

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

MONTHLY PAPERS

BOARD OF DIRECTOR'S MINUTES

BUDGET AND BILL LIST

VENDOR LIST

LIBRARIAN'S FINANCIAL REPORT

GIFT LIST FOR THE MONTH

OFFICIAL LETTERS

ROLLING PRAIRIE LIBRARIES MATERIALS
FILED WITH DECATUR - UNDER APPROPRIATE
SECTION

APPROPRIATION ORDINANCE FILED AT END OF
JULY PAPERS

(Vendor's List) List #1

A C E	200
A M A	6444
A OF C DECATUR	8700
A V I PUB CO	915
ACADEMY LIB GLD	331
ADULT EDUC ASSOC	1500
AIR EXPRESS	525
ALLIED OFFICE	8575
ALLYN & BACON	926
AM BK PUBL COUNC	200
AM CHEMICAL SOC	1000
AM ELSEVIER PUB	930
AM ENTERPRISE A	90
AM FOUNDRYMAN SO	1230
AM LIBRARY ASSOC	34098
AM MEDICAL ASSOC	4500
AM PERS & GUIDAN	260
AM WELDING SOC I	600
AMCO MICROFILMIN	2200
AMER ARCHIVES	2200
AMER BK PUBL REC	1200
AMER BK PRICES	1815
AMER HOST ASSOC	350
AMER HOTEL REC	488
AMER HOTEL ASSOC	750
AMER RADIO RELAY	400
AMER TECH SOC	2238
AMERICAN INTER	640
AMPLIFIED CORO	54763
AMSTERDAM CO	6363
APPLE TREE PRESS	1235
ARCHWAY PR INC	45
ARCHER HSE INC	758
ARCHWAY PR INC	200
ASSOC AMER LIB S	500
ASSOC AM MED COL	300
ASSOC DP MGMT	500
AUDIO VISUAL AID	555
AYER N & SON	3000
B 1	32
BACON P M SERV	13030
BAKER & TAYLOR M	1712372
BANTA G O CO INC	800
BARNES NOBLE	1615
BASTOB JOHN H	500
BD OF EDUCATION	7588
BEHRMAN HSE INC	1030
BENEFIC PRESS	21902
BENNETT SHADE CO	42155
BEST ALFRED M	3500
BIGGERS BARNEY	50
BLACK & COMPANY	19404
BOAZ RUTH	9545
BOWKER R R	51286
BRADSHAW CAROLYN	2200
BRINKO TTER TILI	3288
BRITISH BK CENT	5111
BURDET E SMITH	3500
BURDIC PLBG	15355
CALIF EST BUR	660
CAMBRI GE UNIV P	268
CAMPGR UNDS UNLI	300

CAPLINGER MRS Z	10000
CAREER INSTITUTE	130
CARNEGIE LIBRARY	50
CARPENTIER CHAS	800
CATH LIB ASSOC	625
CENT ILL TRNG	7500
CENTURY HOUSE	475
CGO SUNTIMES	2340
CHALMERS FIRE EQ	2050
CHAMPAIGN NEWS	800
CHESTERFIELD MUS	79946
CHILDRENS BK CL	3585
CHILTON BKS	3595
CITIZENS RES FND	50
CITY OF DECATUR	23576
CL COMMUNITY SER	225
CLEV COTTON PROD	2625
CLIO PRESS	7450
COLL ENT EXAM BD	150
COLLIER MACMILLA	10738
COLUMBIA UNIV PR	562
COMMERCE CLRG	9500
COMPTON F E & CO	25400
CONG QUARTERLY	10250
CONG STAFF DIR	940
CONGRESS DIGEST	1000
CONS BULLETIN	600
CONSUMER SERV S	6288
CONWAY PUBL INC	1500
CORNELL MARITIME	318
CORONET FILMS	15000
CRONER PUB CO	900
CUSTOM HSE GDE	3675
DASH OTTO DISPOS	4000
DATA PROC MGMT	1200
DATA PROC MGMT	2000
DEC EXTERMINATING	28500
DEC GENERAL TIRE	8559
DEC HERLD & REVW	39280
DEC INDUST TOWEL	14255
DEC PAINT & VAR	409
DEC PAPER HOUSE	12630
DEC WINDOW CLNG	1017478
DECATUR CLUB	6950
DECATUR REFRIG	36675
DECATUR SEAWAY	1190
DECATUR DRUG	86
DECATUR GROCER	7025
DEMCO	1690
DOUBLEDAY & CO	56205
DOWNTOWN COUNCIL	3100
DUFOUR EDITIONS	4279
E B FILMS INC	24010
EDITOR PUBLISHER	1055
EDUC FILM LIB	1500
EDUC PROG SERV	2450
EL BAUER	2000
ENC BRIT PRESS	11964
ENG INDEX INC	8500
EVANS AUTO WRECK	100
EXT DIV BOOKSTOR	800
F HUBBARD ELEC	115990
F I R PUB CO	395
FAIRLAWN NURSERY	5000
FAXON F W CO	1225
FILM CENTER INC	1956

FIXMASTERS	700
FOLLETT PUB CO	23201
FREEDOM TRAIN	135
FRENCH EURO PUBL	565
FUNK WAGNALLS	750
G E DAY SONS	242
GAYLORD BROS	228620
GDE TO ALASKA	270
GOODRICH B F	117
GORDON & BREACH	620
GRAD SCHOOL LIB	350
GREAT BOOKS	32400
GRIFFIN MARGARET	3442
H & H DISPOSAL	2150
H W WILSON CO	65350
HACKER ART BKS	25550
HAINES & ESSICK	17516
HANSEN J	81
HANSON BENNETT	68200
HARDT ANTON ANTQ	750
HART FRANCIS	7000
HART PUBL CO	825
HARVARD UNIV	880
HEISE ELECTRIC	22844
HERTZBERG NEW ME	193178
HONNOLD OPAL	4843
HOWE MRS MARY T	35344
HOWELL BK HSE	461
HUNTINGTON LAB	2759
HUNTING H R CO	11915
HUSTON PATTERSON	27000
I K C	9077
IBM	913824
IBM SUPPLIES DIV	15800
ILL AUDUBON SOC	300
ILL LIB ASSOC	9870
ILL MFGRS DIRECT	3075
ILL POWER CO	187141
ILL ST JOURNAL	1300
ILLINI UNION BK	250
ILLINOIS POWER	13370
ILLINOIS BELL	31870
IMPERIAL BOOK CO	354939
INDIANA HIST SOC	1250
INDUSTRIAL PRNT	148180
INLAND BK DISTR	1842
INST FOR RESRCH	1976
INST SOC SC RESR	400
INTNL COMM FOUND	5000
INTNL FAIR	190
INTNL YELLOW PAG	2000
IRISH BEHNKE	335381
JANSAN SUPPLY CO	6000
JOHNNYS DEL SERV	1500
JONES E F	400
KENYON PUBL	300
KINGLAR CO	4228
KIRCHGRABER R B	150
KIRKUS V SERV	4800
KNOR RUSSELL L	1000
KRESGE S S CO	155
LEARN A LANG	135
LEEDS MUSIC CORP	425
LEGIS REF BUREAU	510
LEONARD M	6964
LIB OF CONGRESS	46800

LIB PLACE EXCH	1200
LIBRARY PROD INC	2499
LINCOLN OFC SUP	76831
LINCOLN TRANSFER	468
LINXWEILER OFC	3394
LLOYD THOMAS	15000
LONGBONS ROOFING	4400
M DOBRINICK	450
M M SALES	275
MACON MUSIC	357
MANPOWER INC	44771
MARQUIS WHOS WHO	2195
MARTIN R M	3219
MARTINDALE HUBBE	6500
MARYLAND BKS	415
MASS COLL PHARMA	200
MC KAY CO INC	461
MC KAY PAUL	5500
MCCLURG A C & CO	46561
MCFADDENS	144
MCGRAW HILL BK	8934
MCKNIGHT MCKNIGH	519
MCMANUS FLORIST	19513
MCNABB EDITH	5075
MCNABB NELLIE	12737
MCNAUGHTON	135000
MET MUSEUM ART	321
MET OPERA GUILD	410
MIDWEST PUBL	1000
MILADY PUBL CO	600
MILLER ONEILL	450
MIRABELLA & ASSO	1333
MODERN TALK PICT	60
MONROE CO INC	5685
MOODYS INVEST	37250
MOORE BUS FORMS	29727
MORRISON E M CO	1530
MUNI FIN OFFICER	50
MUNICIPAL YRBK	1000
MURPHY JENNE JON	49620
MUS AMER INDIANS	60
N E A	23415
N O M A	17454
N Y TIMES	45500
NAT CL TEACHERS	820
NAT GEOGRAPHIC	4420
NAT HIST SOC MIN	300
NAT LIBRARY WEEK	1570
NATL BK DECATUR	500
NATL CAMP DIR GD	250
NATL CITY TRUCK	126942
NATL DIRECTORY	410
NATL FOREMANS	720
NATL PLANT FD	250
NATL PRESS BOOK	695
NATL RES COUNCIL	810
NEW ENG CL OPTOM	215
NEW METHOD	147447
NEW YORK GRAPHIC	28889
NEW YORK PUB LIB	115
NEWARK PUB LIB	200
NORMANS	2947
OAK PUBLICATIONS	205
OFFICIAL GDE	3600
ORAL HIST RSRCH	300
OSCO DRUG	40

OZARK AIRLINES	9963
PACIFIC BKS PUBL	330
PAN AM NAVIG SER	371
PARKING ANTIQUE	75
PARKING CO BLDG	20
PAULSON NORMAN M	200
PAXTON SERVICE	610
PEOPLE TO PEOPLE	1240
PEORIA JL STAR	1800
PFEIFFER DOUG	450
PFILES CAMERA	83369
PITNEY BOWES	7200
POHREN D E	382
POSTMASTER ERR O	173725
PRENTICE HALL	55250
PUB AFF INF SERV	10000
PUB AFFAIRS COMM	650
PUBLISHERS WKLY	3900
PUNEK ESTHER B	6062
PURDEU DENNIS	8981
QUEST MFG CO	1822
R E A EXPRESS	1115
RAND MCNALLY CO	6975
RANDOM HOUSE INC	22619
READERS DIGEST	2015
RECORD HUNTER	12015
RECORDAK CORP	6670
REMRAND SYSTEMS	1190
RIVER PLATE PUB	375
ROGERS HDWE	10
ROHMAN FRED	3000
RUBBER MFCTRS	150
RUEDGER ORA	5769
SANKS INS AGCY	45495
SAPPINGTON W A	3312
SCARECROW PRESS	16915
SCHIRMER G INC	575
SCHUERMAN KEY	2646
SCHULTZ EVA JEAN	411
SCHWARTZ GLASS	4060
SCOTT FORESMAN	6821
SCRIBNERS CHAS	6080
SEARS ROEBUCK	1394
SHERIDAN HOUSE	330
SKY PUBL CO	850
SMITH PETER PUBL	3205
SMITHS DISPOSAL	2450
SOC OF FRIENDS	60
SOY FORD INC	257
SPIN SHOP	9307
STAFFORD M	17493
STANDARD & POORS	8694
STAPPENBECK	179035
STECHELT HAFNER	24689
STUKE SALLY	9384
SUPT OF DOCUMENT	1630
SWARTZ HOMES	203480
SYRACUSE UNIV PR	152
SYRACUSE PUB LIB	375
SYSTEMS SALES CO	1350
TAB PROD CO	2408
TAFT & ASSOC	26052
TAPLINGER PUB CO	1110
TAYLOR OFFC MACH	19750
THERMOFAX SALES	30460
THOMAS PUBL CO	2000

THRIFTY DRUG	313
TRAUGHBER H C	3250
TRAYER SUPPLY CO	1064
TURNER L ROGER	5600
TYLER JOHN	150
U CHICAGO PRESS	50912
U OF I PRESS	288
U OF MINNESOTA P	488
U S N INST	496
UNITED FUND	400
UNIV MICROFILMS	55776
UNIV OF ILLINOIS	21133
UNIV OF CHICAGO	4000
UNIV OUTLINE PUB	1800
UNIV WISCONSIN	500
US CONF MAYORS	300
US GPO	8810
VITAL SPEECHES	400
VOCATIONAL GDE	1330
WALGREENS	37
WALLACE PRESS	14254
WATSON GUPTILL	476
WEBER BK SERVICE	28626
WEBER CO	360
WEIDNER MARY K	13443
WEST PUB CO	9300
WESTERVELT PAPER	1875
WHITE CAROLA	1458
WHITE JAMES T CO	1625
WING PRODUCTIONS	15000
WOOLWORTHS	29
WYNAR BANDAN S	350
YALE U PRESS	1800
YAMAMOTO M C	14871
YELLOW CAB CO	1870
YORK RADIO & TV	2261
ZIP FLORIST	713

Total general operating disbursements

\$ 8860596

Less the following cash refunds and reimbursements:

DAR	\$ 20.00
Damaged Record	6.03
Friends Creek	81.57
General Paper Stock	69.42
Great Books	24.00
Meador, M.	20.00
Mental Health	3.00
Middle East Council	5.40

Total cash refunds from vendors	\$229.42
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Miscellaneous reimbursements	\$ 1,870.50
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Total cash refunds and reimbursements	\$ 2,099.92
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Total general operating expenses	\$ 86,506.04
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SALARIES: GROSS
DECATUR PUBLIC LIBRARY
Decatur, Illinois

PAYROLL MAY 1, 1963 THRU APRIL 30, 1964

ASKINS, J.	\$ 1,077.12	ROBBINS, J.	\$ 1,119.84
ATCHISON, R.	4,442.04	ROSE, M.	392.59
AYERS, M.	866.80	RUEDGER, O.	5,264.00
BAKER, R.	161.00	SCHULTZ, V.	3,541.16
BOGARD, R.	2,448.00	SHAFFER, M.	2,361.16
BRADSHAW, C.	2,385.00	SMITH, V.	1,224.35
BRANSON, J.	36.92	SPITTLER, H.	3,413.26
BREWER, F.	552.00	STAFFORD, M.	8,415.00
COGGINS, R., Jr.	333.66	STOKES, N.	421.64
COX, R.	380.50	STUKE, S.	3,265.13
DAVID, H.	270.80	TURNBO, D.	3,262.08
DAY, C.	714.70	VOGLER, O.	3,300.00
DOBRINICK, M.	3,525.40	WEIDNER, M.	5,248.00
DOUIN, J.	56.44	WHITE, C.	4,121.00
ENSIGN, E.	3,432.00	WILLIAMS, C.	5,010.00
FRENCH, M.	394.44	WILLIAMS, N.	3,542.00
GILLESPIE, P.	521.48	YAMAMOTO, C.	7,776.00
GOFF, P.	1,041.00		
GRIFFIN, M.	4,006.00		
HANSEN, J.	2,481.31		
HATHORNE, R.	1,897.44		
HONNOLD, O.	4,927.00		
HOPPE, I.	1,675.87		
HOUCK, H.	4,396.17		
HOWE, M.	10,500.00		
HUNK, C.	3,432.00		
JONES, E.	5,226.00		
KELLEY, N.	1,369.72		
KIRCHGRABER, R.	8,505.00		
LARMON, M.	3,862.00		
LEONARD, M.	7,404.00		
LORENZ, L.	1,515.15		
MC BRIDE, J.	1,194.99		
MC MILLAN, H.	4,404.00		
MC NABB, E.	3,057.66		
MC NABB, N.	7,776.00		
MC VEY, S.	3,030.00		
MILLS, O.	1,238.64		
MITCHELL, F.	3,542.00		
MORRIS, A.	2,000.76		
MOSER, B.	130.00		
MULLEN, D.	789.60		
O'DELL, G.	4,019.04		
OSBAKKEN, M.	440.32		
PAYNE, M.	1,627.30		
PETERSEN, D.	3,590.15		
PUHEK, E.	7,656.00		
REDDEN, I.	1,505.00		
		TOTAL SALARIES	\$ 191,515.63

(65)

Fiscal 1963/64 Payroll -

1	HOWE MARY T	1 050 000
2	STAFFORD M	8 415 00
3	MCNABB N	7 776 00
4	PUHEK E B	7 656 00
5	YAMAMOTO M C	7 776 00
7	LEONARD M E	7 404 00
11	KIRCHGRABER R B	8 505 00
12	MCNABB E	3 057 66
16	JONES E F	5 226 00
18	WILLIAMS C	5 010 00
19	RUEDGER O E	5 264 00
20	HONNOLD O D	4 927 00
21	ODELL G E	4 019 04
22	WHITE C L	4 121 00
23	MITCHELL F L	3 542 00
25	WEIDNER M K	5 248 00
26	HOUCK H E	4 396 17
27	GOFF P A	1 041 00
28	TURNBO D	3 262 08
29	DOBRINICK M E	3 525 40
30	LARMON M E	3 662 00
31	ENSIGN E E	3 432 00
32	WILLIAMS N J	3 542 00
33	AYERS M	8 668 0
34	HUNK C E	3 432 00
35	VOGLER O C	3 300 00
37	ATCHISON R M	4 442 04
39	MCMILLAN H E	4 404 00
42	DAVID H J	2 708 0
43	MULLEN D	7 896 0
44	ROBBINS J	1 119 84
45	MC VEY S K	3 030 00
46	DAY C	7 147 0
47	PETERSEN D H	3 590 15
49	SPITTLER H G	3 413 26
53	BRADSHAW C	2 385 00
56	MILLS O	1 238 64
57	ASKINS J	1 077 12
58	HAWTHORNE R	1 897 44
61	FRENCH M	3 944 4
62	HOPPE I	1 675 87
63	PAYNE M N	1 627 30
64	STUKE S	3 265 13
66	LORENZ L	1 515 15
67	COGGINS R L JR	3 336 6
68	REDDEN I	1 505 00
70	MCBRIDE J	1 194 99
71	GILLESPIE P	5 214 8
72	SMITH V	1 224 35
73	OSBAKKEN M	4 403 2
74	ROSE M	3 925 9
75	SCHULTZ V M	3 541 16
76	MORRIS A M	2 000 76
77	HANSEN J	2 481 31
79	BOGARD R	2 448 00
80	STOKES N	4 216 4
81	BAKER R	1 610 0
82	SHAFFER M	2 361 16
87	KELLEY N A	1 369 72
89	BRANSON J	3 692
90	MOSER B	1 300 0

91	BREWER	F	55200
92	COX	R	38050
98	DOUIN	J	5644
99	GRIFFIN	M R	400600

PAYROLL 63 64

19151563

Miscellaneous Reimbursements 1963/64

L & D	4 0 2	6 5 3 3	CR	4 6 4
L & D	4 0 2	3 2 7 3	CR	2 6 4
L AND D	4 0 2	3 2 9 2	CR	1 6 4
L AND D	4 0 2	2 0 8 3	CR	1 2 6 3
L AND D	4 0 2	6 1 0	CR	5 6 3
L AND D	4 0 2	6 8 2 3	CR	9 6 3
L AND D	4 0 2	2 7 5 4	CR	7 6 3
L AND D	4 0 2	4 3 8	CR	6 6 3
L AND D	4 0 2	3 6 7 9	CR	8 6 3
L AND D	4 0 2	2 5 4 5	CR	1 0 6 3
L AND D	4 0 2	7 2 6 8	CR	1 1 6 3
L AND D	4 0 2	2 9 9 3	CR	3 6 4
		4 2 2 9 1	CR	

RESERVES	2 0 6	6 6 3	CR	5 6 3
RESERVES	2 0 6	8 9 4	CR	6 6 3
RESERVES	2 0 6	6 4 5	CR	7 6 3
RESERVES	2 0 6	8 9 0	CR	8 6 3
RESERVES	2 0 6	7 1 5	CR	9 6 3
RESERVES	2 0 6	8 9 5	CR	1 0 6 3
RESERVES	2 0 6	1 0 0 5	CR	1 1 6 3
RESERVES	2 0 6	5 1 0	CR	1 2 6 3
RESERVES	2 0 6	8 8 0	CR	1 6 4
RESERVES	2 0 6	1 0 6 5	CR	2 6 4
RESERVES	2 0 6	1 5 9 0	CR	3 6 4
RESERVES	2 0 6	1 2 0 9	CR	4 6 4
		1 0 9 6 1	CR	

STAFF BOOKS	4 0 2	2 8 9 2	CR	1 2 6 3
STAFF BOOKS	4 0 2	9 2 9	CR	5 6 3
STAFF BOOKS	4 0 2	1 9 3 2	CR	8 6 3
STAFF BOOKS	4 0 2	4 8 9 9	CR	7 6 3
STAFF BOOKS	4 0 2	1 5 1 4	CR	6 6 3
STAFF BOOKS	4 0 2	1 6 2 4	CR	1 0 6 3
STAFF BOOKS	4 0 2	4 0 9 3	CR	2 6 4
STAFF BOOKS	4 0 2	2 0 7 2	CR	3 6 4
STAFF BOOKS	4 0 2	6 9 4 9	CR	1 6 4
STAFF BOOKS	4 0 2	1 1 2 3 6	CR	9 6 3
STAFF BOOKS	4 0 2	7 1 0 4	CR	1 1 6 3
HOWE MARY T	4 1 2	2 0 6 9	CR	6 6 3
STAFF RECORDS	4 1 4	9 2 9	CR	1 6 4
		4 8 2 4 2	CR	

A A U W	4 0 2	6 5 0	CR	1 2 6 3
MEMORIAL BOOKS	4 0 2	2 2 0 0	CR	1 0 6 3
MEMORIAL BKS	4 0 2	4 0 0	CR	4 6 4
		3 2 5 0	CR	

FILM RENTAL	4 0 9	8 1 6	CR	5 6 3
FILM RENTAL	4 0 9	4 7 5	CR	6 6 3
FILM RENTAL	4 0 9	3 7 5	CR	7 6 3
FILM RENTALS	4 0 9	6 3 5	CR	8 6 3
FILM RENT	4 0 9	1 4 2 0	CR	9 6 3
FILM RENTAL	4 0 9	7 6 0	CR	1 0 6 3
FILM RENTALS	4 0 9	1 4 7 0	CR	1 1 6 3
FILM RENTAL	4 0 9	2 0 1 5	CR	1 2 6 3
FILM RENTALS	4 0 9	2 2 5 9	CR	1 6 4
FILM RENTALS	4 0 9	3 9 0	CR	2 6 4
FILM RENTALS	4 0 9	1 9 8 5	CR	3 6 4
FILM RENT	4 0 9	1 5 5 5	CR	4 6 4

1 4 1 5 5 CR

NOMA	205	490	CR	1263
MISC OFC SUP	205	277	CR	563
MISC OFC SUPPLIE	205	81	CR	663
OFFICE SUPPLIES	205	139	CR	763
PLASTIC JACKETS	205	130	CR	963
PLASTIC BAGS	205	20	CR	1163
PLASTIC BAGS	205	20	CR	1163
MISC PLASTIC	205	11	CR	1263
BAGS	205	171	CR	264
PLASTIC BAGS	205	173	CR	364
PLASTIC BAGS	205	148	CR	464
READER PRINTER	205	470	CR	763
RDR PRINTER	205	978	CR	963
RDR PRINTER	205	1490	CR	1163
RDR PRINTER	205	1185	CR	1263
VERIFAX	205	1590	CR	563
VERIFAX	205	1305	CR	663
VERIFAX	205	640	CR	863
VERIFAX RDR	205	352	CR	1063
VERIFAX	205	2050	CR	164
VERIFAX	205	1623	CR	264
VERIFAX	205	3593	CR	364
VERIFAX	205	3350	CR	464
		20286	CR	

DECATUR ROTARY	206	740	CR	563
FR OF LIBRARY	206	1333	CR	464
NOMA	206	698	CR	1263
NOMA	206	194	CR	464
MISC POSTAGE	206	2943	CR	563
MISC POSTAGE	206	2346	CR	663
POSTAGE	206	2145	CR	763
MISC POSTAGE	206	2890	CR	863
MISC POSTAGE	206	2236	CR	963
MISC POSTAGE	206	2699	CR	1063
MISC POSTAGE	206	3102	CR	1163
MISC POSTAGE	206	1910	CR	1263
MISC POSTAGE	206	3060	CR	164
MISC POSTAGE	206	4760	CR	264
POSTAGE	206	5496	CR	364
MISC POSTAGE	206	5747	CR	464
MISC POSTAGE ERR	206	105	CR	464
		42404	CR	

WITHDRAWN	402	65	CR	164
WITHDRAWN BKS	402	45	CR	464
WITHDRAWN BKS	402	40	CR	1263
WITHDRAWN BKS	402	25	CR	1063
WITHDRAWN BOOKS	402	10	CR	1063
WITHDRAWN BOOKS	402	250	CR	1163
WITHDRAWN BOOKS	402	103	CR	264
		538	CR	

COKE AND CANDY	299	1983	CR	1263
COKE	299	1500	CR	264
VEND MACH PROFIT	299	624	CR	464
		4107	CR	

LARMON MARGARET	201	10	CR	563
KAREOTES CHRISTI	203	441	CR	563
TEMPLE CLAUDE	203	365	CR	464

misc

DECATUR PUBLIC LIBRARY
RECEIPTS AND DISBURSEMENTS
YEAR ENDED, APRIL 30, 1964

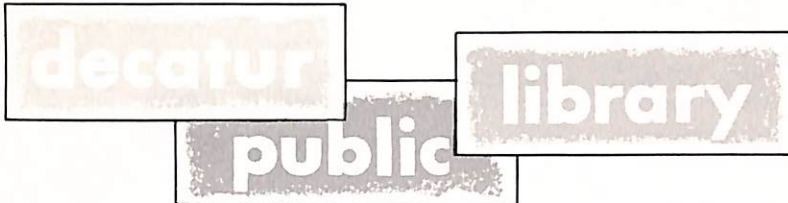
Receipts for the Fiscal Year 1963/64

Fund Balance, May 1, 1963		\$ 565.43
Taxes, City of Decatur	\$ 266,820.21	
Fines and Miscellaneous Fees	9,017.54	
Non-Resident Fees	952.00	
Proceeds from maturities of U.S. Treasury Bills	842.96	
Sale of Micro-Film	1,504.35	
Miscellaneous Fees	295.38	
Total Receipts		\$ 279,432.44
Total Funds to be accounted for		\$ 279,997.87

Disbursements:

In the following report the vendor's name is listed first, and the total dollar value paid the vendor is listed second.

See attached Vendor List



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

May 15, 1964

Mr. Francis H. Hart, President
and Members of the
Board of Directors of the
Decatur Public Library
Decatur, Illinois

Dear Mr. Hart and Directors:

Herewith is my Annual Report for the fiscal year 1963/64 as reflected through the work of the Staff. This report has been supplemented by the oral reports made at the 97th Annual Meeting of the Decatur Public Library held May 11, 1964.

I wish to express my appreciation for the help and guidance of the Board of Directors and the devotion and loyalty of the Staff members.

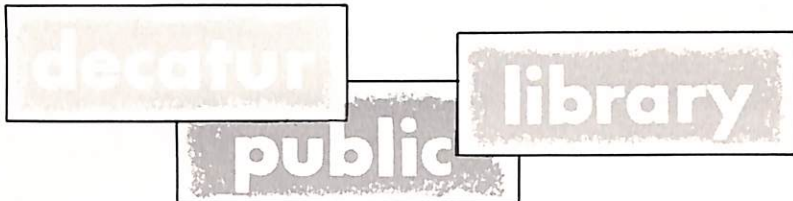
Now we are planning the Decatur Public Library for the year 2000 and beyond. Decisions in the Library are based on research which we conduct and which is available through other research centers, such as the University of Illinois, Graduate Library School Research Center. This must continue to be true. The day for intuition, snap judgments and superficial comments is past. We must all work together for the advancement of information, inspiration, education, and recreation through the use of library materials.

Sharing library materials and resources is a necessity which has lead to the advancement of the new creation called Library System Seventeen. Four libraries within a thirty-mile radius of Decatur have agreed to a proposed plan of cooperation. Other libraries will join the plan when a fuller understanding can be reached.

In the meantime we continue to have space and building problems, shortages of professional librarians, and the ever present money problem for ever increasing demands from our diversified clientele.

May I acknowledge what we do not know? The library of the 21st century will be concerned with books, but how the information will be retrieved from the billions of titles is as yet a mystery. Special committees and funds have been established to seek a solution for handling this great explosion of knowledge. This is a world-wide problem and the Decatur Public Library will be watchful for an opportunity to contribute to the solution because the people of Decatur will benefit.

Respectfully submitted,
Mary T. Howe
Mary T. Howe (Mrs. H.L.)
Librarian - Secretary



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

May 15, 1964

The Honorable Ellis B. Arnold, Mayor
and Members of the City Council
City of Decatur, Illinois

Gentlemen:

The report of the Decatur Public Library for the last fiscal year 1963/64 presents a record of the activities reported by the administrative staff in pictures and text, the auditor's report of the financial transactions, and the statistical summary of measurement and use of the Library.

In addition the Annual Report form, issued according to law by the Illinois State Library, has been revised and a copy sent for your information. This form combines the federal figures required by the United States Office of Education.

The building improvement project is the chief concern of the Board members and the readers in Decatur. This Library will be 100 years old in 1967, which makes a good target date for the completion of these plans.

In retrospect the year 1963/64 has been one of the most exciting as well as one of the busiest for the Library in its 97 years of service. We must continue to keep pace with progress in the City and the demands for library service. An increased budget is the only answer to the problem. Unfortunately the coming year may see some curtailment of services due to the restricted budget. This curtailment will only be made after all other means have been used to "stretch" the budget.

You are well aware of our problems and we are certain that together we will find ways to surmount them.

Respectfully submitted,
Francis H. Hart
President, Board of Directors
Decatur Public Library

ANNUAL REPORT

Date Of Report May 1, 1963 to April 30, 1964
Mo. YR. Mo. YR.

PART I - LIBRARY ORGANIZATION & OPERATIONS

A. LIBRARY ORGANIZATION

1 NAME OF LIBRARY Decatur Public Library		2 PLEASE CHECK AREA OF SERVICE FOR WHICH DATA ARE GIVEN ☒ CITY ☐ DISTRICT ☐ TOWN ☐ CITY-COUNTY ☐ REGIONAL ☐ TOWNSHIP ☐ COUNTY ☐ SCHOOL DISTRICT ☐ VILLAGE ☐ OTHER (SPECIFY)	
LOCATION OF LIBRARY CITY <u>Decatur</u> COUNTY <u>Macon</u> STREET <u>457 North Main Street</u> TEL. NO. <u>428-6617</u> ZIP CODE <u>62523</u>			
3 HOW MANY HOURS IS CENTRAL LIBRARY OPEN TO PUBLIC EACH WEEK 69 hours	4 NUMBER OF REGISTERED BORROWERS ADULT <u>18,932</u> JUVENILE <u>11,572</u> TOTAL <u>30,504</u>	5 NUMBER OF NONRESIDENT BORROWERS ADULT <u>2,824</u> JUVENILE <u>2,902</u> FEE: (FAMILY) <u>\$7</u> (SINGLE) <u>same</u>	
6 GIVE POPULATION SERVED 1960 CENSUS <u>78,004</u>			
7 BOOK - a. No. in operation at end of reporting year <u>2</u> MOBILES b. No. monthly scheduled stops <u>58.5</u>	8 YEAR CENTRAL LIBRARY BUILT <u>1903</u>	9 YEAR OF LAST MAJOR IMPROVEMENT OR ADDITION TO CENTRAL LIBRARY PLANT <u>1950</u>	
10 BRANCHES BUILT	11 TOTAL NUMBER OF BRANCHES (A branch is an auxiliary library with separate quarters, a permanent basic collection of books, a permanent staff and a regular schedule)		
a PRIOR TO 1931 <u>1</u>	2		
b 1931 - 1940			
c 1941 - 1950	12 TOTAL NUMBER OF STATIONS (A station is an agency from which books are distributed for lending but at which there is no permanent collection or library staff. Do not consider bookmobiles as stations)		
d 1951 - 1960	3		

B. PERSONNEL INFORMATION

1	NUMBER OF STAFF POSITIONS IN FULL-TIME EQUIVALENTS AT END OF REPORTING YEAR (See Definitions & Instructions)	FILLED	VACANT
a	No. of professional budgeted (FTE) positions at end of reporting year (See definitions & Instructions) ¹	7	4
b	No. of all other staff budgeted positions in FTE (Include building staff at end of reporting year) ²	36.5	
c	TOTAL POSITIONS	43.5	
2	STAFF SALARIES	AMOUNT	
a	Annual salary of Chief Librarian (This information will remain confidential and will not be published by individual library. It will be used to compile an average annual salary. DO NOT give range, but actual salary)	\$ 10,500	
b	If you have hired a library school graduate (5th year degree without experience) in the reporting year, please indicate his annual salary	\$	
	If none hired, please check here ☒		

¹ PROFESSIONAL BUDGETED POSITIONS - Item C1a - A professional staff member is a person performing work that requires education, training, and skill in the theoretical or scientific aspects of library work as distinct from its merely mechanical and clerical aspects.

² STAFF POSITIONS BY FULL-TIME EQUIVALENTS - Item C1 - To compute "full-time equivalents (FTE)" of part-time personnel, add the total number of hours worked per week by all part-time paid personnel (including student assistants and pages), and divide by the number of hours in your full-time week. DO NOT include volunteer personnel.

EXAMPLE: 4 employees each worked 20 hours per week = 80 hours
 2 employees each worked 10 hours per week = 20 hours
 6 employees worked a total of 100 hours

One-hundred hours divided by 40 hours (or the number of hours in your full-time work week) equals 2 1/2 full-time equivalents. Add these 2 1/2 full-time equivalents to the number of full-time personnel to obtain TOTAL personnel in full-time equivalents.

PART II - COLLECTION AND CIRCULATION

A. BOOK COLLECTION, CIRCULATION, AND USE ³

1 DOES LIBRARY REGULARLY PROVIDE SCHOOL CLASSROOM COLLECTIONS? YES ☐ ☒ NO		2 IF POSSIBLE EXCLUDE SCHOOL COLLECTION CIRCULATION DATA IF NOT, CHECK HERE ☐		3 NUMBER OF REFERENCE TRANSACTIONS 70,105	
4 VOLUMES (See Instruction) ⁴		ADULT	JUVENILE	TOTAL	
a Number of library volumes at end of reporting year.		123,706	40,273	163,979	
b Volumes added during reporting year. (Report gross figure, i.e., actual number of volumes acquired during year. DO NOT subtract volumes withdrawn.)		8,259	2,708	10,422	
c Number of volumes circulated during reporting year. (Include branch, station, and bookmobile circulation and exclude, if possible, circulation of school classroom collections.) (Do not include circulation of miscellaneous stock here but in Item 5 below.)		304,576	254,845	559,321	
d Volumes circulated from bookmobiles during reporting year. (These volumes should also be counted in 4c above.)		53,494	106,958	160,452	
5 NUMBER AND CIRCULATION OF MISCELLANEOUS STOCK ONLY		HELD AT END OF REPORTING YEAR	ADDED DURING REPORTING YEAR	CIRCULATION (See definitions)	
a Uncataloged pamphlets		9,555	685	926	
b Photos, pictures, prints		23,434	275	4,723	
c Maps		258	26	31	
d Slides, filmstrips		324	150	220	
e Microfilms (reels) (If another unit of measurement is used, please indicate)		5,269	166	2,422	
f Sound recordings (discs)		1,699	411	15,210	
g Film (reels) (If another unit of measurement is used, please indicate)		44	3	167	
h Other (Specify) Ceiling projector films		225	0	?	
		475		13,448	

³ INVENTORY AND CIRCULATION - Count one for each volume, pamphlet or periodical lent for home use, from central library or any agency, and each renewal. Do not count as circulation books sent to another library agency within the same system where home circulation is counted.

⁴ Item B - BOOK COLLECTION. CIRCULATION AND USE - A volume for purposes of this report for inventory and circulation purposes is any physically separate item, including printed, typewritten, mimeographed or processed work, bound or unbound, that has been cataloged or fully prepared for use. Include microcards, microfilms, microprint films, film-strips and recorded discs.

PART III - FINANCIAL INFORMATION

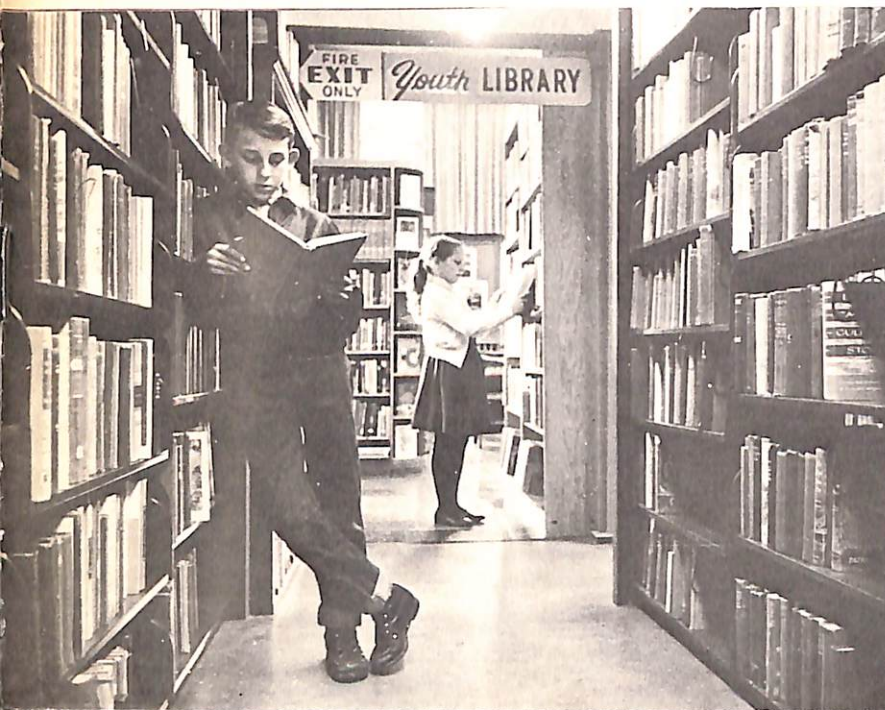
RECEIPTS Operating Fund:

Amount from tax levy	<u>\$266,820.21</u>
Fees from non-residents	<u>952.00</u>
Fines, damages, lost books	<u>9,312.92</u>
Rental book collection	
Grants (state or federal)	
Gifts	
Other sources Micro-film	<u>1,504.35</u>
Interest	<u>842.96</u>
Total Receipts	<u>\$279,432.44</u>
Unexpended balance from previous year	<u>565.43</u>
Amount from special levy for building purposes	
Assessed valuation of city	

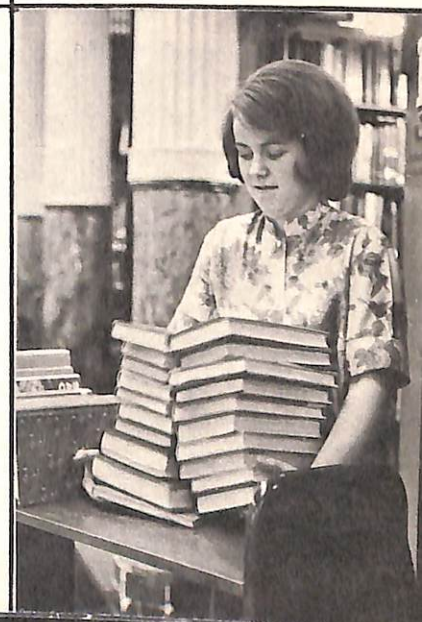
EXPENDITURES (Including all funds)

Operating Expense:

Salaries, professional (Including income tax withheld)	<u>\$ 58,032.00</u>
Salaries, assistants (Including income tax withheld)	<u>133,483.63</u>
Janitor Service	<u>10,032.78</u>
Books	<u>30,191.14</u>
Periodicals	<u>1,598.01</u>
Other printed materials	<u>229.79</u>
Sound recordings	<u>998.61</u>
Films	<u>1,655.71</u>
Contracts ⁵	<u>4,546.13</u>
Insurance	<u>3,996.62</u>
Repairs and improvements	<u>1,649.92</u>
Furniture and fixtures	<u>7,174.97</u>
Supplies	<u>65.65*</u>
Telephone	<u>1,555.08</u>
Postage, freight, express	



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

5







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.



7

