science	21,107	19,499	20,062	18,292	17,939	16,061
Useful Arts	29,019	27,469	27,714	26,344	26,400	22,216
Fine Arts	24,310	22,094	22,195	20,111	19,475	16,492
Literature	15,962	14,134	13,444	12,070	11,656	10,045
History	20,615	18,728	17,437	15,422	14,166	12,023
Travel	11,954	11,530	11,110	10,578	11,302	10,515
Biography	23,308	21,970	22,024	20,812	21,377	19,477
Foreign Non-Fiction	529	720	837	580	279	189
Periodicals	13,448	12,412	13,722	13,526	12,396	11,026
Pamphlets	926	867	957	1,418	1,229	1,218
Paperbacks	456	800	239			
Non-Fiction Total	200,983	187,231	187,508	173,607	171,243	149,176
Fiction	235,944	217,372	213,592	192,180	188,227	169,176
Foreign Fiction	680	1,049	1,750	595	205	
Easy Books	121,714	115,899	115,960	115,739	122,688	103,269
Total Books Circulated	559,321	521,551	518,810	482,121	482,363	421,621
Total Non-Book Circ.	24,115	22,624	19,742	16,887	15,800	15,359
Total Circulation	583,436	544,175	538,552	499,008	498,163	436,980
Increase	37,770	5,623	39,544	845	51,183	49,460

Agency:	1963/64	1962/63
Main Adult	120,735	110,981
Main Youth	80,462	72,274
Magic Carpet	85,156	77,234
Reference	143	70
2nd Office	60	15
Juvenile Coordinator	327	634
Total Main	286,883	261,208
Bookmobile One	72,003	70,098
Bookmobile Two	88,449	87,996
Evans Branch	46,487	46,100
Dill Branch	47,329	38,311
Total Extension	254,268	242,505
Home Service	7,682	6,998
St. Mary's Hospital	2,032	2,315
D.M.C. Hospital	5,823	6,653
T.B. San.	1,782	1,131
Nurses Residence	851	741
Total Special Serv.	18,170	17,838
Total for Main	286,883	261,208
Total for Extension	254,268	242,505
Total for Library	559,321	521,551

Circulation:	1963/64	1962/63	1961/62	1960/61	1959/60	1958/59
Books	559,321	521,551	518,810	482,121	482,363	421,621
Non-Book Materials	24,115	22,624	19,742	16,887	15,800	15,359
Total Library Materials	583,436	544,175	538,552	499,008	498,163	436,980
Collection:						
Books Added	10,422	13,285	13,376	10,476	18,022	20,868
Total on Hand	163,979	164,234	165,461	163,150	158,875	149,099

Registered Borrowers	30,504	29,047	28,690	28,031	*30,000	26,110
Questions Answered	70,105	63,352	60,334	54,519	58,251	47,613

* Estimate



DECATUR PUBLIC LIBRARY

STATEMENT OF REVENUE, EXPENDITURES AND BALANCE - CASH BASIS

Year Ended April 30, 1964

REVENUE:

Taxes, City of Decatur	\$266,820.21	
Fines	9,017.54	
Fees, non-resident	952.00	
Sale of micro-film	1,504.35	
Interest on U.S. obligations	842.96	
Miscellaneous fees	<u>295.38</u>	
Total revenue		\$279,432.44

EXPENDITURES:

Operating -		
Salaries	\$191,515.63	
Library supplies & adm.exp.	20,276.20	
Building & bookmobile maint.	22,253.23	
Books, periodicals, records, etc.	40,291.89	
Other	<u>3,684.72</u>	
		\$278,021.67

Non-operating -

Cash shortage (request for reimbursement has been made to the bonding company)	<u>197.18</u>
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Total expenditures

\$278,218.85

Excess of Revenue over Expenditures

Cash balance, May 1, 1963 \$ 1,213.59

565.43

Cash Balance, April 30, 1964

\$ 1,779.02

In our opinion, this statement presents fairly the cash revenue and expenditures of the Decatur Public Library for the fiscal year ended April 30, 1964 and the resulting cash balance at April 30, 1964.

Decatur, Illinois
May 6, 1964

Murphey, Jenne & Jones
Certified Public Accountants

CERTIFICATE OF PUBLICATION

in

Decatur Daily Review

DECATUR, ILLINOIS

In the Matter of

Statement of Cash & Securities

April 30, 1965

Solicitors or
Attorneys

City of Decatur - City Clerk
Municipal Bldg. - Decatur, Ill

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF BOARD OF DIRECTORS' MEETING - MAY 28, 1965

The regular meeting of the Board of Directors of the Decatur Public Library was held on May 28, 1965 in the Boyd Room of the Main Library, 457 North Main Street, Decatur, Illinois.

Members Present:

Mr. Hart Mrs. Pogue
Mr. Sappington Mrs. Nelson
Mr. Pilcher Mrs. Stern
 Mrs. Russell (late)

Members Absent:

Mr. Koslofski
Mr. West

Others Present:

Miss M. Stafford
Mrs. E. McNabb
Mrs. J. Hansen
Mr. Dan Hines (H & R)

The meeting was called to order at 4:10 p.m. by Francis Hart, president.

The minutes of the April 30, 1965 meeting were considered and the following corrections made.

Page 1 - paragraph 4, delete the word "chassis" in four places and replace with "engine."

Page 1 - paragraph 4, last sentence should read "Mr. Pilcher said" instead of "Mr. Pilcher felt....."

Page 1 - paragraph 6, delete entire paragraph and replace with the following:
"The Board discussed the salary difference between those paid by the Decatur Public Library and those paid by the City government. It was reported to the Board that a letter had been sent to the City Council prior to this meeting requesting an additional \$10,000 for salaries."

Page 2 - paragraph 6, in the first sentence delete "due to illness."

The minutes were then approved as corrected.

Finance Committee - Mr. Sappington reported the bills for the month of May were examined by members of the Finance Committee and no questions were raised with respect to the bills except for two. One in the amount of \$1000 to Sproat & Co. for the rental of the Eisner building and the other an appraisal fee in the amount of \$100 to W. Rothfuss. These two bills were discussed and both of the amounts will be reimbursed by the State. Mr. Sappington moved the bills for the month of May be approved. Mrs. Nelson seconded the motion. The Board discussed negotiations for the leasing of the Eisner building for Rolling Prairie Libraries. Roll call vote was taken and all present voted aye. Motion carried.

Decatur Public Library

Salaries: \$ 15,799.38
Operating Expense: 8,012.55
Total Expenditures: \$ 23,811.93

Rolling Prairie Libraries

Salaries: \$ 774.41
Operating Expense: 2,064.47
Total Expenditures: \$ 2,838.88

Mr. Hart advised a motion was still pending from the Annual Meeting to elect the following members as officers for the ensuing year.

Mr. W. A. Sappington - President
Mrs. Dwight Nelson - Vice President
Mrs. Mary T. Howe - Secretary-Treasurer

All present voted aye. The above were elected as officers of the Board of Directors of the Decatur Public Library, effective July 1, 1965

Mrs. Nelson requested an executive session of the Board be held at this time to discuss budget for new payroll schedule. After their meeting Mr. Sappington moved that the budget for new payroll schedule be considered by the Finance Committee in the course of its regular duties. Mrs. Russell seconded the motion. All present voted aye.

Mr. Sappington reported further on the Rolling Prairie Libraries lease. He said the lease drawn up by a local attorney on behalf of the Eisner family did not contain all of the rights the council of RPL expected it to, and consequently a new lease is being negotiated. As of this time there is no lease on the building nor an agreement to purchase the building. Mr. Sappington stated that if such a lease or purchase agreement is proposed it will be presented to the city attorney, then to the Board of Decatur Public Library and then to the City Council.

Properties Committee - Mr. Pilcher reported the Properties Committee met and recommend to the Board that B2 be repaired. They found that all parts are available to do this but the exact cost is not determined - it is approximately \$1,500. At the same time, the exterior needs painting which should be done. Mr. Sappington moved that National City Truck Lines be authorized to make necessary repairs and inspection on Bookmobile 2. Mr. Pilcher seconded the motion. All present voted aye. Motion carried.

Mr. Pilcher further reported an offer was made to build a library building in South Shores to our specifications which would be leased to the library on the same basis of 1%. The person who made the offer is related to a member of the staff of Decatur Public Library. This matter will be taken up with the City Council for their consideration.

Miss Stafford read a letter from the Awards Committee for 1965 of Library Public Relations Council stating that Decatur Public Library won Honorable Mention for their handbook "How to Use the Library." This means an award will be given to Decatur Public Library at the ALA meeting in Detroit next July.

Mr. Pilcher moved the Board pass a resolution complimenting the staff on the Honorable Mention Award for the brochure "How to Use the Library." Mrs. Stern seconded the motion. All present voted aye.

Librarian's Report - In Mrs. Howe's absence, Miss Stafford gave the Librarian's report. She called the Board's attention to the ALA Pre-Conference Work Shop on library buildings which will be held in Detroit, Michigan on July 1, 2 and 3. Mr. Sappington said he plans to attend and will make arrangements accordingly.

Mr. Hart stated, "As a result of motion made by the Board, we will direct the Secretary of the Board on her return to proceed with the repairs of B2."

Mr. Pilcher moved adjournment. Mrs. Stern seconded the motion.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

CODE	ALLOCATION	AMOUNT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
100	SALARIES	20500000	1236001		20500000
	BL CR AND		19600		
	DEC CITY C		25500		
	NATL BK DE		191896		
	TREAS CITY		105741		
	UNITED FUN		1200		
100		20500000	1579938	1579938	18920062*
		20500000	1579938	1579938	18920062*
201	BINDING SU	1000000			1000000
	GAYLORD BR		100590		
201		1000000	100590	100590	590*CR
202	CAT MATER I	460000			460000
	GAYLORD BR		3370		
	GAYLORD BR		44670		
202		460000	48040	48040	2040*CR
203	FREIGHT EX	170000			170000
	I K C		1750		
	JOHNNYS DE		2000		
	WALLACE PR		128		
203		170000	3878	3878	13122*
204	IBM SUPPL I	9600000			9600000
	IBM		57500		
	IBM		20656		
	ILL POWER		45000		
	MIRABELLA		1300		
	WALLACE PR		1026		
	GENERAL PA		1050CR		
204		9600000	124432	124432	835568*
205	OFFICE SUP	1810000			1810000
	DEC PAPER		420		
	DEC PAPER		11439		
	DEC PAPER		1990		
	DEC PAPER		202CR		
	GAYLORD BR		39262		
	HAINES & E		959		
	PFILES CAM		158		
	VERIFAX		2315CR		
	PLASTIC BA		33CR		
205		1810000	51678	51678	129322*
206	POSTAGE	1350000			1350000
	CITIZENS I		16		
	GALE RESEA		125		
	GALE RESEA		100		
	JEWELERS C		25		

	BURDICK PL		790			
	KINGLAR CO		1215			
	SWARTZ HOM		800			
308		52700	2805	2805	49895*	
309	TRAVEL	55000			55000	
	CONSUMER S		290			
	CITY OF DE		877			
	CITY OF DE		864			
	CITY OF DE		454			
309		55000	2485	2485	52515*	
310	HEALTH & S	500			500	
310		500			500*	
311	CONTRACT C	1000000			1000000	
	DEC WINDOW		11500			
	DEC WINDOW		68700			
	DEC WINDOW		4300			
311		1000000	84500	84500	915500*	
313	REP AUTO E	119300			119300	
	CONSUMER S		130			
	EL BAUER		250			
	EL BAUER		250			
	EL BAUER		250			
	NATL CITY		3088			
	NATL CITY		713			
313		119300	4681	4681	114619*	
314	CLEANING S	17500			17500	
	DEC INDUST		1897			
314		17500	1897	1897	15603*	
315	APPRAISAL	15000			15000	
315		15000			15000*	
320	LAWN CARE	20000			20000	
	ALLEN JOE		300			
	ALLEN JOE		300			
	ALLEN JOE		300			
320		20000	900	900	19100*	
		2090100	131169	131169	1958931*	
401	BINDING	200000			200000	
401		200000			200000*	
402	BOOKS	4648500			4648500	

MCKINLEY P
MIRABELLA
PERGANDE P
POSTMASTER
SCIENCE RE
WEEKLY UND
POSTMASTER
POSTMASTER
POSTMASTER
POSTMASTER
POSTMASTER
POSTMASTER
RESERVES
POSTAGE

15
32
230
4500
40
75
9000
9000
67
110
54
445
65
470 CR
2454 CR

206		135000	20975	20975	114025*
207	PRINTING	50000			50000
207		50000			50000*
208	REP TO EQU	50000			50000
208	DOBRY AGEN	50000	2800	2800	47200*
209	ILLINOIS B		2025	2025	2025*CR
209			2025		
210	TEL SERVIC	240000			240000
	ILLINOIS B		1265		
	ILLINOIS B		16905		
210		240000	18170	18170	221830*
211	ILLINOIS B		300		
211			300	300	300*CR
212	RENT OF MA	67200			67200
	PITNEY BOW		1800		
212		67200	1800	1800	65400*
213	SERV CONTR	52400			52400
213		52400			52400*
214	MANPOWER I		9676		
	MANPOWER I		10097		
214			19773	19773	19773*CR
220	PROF DEVEL	150000			150000
	STATE LIB		754		
220		150000	754	754	149246*

221	COMM SERVI	100000			100000
	A OF C DEC		600		
221		100000	600	600	94000*
222	EXHIBIT EX	2500			2500
222		2500			25000*
223	HANDLING C	1500			1500
	NAT CL TEA		25		
	IDEAL SCH		10		
223		1500	35	35	1465*
224	ADVERTISIN	100000			100000
224		100000			100000*
225	AUDITING	600000			600000
225		600000			600000*
299	MISC	3000			3000
	NATL BK DE		500		
	ANNUAL MEE		1657		
299		3000	2157	2157	843*
		2135600	398007	398007	1737593*
301	BLDG SUPPL	127600			127600
	BLACK & CO		153		
	DEC PAPER		1320		
	DEC PAPER		483		
	WESTERVELT		750		
301		127600	2706	2706	124894*
302	CLEANING S	2000			2000
	BLACK & CO		251		
302		2000	251	251	1749*
304	GARBAGE &	16300			16300
	DASH OTTO		400		
	SMITHS DIS		500		
	ROHMAN FRE		600		
304		16300	1500	1500	148000*
306	INSURANCE	4500000			4500000
306		4500000			4500000*
307	LIGHT & PO	214200			214200
	ILL POWER		29444		
307		214200	29444	29444	184756*
308	BLDG REPAI	52700			52700

BAKER & TA	30538	✓
BAKER & TA	9358	✓
BAKER & TA	27144	✓
BAKER & TA	33975	✓
BAKER & TA	26038	✓
BAKER & TA	11342	✓
BAKER & TA	32592	✓
CITIZENS I	600	✓
COMM IND V	300	✓
COPP CLARK	1250	✓
DOUBLEDAY	6663	✓
DOUBLEDAY	6146	✓
DOUBLEDAY	3086	✓
DOUBLEDAY	10131CR	✓
DREXEL INS	325	✓
ENCY BRITA	595	✓
GALE RESEA	6250	✓
GALE RESEA	1500	✓
HAINES & E	2405	✓
HAINES & E	3931	✓
HAINES & E	5047	✓
ILLINOIS B	900	✓
INST LEGAL	750	✓
JEWELERS C	525	✓
KALMBACH P	235	✓
MCCLURG A	10001	✓
MCKINLEY P	585	✓
MCNAUGHTON	124	✓
MCNAUGHTON	12000	✓
NAT CL TEA	325	✓
NEW METHOD	630	✓
PERGANDE P	14245	✓
SCHLEGER A	450	✓
SCIENCE RE	350	✓
SPEC LIB A	675	✓
VROMANS	200	✓
WEEKLY UND	1250	✓
IDEAL SCH	50	✓
L & D	2735CR	✓
MEMORIAL B	2045CR	✓

402		4648500	238269	238269	4410231*
405	FILMS 16MM	100000			100000
405		100000			100000*
406	FILMS SLID	5000			5000
406		5000			5000*
408	FILMS MICR	110000			110000
	LINDSAY SC		1600CR		
408		110000	1600CR	1600CR	111600*

409 FILMS
409

1010CR
1010CR

1010CR

1010*

410 PAMPHLETS 100000
410 100000

100000
100000*

414 RECORDS LP 100000
414 100000

100000
100000*

419 PERIODICAL 160000

160000

AM CHEMICA
AM CHEMICA
U OF I PRE
DEC HERLD
DEC HERLD
GENERAL PA
HANSON BEN

1000 ✓
5000 ✓
600 ✓
105 ✓
305 ✓
200 CR
1160 CR

419 160000

5650

5650

154350*

421 MEMBERSHIP 70000
421 70000

70000
70000*

422 SERVICES 200000
BNA
BOWKER R R

5400 ✓
8000 ✓

422 200000

13400

13400

186600*

5603500

254709

254709

5348791*

BUDGET AND BILL LIST - MAY 1965

502	ADD TO EQU	1500000		1500000
502		1500000		1500000*
603	RENTALS	208400		208400
	SWARTZ HOM		17370	
603		208400	17370	191030*
		208400	17370	191030*
		30687600	2381193	2381193 28306407*

BALANCE IN CHECKING ACCOUNT \$ 2,137.08

BILLS PRESENTED FOR PAYMENT *Mary T. Howe*APPROVED FOR PAYMENT *Louise H. Nelson*

Alfred D. Pogue
W. D. Lappington

bal - \$ 2,137.08

ck to City

154.82 - (not in bill list)
 #1982.26

120 bank credit
 1982.46 = Total balance
 in checking account

700	BAL LAST M	779970
	TAX INCOME	1950000
	FINES	65872
	NON RES FE	3500
	L & D	2735
	RESERVES	470
	MEMORIAL B	2045
	FILMS	1010
	VERIFAX	2315
	PLASTIC BA	33
	POSTAGE	2454
	CREDIT BUR	125
	GENERAL PA	1250
	HANSON BEN	1160
	LINDSAY SC	1600
	BILL LIST	2381193 CR
	CASH CREDI	15072 CR
	CITY BILLS	31639
	BPL BILLS	47683
	R P L BILL	283888 CR
700		213708

MMH

CODE	ALLOCATION	AMOUNT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
100	SALARIES S	800000		629578	170422
	GRIFFIN M		30398		
	BRADSHAW C		9664		
	DEC PUB LI		8823		
	DEC PUB LI		12649		
	DEC PUB LI		4386		
	DEC PUB LI		2495		
	NATL BK DE		6030		
	TREAS CITY		2996		
100		800000	77441	707019	92981*
		800000	77441	707019	92981*
201	BINDING SU	10000		10170	170
201		10000		10170	170*CR
202	CAT MATERI	10000			10000
202		10000			10000*
203	FREIGHT EX	1000		1105	105
203		1000		1105	105*CR
204	IBM SUPPLI	10000		16188	6188
	DEC PUB LI		11217		
204		10000	11217	27405	17405*CR
205	OFFICE SUP	60000		77996	17996
	BLACK & CO		115		
	HAINES & E		585		
	DEC PUB LI		811		
	DEC PUB LI		1730		
	DEC PUB LI		860		
	DEC PUB LI		2212		
	WOOD PRINT		2125		
205		60000	8438	86434	26434*CR
206	POSTAGE	1000		430	570
	CITIZENS I		4		
	POSTMASTER		10		
	POSTMASTER		11		
206		1000	25	455	545*
207	PRINTING	126400		128275	1875
207		126400		128275	1875*CR
209	TEL TOLLS	4500		1185	3315
	ILLINOIS B		235		
209		4500	235	1420	3080*
212	RENT OF MA	34000		38500	4500
212		34000		38500	4500*CR

214	MANPOWER	30000		13200	16800
	HYDER FRAN		375 ✓ H		
214		30000	375	13575	16425*
220	PROF DEVEL	7500		15702	8202
	GRIFFIN MA		300 ✓ H		
220		7500	300	16002	8502*CR
223	HANDLING C	500		10	490
223		500		10	490*
225	AUDITING	5000			5000
225		5000			5000*
		299900	20590	323351	23451*CR
301	BLDG SUPPL	7000		728	6272
301		7000		728	6272*
302	CLEANING S	1000		572	428
302		1000		572	428*
305	HEAT & FUE	7500		1690	5810
	HICKSGAS		104 ✓ H		
	HICKSGAS		91 ✓ H		
	JOHNS OIL		330 ✓ H		
	JOHNS OIL		915 ✓ H		
	JOHNS OIL		420 ✓ H		
	JOHNS OIL		455 ✓ H		
	JOHNS OIL		490 ✓ H		
	JOHNS OIL		580 ✓ H		
	JOHNS OIL		450 ✓ H		
305		7500	3835	5525	1975*
306	INSURANCE	17000		16890	110
306		17000		16890	110*
308	SCHUERMAN		1275 ✓ H		
308			1275	1275	1275*CR
309	TRAVEL	21500		9729	11771
	CONSUMER S		216 ✓ H		
	CONSUMER S		75 ✓ H		
	CONSUMER S		485 ✓ H		
	CONSUMER S		545 ✓ H		
	CONSUMER S		500 ✓ H		
	GRIFFIN MA		960 ✓ H		
	KRAFT B		500 ✓ H		
309		21500	3281	13010	8490*

310	HEALTH & S	300		238	62
310		300		238	62*
312	NATL CITY		3460 ✓ ^{#313} ?		
312			3460	3460	3460*CR
313	REP AUTO E	35000		27614	7386
	NATL CITY		8549 ✓		
	NATL CITY		357 ✓		
	NATL CITY		661 ✓		
313		35000	9567	37181	2181*CR
315	ROTHFUSS W		10000 ✓ ^{cleared July}		
315			10000	10000	10000*CR
		89300	31418	88879	421*
401	BINDING	10000			10000
401		10000			10000*
402	BOOKS	500000		357940	142060
	BAKER & TA		2910 ✓		
	BAKER & TA		913 ✓		
	BAKER & TA		387 ✓		
	BAKER & TA		2967 ✓		
	BAKER & TA		1699 ✓		
	BAKER & TA		10739 ✓		
	BAKER & TA		15466 ✓		
	CITIZENS I		150 ✓		
	INST LEGAL		750 ✓		
	NEW METHOD		353 ✓		
	NEW METHOD		1098 ✓		
	NEW METHOD		353 ✓		
	NEW METHOD		14154 ✓		
402		500000	51939	409879	90121*
405	FILMS 16MM	71900			71900
405		71900			71900*
406	FILMS SLID	1000			1000
406		1000			1000*
410	FILMS SLID			150	150
410				150	150*CR
411	FILMS SLID			41250	41250
411				41250	41250*CR
412	PICTURES	30000			30000
412		30000			30000*

414	RECORDS LP	500000		37450	12550
414		500000		37450	12550*
419	PERIODICAL	100000			100000
419		100000			100000*
421	MEMBERSHIP	216000			216000
421		216000			216000*
		694500	51939	488729	205771*
601	RENT ON PR	250000		100000	150000
601		250000		100000	150000*
603	RENT ON PR			7500	7500
	DEC PUB LI		2500 ✓		
	SPROAT P H		100000 ✓		
			102500	110000	110000*CR
		25000	102500	120000	95000*CR
		1908700	283888	1727978	180722*

BALANCE IN RPL FUND \$ 1,807.22

BILLS PRESENTED FOR PAYMENT *Mary T. Howe*APPROVED FOR PAYMENT *Louise H. Nelson*
Oliver B. Pagus
W. H. Sappington

DECATUR PUBLIC LIBRARY

NAME		ANNUAL	CODE	MONTHLY	RET. & S.S.	INC. TAX	CU	BC & BS	UF	TOT. DED.	NET SALARY
BARCLAY	D	40h @ .85	41	3400	125	475				599	2301
CHAPMAN	G	69-1/2 @ .85	40	5900	214	810				1024	4884
HANSEN	J	96-3/4 @ 2.14	77	20705	725	2050			100	2875	17830
HIGGINS	T	78h @ .85	14	6630	240	920				1160	5470
MCBRIDE	J	L 71-1/2 @ 1.35	70	9653	350	590				940	8713
MC NABB	E	4,448.	12	37400	1356	3760				5116	32284
MULLEN	D	13h @ 2.50	43	3250	118					118	3132
NEWCOME	W	106h @ 1.77	59	18762	680	1050				1730	17032
OSBAKKEN	M	81h @ 1.00	73	8100	294	370				664	7436
RUSK	S	72h @ .85	52	6120	222	870				1092	5028
SEIDMAN	A	12h @ 2.50	38	3000	109	420				529	2471
SEEVERS	A	72h @ .85	78	6120	222	90				312	5808
STANGER	S	72h @ .85	85	6120	222	870				1092	5028
TOTAL PART TIME & SPECIAL EMPLOYEES				\$ 135160	4875	12276			100	17251	117917
GRAND TOTAL				1579930	105741	191896	25500	19600	1200	343937	1236001
G	BRADSHAW	68-3/4 @ 1.70	53	11600	424	1600				2024	9664
	GRIFFIN	4,488.	99	37400	2572	4430				7002	30398
TOTAL				49000	2996	6030				9026	40062
GRAND TOTAL				1629026	108737	197926	25500	19600	1200	352963	1276063

* Fischer - Reg. pay for period

* Hathorne - Reg. pay for period

* Komorech - Terminal pay

* Kraft - Began 5/6/65 as Ass't. Super.D.P. - \$4,116. Annual

* Larmon - Worked 35 hr. week

* Hamilton - Reg. pay for period

Redden, J. - Leave of Absence

PAYROLL - MAY 1965

DECATUR PUBLIC LIBRARY

Decatur, Illinois

NAME	AS	KT	NS	J	ANNUAL	CODE	MONTHLY	RET.&S.S.	INC.TAX	CU	BC & BS	UF	TOT.DED.	NET SALARY
ATKINSON	R	M			\$ 3,288.	57	27400	1384	2970				4854	22546
ATKINSON	R	M			4,562.	37	37900	2985	5430	500			8915	28985
CHEVILLE	M	A			3,036.	8	25300	1740	3530				5370	19930
DOBRINICK	M	E			3,792.	29	31600	2172	3760			100	6032	25568
ENSIGN	E	E			3,672.	31	30600	2104	3650		780	100	6534	24066
*FISCHER	B				3,036.	86	25300	1740	2750				4490	20810
GRISSOM	L				4,116.	83	34300	2360	3320		1922		7602	26698
*HAMILTON	M				3,036.	46	25300	1740	2750				4490	20810
HATHORNE	R				3,672.	58	30600	2104	4420	4000			10524	20076
HONNOLD	O	D			5,184.	20	43200	2970	6300				9270	33930
HOPPE	I	E			3,156.	62	26300	1809	3750				5559	20741
HOTZE	A				5,244.	93	43700	3004	5240		780		9024	34676
HOUCK	H	E			4,548.	26	37900	2985	5320				8305	29595
HOWE	M	T			11,000.	1	91666	6304	10830	500	780	500	18914	72752
HUNK	C	E			3,792.	34	31600	2172	3760	5000	780		11712	19888
JONES	E	F			5,376.	16	44800	3080	5800		780		9660	35140
KIDD	G				5,748.	50	47900	3772	5020		1922		10714	37186
*KOMORECH	N	A			3,912.	6	11651	422	1650				2072	9579
*KRAFT	B				4,116.	96	29628	2335	3420	4000			9755	19873
*LARMON	M	E			3,912.	30	28525	1964	3200		780		5944	22581
LEONARD	M	E			7,908.	7	65900	4531	9800				14331	51569
MCMILLAN	H	E			4,404.	39	36700	2890	540				3430	33270
MCNABB	N				8,028.	3	66900	4600	9240		780		14620	52280
MC VEY	S	K			3,288.	45	27400	1864	3980		780		6644	20756
MITCHELL	F	L			3,792.	23	31600	2172	4540		1922		8634	22966
PAYNE	M	N			3,156.	63	26300	1809	3640				5449	20851
REDDEN	I				2,796.	68	23300	1602	3280		1922		6804	16496
RUEDGER	O	E			5,376.	19	44800	3080	5800				8880	35920
SPIITTLER	H	G			3,672.	49	30600	2104	3650		780		6534	24066
STAFFORD	M				8,460.	2	70500	4847	10140		630		15617	54883
STUKE	S				4,116.	64	34300	2360	4760				7120	27180
TURNBO	D				3,792.	28	31600	2172	2090				4262	27338
VOGLER	O	C			3,540.	35	29500	2028	4200	3000			9228	20272
WEIDNER	M	K			5,484.	25	45700	3142	4250	6500	1922		15814	29886
WHITE	C	L			4,176.	22	34800	2394	4210	1000	780	100	8484	26316
WILLIAMS	C				5,184.	18	43200	2970	5520				8490	34710
WILLIAMS	N	J			3,552.	32	29600	2035	3530		780		6345	23255
YAMAMOTO	M	C			8,028.	5	66900	4600	9580	1000	780	300	16260	50640

TOTAL FULL TIME EMPLOYEES

\$1444770100866

179620

25500

19600

1100

3266861118084