

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING, MARCH 29, 1963

The regular meeting of the Board of Directors of the Decatur Public Library was held in Board Room of the Main Library, 457 North Main Street, Decatur, Illinois, March 29, 1963.

Members present:

Mr. Jack Burnett, president
Mr. Francis Hart, vice-president
Mr. W.A. Sappington
Mrs. Roger Pogue
Mrs. Dwight Nelson
Mrs. Erich Stern
Mr. Harold Koslofski

Members absent:

Mr. John Cheeks
Mr. David Pilcher

Other Members present:

Mrs. Mary T. Howe, Secretary
Mr. Ralph Sanders, newspaper reporter
Mrs. Judi Hansen, staff member
Mr. Robert Kirchgraber, assistant librarian

Mr. Jack Burnett called the meeting to order at 4:15 PM. Mrs. Howe read the minutes for the February 23rd meeting. There were no additions or corrections. The minutes were approved as read.

Mr. Harold Koslofski, chairman of the Finance Committee gave the report of the meeting held March 28th to check the bills for March. He moved the bills for March be paid. Mr. Hart seconded the motion. Roll call was taken. Mr. Burnett, Mr. Sappington, Mrs. Stern, Mrs. Nelson, Mrs. Pogue, Mr. Hart, and Mr. Koslofski voted aye. No abstentions or noes were recorded. Motion carried. *

The Librarian reported on the financial picture. She said the levy for 1962/63 was for \$247,000, and the appropriation was for \$271,000. The difference had to be collected from fines, fees, and the balance on hand May 1, 1962. There will be a very small cash balance at the end of the present fiscal year. The April Board meeting will include a motion to give authority to the Finance Committee to approve bills that come in on the last few days of the fiscal year.

Mr. Hart moved the authorization of Murphy, Jenne & Jones to do the audit for 1962/63. Mrs. Nelson seconded the motion. All present voted aye. Motion was carried.

Mr. Hart, chairman of the Properties Committee, reported no meeting held during March. However, he requested consideration of the Main Library building problem. In view of the fact that Dr. Herbert Goldhor has made his survey, even though we do not have our legal advice, he thought the Board had progressed to the point where it should pass a resolution regarding our intention toward a new Main Library.

* Bills for March 1963:
Staff salaries\$15,028.20
Operating Expenses 7,581.15
Total Expenditures\$22,609.35

Mr. Burnett requested a discussion of the proposal. He reported that as chairman of the ~~Library sub-committee of the~~ Association of Commerce, Education Committee, he made a report on our plans. The committee was quite receptive and there have been some good reactions from the meeting. It is hoped that the Association of Commerce will back the Board when it goes into the building program on a formal basis. Other organizations may be approached to back the library such as the League of Women Voters and the unions.

It was observed that the library board has not gone on record as being in favor of the building program.

Mrs. Nelson said the League of Women Voters would have their annual meeting next week at which time the agenda is set for the next year. They might be willing to support a study group because of the amount of money involved. She cautioned the League might not come out in favor of the building project.

Mr. Hart said, "The Properties Committee recommends to the Board that it pass a resolution that the Board is in favor of a new Main Library building. Motion was seconded by Mrs. Pogue. All members present voted aye. Motion carried.

Mr. Burnett proposed the following resolution: "BE IT RESOLVED WHEREAS: The Board of Directors of the Decatur Public Library, having considered and investigated the need for a new ~~Main~~ Library building and other facilities, and having considered the need to be evident; HEREBY RESOLVE that the Board immediately begin all necessary action to procure such library building and facilities.

The motion to accept this resolution was made by Mr. Hart and seconded by Mrs. Stern. All present voted aye. Motion carried.

Mr. Hart reported on the report from Dr. Goldhor. He said Mrs. Howe and Dr. Goldhor talked about the report on the telephone today. Twenty-five copies are being forwarded to the Board. His summary paragraph reads as follows: "Assuming that the Board of Directors is interested in giving the community good library service, a more nearly adequate building is needed now. This need will become ever more pressing in the next 10 to 15 years. Of the various alternative lines of action open to the Board, the one which is clearly indicated is to erect a new building on the present site. The investment will pay off in 20 years."

The Board members discussed the building program and the various alternatives open to them. Mr. Burnett said most of these details had not been settled and the matter of site, type of building, etc. is still open.

Mr. Hart explained that he was a member of a speech class at the company and as such had made a talk on the library's building needs. He used slides from the American Library Association and the Decatur Public Library. He asked permission to give this same talk at various club meetings. A copy of the talk was passed around to the Board Members to read.

Mr. Burnett thought this was an excellent idea. He said we used this talk in essence at the Association of Commerce meeting. Clubs should ~~contacted~~ be contacted early for inclusion in their next year's program.

A letter from Mr. deLafayette Reid, assistant state librarian was read. He was urging support of two pieces of library legislation and said he hoped to have all statutes concerning public libraries brought together under one chapter.

Mrs. Howe gave the Librarian's report. She said Mr. Rodgers, father of Mrs. Mary K. Weidner, supervisor of Data Processing, has identified and sorted the glass negatives and prints bequeathed to the Public Library by Mr. Wasson. We hope to have these indexed and ready for use during the summer. This was a generous contribution by Mr. Rodgers and gave him a great deal of pleasure. He should have our thanks.

On April 11, Professor Wm. B. Hesseltine from the University of Wisconsin, the last professor in the country who really knows Lincoln and Civil War history, will be in town for a dinner meeting of the Civil War Round Table and the Friends of the Library. The meeting begins with a social hour at 6 PM. Cost of meal is \$4.00.

The International Fair is "winding up to a grand and glorious finale. The committee met with representatives of 17 countries last night and concluded the final arrangements. The program will be held April 24th in the Masonic Temple, large dining room. It will start at 1 o'clock and continue until 10 PM.

The library honored Miss Frances Priddy at a reception on March 25, 1963. She talked to about 100 high school students in the Boyd Room. This was the publication date for her sixth book: Challenge for Angel.

The Decatur Social Studies Council met in the library, on Wednesday. The librarian explained the resources of the library and showed a film, City of Gold. There were 26 teachers and librarians present.

An experimental program is being tried for the Magic Carpet Room. Some complaints received objected to the noon hour closing. Therefore Miss Yamamoto and the 1st office are trying to keep the room open during the lunch period. The only time it is used at noon-time is on Saturday. This is only an experiment.

Mr. Burnett asked Mrs. Howe to write a letter to Mr. Sommer thanking him for his help on the Board and say we are sorry he is in ill health.

Mr. William B. Sappington was welcomed as a new member of the Board. He replaced Mr. Sommer who resigned because of ill health.

Mrs. Nelson moved adjournment. Mrs. Stern seconded the motion. Meeting was adjourned at 5:45 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

Resolution Approving the
Appointment of Directors
of the Decatur Public
Library and Reading Room

BE IT HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section I. That the appointment of W. A. Sappinton as a Director of the Decatur Public Library and Reading Room to fill the unexpired term of J. M. Sommers, ending June 30, 1964, be and the same are hereby approved.

PASSED and APPROVED this 25th day of March, 1963.

Robert A. Grohne, Mayor

Attest:

Myron Anderson, City Clerk

March 25, 1963

To the Council of the City of Decatur, Illinois.

Gentlemen:

I have appointed W. A. Sappington as a member of the City of Decatur Library Board to serve out the unexpired term, ending June 30, 1964, of J. M. Sommer who has resigned for reasons of health.

Approval of such appointment is hereby requested.

Respectfully submitted,

Robert A. Grohne, Mayor.

DECATUR PUBLIC LIBRARY

Decatur, Illinois

COMBINED BUDGET AND BILL LIST - MARCH 1963

CODE	ALLOCATION	AMT. FOR YEAR	FOR MARCH	YEAR TO DATE	BALANCE
100	SALARIES S	17500000		14721661	2778339
	BL CR AND		18966 ✓		
	DEC CITY C		18000 ✓		
	NATL BK DE		229617 ✓		
	TREAS CIT		101415 ✓		
	UNITED FUN		1800 ✓		
			1133022 ✓		
100		17500000	1502820	16224481	1275519*
150	SALARIES B	552000		318541	233459
150		552000		318541	233459*
		18052000	1502820	16543022	1508978*
201	BINDING SU	82200		25220	56980
	GAYLORD BR		390 ✓		
201		82200	390	25610	56590*
202	CAT MATER I	84000		62365	21635
202		84000		62365	21635*
203	FREIGHT EX	14400		9085	5315
	I K C		1289 ✓		
	SYSTEMS SA		525 ✓		
	R E A EXPR		465 ✓		
	R E A EXPR		400 ✓		
	ACAD ST TE		456 CR ✓		
203		14400	2223	11308	3092*
204	IBM SUPPL I	535000		547529	12529
	IBM		54000 ✓		
	IBM		13660 ✓		
	IBM		2300 ✓		
	SYSTEMS SA		1995 ✓		
204		535000	71955	619484	84484*CR
205	OFFICE SUP	292100		164663	127437
	DEC PAPER		1870 ✓		
	DEC PAPER		1380 ✓		
	GAYLORD BR		800 ✓		
	KEYSTONE M		3100 ✓		
	LINXWEILER		675 ✓		
	NAT LIBRAR		2865 ✓		
	PITNEY BOW		140 ✓		
	RECORDAK C		3917 ✓		
	CLEV HTS P		162 CR ✓		
	PLASTIC BA		270 CR ✓		
	VERIFAX		1234 CR ✓		
205		292100	13081	177744	114356*
206	POSTAGE	129300		112098	17202

AMER HOTEL
 AMER TECH
 BEDMINSTER
 CONTEMPORA
 CONTEMPORA
 ENCY BRITA
 GARDNER C
 GENEALOGIC
 HAMMOND C
 HARVARD UN
 ILL MFGRS
 INLAND BK
 KEYSTONE M
 M I T PRES
 MCCLURG A
 MCGRAW HIL
 N E A
 NATL FOREM
 PAN AM NAV
 POSTMASTER
 PUB AFFAIR
 ROOT A I C
 SCIENCE RE
 STECHERT H
 U CHICAGO
 UNIV MICRO
 WESTON WOO
 WHITE JAME
 POSTMASTER
 POSTMASTER
 FREE PUB L
 MISC POSTA
 RESERVES
 TREAS U S

38 ✓
 30 ✓
 15 ✓
 55 ✓
 55 ✓
 15 ✓
 64 ✓
 15 ✓
 60 ✓
 24 ✓
 80 ✓
 75 ✓
 215 ✓
 59 ✓
 55 ✓
 50 ✓
 15 ✓
 120 ✓
 14 ✓
 9000 ✓
 9 ✓
 20 ✓
 40 ✓
 23 ✓
 40 ✓
 25 ✓
 65 ✓
 50 ✓
 1152 ✓
 4000 ✓
 100 CR ✓
 2024 CR ✓
 916 CR ✓
 200 CR ✓

206		129300	12238	124336	4964*
207	PRINTING	82000		60700	21300
	INDUSTRIAL		3325 ✓		
207		82000	3325	64025	17975*
208	REP TO EQU	66400		82198	15798
	ILL POWER		600 ✓		
208		66400	600	82798	16398*CR
209	TEL TOLLS	14000		7091	6909
	ILLINOIS B		850 ✓		
209		14000	850	7941	6059*
210	TEL SERVIC	8900		1771 CR	10671
	TEL RECEIP		1531 CR ✓		
210		8900	1531 CR	3302 CR	12202*

212	RENT OF MA	75700		62065	13635
212		75700		62065	13635*
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
	UNIV OF IL		4500 ✓		
	UNIV OF IL		4500 ✓		
220		117700	9000	137736	20036*CR
221	COMM SERVI	15900		17136	1236
	GOFF PATRI		300 ✓		
	HOWE MRS M		300 ✓		
221		15900	600	17736	1836*CR
222	EXHIBIT EX	8600		3020	5580
222		8600		3020	5580*
223	HANDLING C	3000		2112	888
	MCCLURG A		20 ✓		
	REA EXPR		10 ✓		
223		3000	30	2142	858*
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
	DECATUR CL		719 ✓		
	DECATUR CL		719 ✓		
	DECATUR CL		720 ✓		
	DECATUR CL		720 ✓		
	DECATUR CL		720 ✓		
	DECATUR CL		720 ✓		
	DECATUR CL		720 ✓		
	HOTEL ORLA		820 ✓		
	MCMANUS FL		2000 ✓		
	GOLDHOR H		10000 ✓		
	HOWE MRS M		200 ✓		
299		23300	18058	37054	13754*CR
		1625500	130819	1557947	67553*

301	BLDG SUPPL	117900		119054	1154
	BLACK & CO		8550 ✓		
	HUBBARD MA		630 ✓		
	LINN SCRUG		295 ✓		
	LYON LUMBE		1150 ✓		
301		117900	10625	129679	11779*CR
302	CLEANING S	16100		5784	10316
	DEC INDUST		1333 ✓		
302		16100	1333	7117	8983*
303	CONTRACT R	500000		401606	98394
303		500000		401606	98394*
304	GARBAGE &	11400		12050	650
	BASTOB JOH		400 ✓		
	SMITHS DIS		400 ✓		
	ROHMAN FRE		600 ✓		
304		11400	1400	13450	2050*CR
306	INSURANCE	465800		450750	15050
306		465800		450750	15050*
307	LIGHT & PO	79200		170846	91646
	ILL POWER		12690 ✓		
307		79200	12690	183536	104336*CR
308	BLDG REPAI	83500		91507	8007
	BURDICK PL		1105 ✓		
	BURDICK PL		1200 ✓		
	BURDICK PL		650 ✓		
	F HUBBARD		740 ✓		
	F HUBBARD		660 ✓		
	F HUBBARD		660 ✓		
	F HUBBARD		2680 ✓		
	F HUBBARD		1990 ✓		
	F HUBBARD		1020 ✓		
	F HUBBARD		3840 ✓		
308		83500	14545	106052	22552*CR
309	TRAVEL	62800		37995	24805
	CONSUMER S		30 ✓		
	CITY OF DE		712 ✓		
	CITY OF DE		2039 ✓		
	CITY OF DE		675 ✓		
309		62800	3456	41451	21349*
310	HEALTH & S	4900		627	4273
310		4900		627	4273*
311	CONTRACT C	552800		535150	17650

	DEC WINDOW		11500	✓		
	DEC WINDOW		4300	✓		
	DEC WINDOW		44000	✓		
	DEC WINDOW		30000	✓		
311		552800	89800		624950	72150*CR
312	ARCHITECT	60000			44729	15271
312		60000			44729	15271*
313	REP AUTO E	221000			155845	65155
	F HUBBARD		660	✓		
	F HUBBARD		990	✓		
	F HUBBARD		4862	✓		
	NATL CITY		658	✓		
	NATL CITY		728	✓		
	NATL CITY		625	✓		
	NATL CITY		549	✓		
	NATL CITY		435	✓		
	NATL CITY		435	✓		
313		221000	9942		165787	55213*
314	CLEANING S	9500			1648	7852
314		9500			1648	7852*
315	APPRAISAL	15000				15000
	LLOYD THOM		15000	✓		
315		15000	15000		15000	*CR
		2199900	158791		2186382	13518*
399	MISC	3400				3400
399		3400				3400*
401	BINDING	100000			236855	136855
	NEW METHOD		2419	✓		
	STAPPENBEC		1770	✓		
	STAPPENBEC		19065	✓		
401		100000	23254		260109	160109*CR
402	BOOKS	3819100			2752942	1066158
	AM LIBRARY		270	✓		
	AM LIBRARY		350	✓		
	AM LIBRARY		75	✓		
	AMER HOTEL		450	✓		
	AMER NURSE		100	✓		
	AMER TECH		856	✓		
	AYER N W &		3000	✓		
	BAKER & TA		3872	✓		
	BAKER & TA		7063	✓		

BAKER & TA	13104 ✓
BAKER & TA	17402 ✓
BAKER & TA	14174 ✓
BAKER & TA	48329 ✓
BAKER & TA	5101 ✓
BAKER & TA	6072 ✓
BAKER & TA	27161 ✓
BAKER & TA	1284 ✓
BAKER & TA	2292 ✓
BAKER & TA	2299 ✓
BAKER & TA	4949 ✓
BAKER & TA	6917 ✓
BAKER & TA	8423 ✓
BAKER & TA	1000 ✓
BEDMINSTER	150 ✓
BOWKER R R	750 ✓
DOUBLEDAY	288 ✓
DOUBLEDAY	93 ✓
DOUBLEDAY	1417 ✓
DOUBLEDAY	1264 ✓
DUFOR EDI	1000 ✓
GARDNER C	3638 ✓
GENEALOGIC	1000 ✓
HAINES & E	1219 ✓
HAINES & E	150 ✓
HAMMOND C	1455 ✓
HARVARD UN	495 ✓
ILL MFGRS	2995 ✓
ILLINOIS B	4440 ✓
IMPERIAL B	15555 ✓
IMPERIAL B	7916 ✓
INLAND BK	2272 ✓
M I T PRES	5112 ✓
MCCLURG A	3258 ✓
MCCLURG A	1056 ✓
MCCLURG A	2160 ✓
MCCLURG A	2070 ✓
MCGRAW HIL	2400 ✓
MCNAUGHTON	10500 ✓
MILLER WAL	240 ✓
N E A	200 ✓
NAT GEOGRA	1195 ✓
NEW METHOD	5870 ✓
PAN AM NAV	375 ✓
PORTER SAR	540 ✓
ROOT A I C	347 ✓
ROWMAN LIT	75 ✓
SCARECROW	585 ✓
SCARECROW	540 ✓
SCARECROW	427 ✓

	SCARECROW		720 ✓		
	SCARECROW		2700 ✓		
	SCARECROW		585 ✓		
	SCARECROW		1125 ✓		
	SCIENCE RE		600 ✓		
	STECHERT H		250 ✓		
	U CHICAGO		1125 ✓		
	WHITE JAME		1575 ✓		
	L AND D		3832CR ✓		
	STAFF BOOK		3316CR ✓		
402		3819100	259122	3012064	807036*
405	FILMS 16MM	30000		46950	16950
	CONTEMPORA		15000 ✓		
	CONTEMPORA		17500 ✓		
	CORONET FI		21000 ✓		
	ENCY BRITA		72000 ✓		
	WESTON WOO		25500 ✓		
405		30000	151000	197950	167950*CR
5406	PFILES CAM		600 ✓		
5406			600	600	600*CR
408	FILMS MICR	177000		99992	77008
	UNIV MICRO		275 ✓		
408		177000	275	100267	76733*
409	FILMS RENT			6059CR	6059
	FILM RENTA		1622CR ✓		
409			1622CR	7681CR	7681*
410	PAMPHLETS	20000		8020	11980
	WILLS LORE		968 ✓		
410		20000	968	8988	11012*
412	PICTURES	10000		7190	2810
412		10000		7190	2810*
414	RECORDS LP			9117	9117
414				9117	9117*CR
415	RECORDS S	120000		102254	17746
	CHESTERFIE		2228 ✓		
415		120000	2228	104482	15518*
419	PERIODICAL	300000		385794	85794
	AM LIBRARY		300 ✓		
	HANSON BEN		2940 ✓		
	NATL FOREM		600 ✓		
	OFFICIAL G		3600 ✓		

	PUB AFFAIR		120 ✓		
	PUBLISHERS		2800 ✓		
	DEC HERLD		570 ✓		
419		300000	10930	396724	96724*CR
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000		64600	5400
	ADULT EDUC		1500 ✓		
	ILL AUDUBO		300 ✓		
	ILL LIB AS		400 ✓		
	ILL LIB AS		1800 ✓		
	ILL LIB AS		1000 ✓		
421		70000	5000	69600	400*
422	SERVICES	200000		222026	22026
422		200000		222026	22026*CR
499	MISCELLANE	2100			2100
499		2100			2100*
		4856600	451755	4381436	475164*
502	ADD TO EQU	165000		53828	111172
502		165000		53828	111172*
603	RENTALS	201000		167500	33500
	SWARTZ HOM		16750 ✓		
603		201000	16750	184250	16750*
		201000	16750	184250	16750*
		27100000	2260935	24906865	2193135*

Balance in checking account \$19,677.90

BILLS PRESENTED FOR PAYMENT

APPROVED FOR PAYMENT

700 BAL LAST M
TAX INCOME
FINES
NON RES FE
L AND D
RESERVES
STAFF BOOK
FILM RENTA
VERIFAX
TEL RECEIP
ACAD ST TE
CLEV HTS P
FREE PUB L
MISC POSTA
PLASTIC BA
TREAS U S
CASH CREDI
BILL LIST

355836
3768800
74673
13300
3832 ✓
916 ✓
3316 ✓
1622 ✓
1234 ✓
1531 ✓
456 ✓
162 ✓
100 ✓
2024 ✓
270 ✓
200 ✓
15663CR
2244819CR
1967790

Finance Committee

Mary T. Howe

H. W. Koslof

Louise H. Nelson

David D. Nelson

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE ACCOUNTS - MARCH 1963

CODE	ALLOCATION	AMOUNT FOR YEAR	FOR MAR.	YEAR TO DATE	BALANCE
100	SALARIES S	17500060		16224481	1275519
			1503000		
100		17500060	1503000	17727481	227481*CR
150	SALARIES B	552079		318541	233459
150		552079		318541	233459*
		18052039	1503000	18046022	5978*
201	BINDING SU	82238		25610	56590
201		82238		25610	56590*
202	CAT MATER I	84028		62365	21635
202		84028		62365	21635*
203	FREIGHT EX	14463		11308	3092
203		14463		11308	3092*
204	IBM SUPPL I	535055		619484	84484
	IBM		54000		
204		535055	54000	673484	138484*CR
205	OFFICE SUP	292171		177744	114356
	TAB PROD C		1100		
205		292171	1100	178844	113256*
206	POSTAGE	129327		124336	4964
	POSTMASTER		13500		
206		129327	13500	137836	8536*CR
207	PRINTING	82091		64025	17975
	INDUSTRIAL		5000		
207		82091	5000	69025	12975*
208	REP TO EQU	66466		82798	16398
208		66466		82798	16398*CR
209	TEL TOLLS	14068		7941	6059
209		14068		7941	6059*
210	TEL SERVIC	8927		3302CR	12202
210		8927		3302CR	12202*
212	RENT OF MA	75729		62065	13635
212		75729		62065	13635*
213	SERV CONTR	21864		46720	24920
213		21864		46720	24920*CR

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE ACCOUNTS - MARCH 1963

CODE	ALLOCATION	AMT. FOR YR.	FOR MAR.	YEAR TO DATE	BALANCE
214	SERV CONTR	44		10865	10865
214		44		10865	10865*CR
220	PROF DEVEL HESSELTINE YAMAMOTO M	117779	2500	137736	20036
220		117779	5000	142736	25036*CR
221	COMM SERVI	15943		17736	1836
221		15943		17736	1836*CR
222	EXHIBIT EX	8607		3020	5580
222		8607		3020	5580*
223	HANDLING C	3087		2142	858
223		3087		2142	858*
224	ADVERTISIN	1245		17950	16750
224		1245		17950	16750*CR
225	AUDITING	50095		50350	350
225		50095		50350	350*CR
299	MISC	23345		37054	13754
299		23345		37054	13754*CR
		1625572	78600	1636547	11047*CR
301	BLDG SUPPL HEISE ELEC	117991	1752	129679	11779
301		117991	1752	131431	13531*CR
302	CLEANING S DEC INDUST	16112	1000	7117	8983
302		16112	1000	8117	7983*
303	CONTRACT R FAIRLAWN N COLLINS AS	500095	4415	401606	98394
303		500095	35429	437035	62965*
304	GARBAGE & ROHMAN FRE SMITHS DIS BASTOB JOH	11489	600	13450	2050
304		11489	1400	14850	3450*CR

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE ACCOUNTS - MARCH 1963

CODE	ALLOCATION	AMT. FOR YR.	FOR MAR.	YEAR TO DATE	BALANCE
306	INSURANCE	465839		450750	15050
306		465839		450750	15050*
307	LIGHT & P O	79289		183536	104336
	ILL POWER		13000		
307		79289	13000	196536	117336*CR
308	BLDG REPAI	83553		106052	22552
308		83553		106052	22552*CR
309	TRAVEL	62801		41451	21349
	CITY OF DE		3500		
309		62801	3500	44951	17849*
310	HEALTH & S	4950		627	4273
310		4950		627	4273*
311	CONTRACT C	552823		624950	72150
	DEC WINDOW		89800		
311		552823	89800	714750	161950*CR
312	ARCHITECT	60073		44729	15271
312		60073		44729	15271*
313	REP AUTO E	221044		165787	55213
	NATL CITY		6500		
313		221044	6500	172287	48713*
314	CLEANING S	9557		1648	7852
314		9557		1648	7852*
315	APPRAISAL	15009		15000	
315		15009		15000	*CR
399	MISC	3409			3400
399		3409			3400*
		2203334	152381	2338763	135463*CR
401	BINDING	100009		260109	160109
401		100009		260109	160109*CR
402	BOOKS	3819100		3012064	807036
	ILLINOIS B		4000		
	MCNAUGHTON		10500		
	OUTSTANDIN		168536		
	STANDING O		46505		
402		3819100	229541	3241605	577495*

DECATUR PUBLIC LIBRARY
Decatur, Illinois
ENCUMBRANCE ACCOUNTS - MARCH 1963

CODE	ALLOCATION	AMT. FOR YR.	FOR MAR.	YEAR TO DATE	BALANCE
405	FILMS 16MM	30036		197950	167950
405		30036		197950	167950 * CR
406	FILMS SLID	86		600	600
406		86		600	600 * CR
408	FILMS MICR	177086		100267	76733
408		177086		100267	76733 *
409	FILMS RENT	19		7681 CR	7681
409		19		7681 CR	7681 *
410	PAMPHLETS	20000		8988	11012
410		20000		8988	11012 *
412	PICTURES	10012		7190	2810
412		10012		7190	2810 *
414	RECORDS LP	22		9117	9117
414		22		9117	9117 * CR
415	RECORDS S	120005		104482	15518
415		120005		104482	15518 *
419	PERIODICAL	300023		396724	96724
419		300023		396724	96724 * CR
420	MAPS	5099			5000
420		5099			5000 *
421	MEMBERSHIP	70099		69600	400
421		70099		69600	400 *
422	SERVICES	200099		222026	22026
422		200099		222026	22026 * CR
499	MISCELLANE	2173			2100
499		2173			2100 *
		4853268	229541	4610977	242223 *
502	ADD TO EQU	165073		53828	111172
	TAB PROD C		9050		
502		165073	9050	62878	102122 *
		165073	9050	62878	102122 *
603	RENTALS	201045		184250	16750
	SWARTZ HOM		16750		
603		201045	16750	201000	* CR
		201045	16750	201000	* CR
		27100031	1989322	26896187	2038.13 *

PAYROLL - MARCH 1963

Colinet

NAME		DECATUR PUBLIC LIBRARY, Decatur, Illinois											
		ANNUAL	CODE	MONTHLY	RET. & S.A.	INC. TAX	CU	B.C. & B.S.	U.F.	TOT. DEP	NET SALARY		
ATCHISON 1489	M	\$4442.	37	37017	2918	6840	500			10258	26759		
BOGARD 1490	P	3497.40	79	29145	2296	2400				4696	24449		
BRADSHAW 1491	C S	2653.32	53	22111	1523	4070		2016		8509	13602		
* DOBRINICK 1492	M E	3558.	29	29650	2039	4540				6579	23071		
ENSIGN 1493	E E	2785.44	31	23212	1598	2280		660		4538	18674		
* FORD <i>ck written pd 4/28/63</i>	M	2940.	36	3136	216	40				256	2880		
GOFF 1494	P A	4046.	27	33717	2321	5120	4000		150	11591	22126		
* GRIFFIN 1495	M R	3852.	99	27730	1908	4110				6018	21720		
HONNOLD 1496	O D	4551.96	20	37933	2609	6980				9589	28344		
* HOUCK 1497	H E	4310.	26	35917	2469	6550				9019	26898		
HOWE 1498	M T	9500.	1	79167	5445	13200	6000	1788	500	26933	52234		
* HUNK 1499	C E	3313.32	34	27611	1908	4110	5000	660		11678	15933		
JONES 1500	E F	4612.08	16	38434	2644	6130		660		9434	29000		
KELLEY 1501	N A	3518.	87	29317	2018	4400				6418	22899		
KIRCHGRABER 1502	R D	8505.	11	70875	5584	7600		1788		14972	55903		
LARMON 1503	M E	3609.36	30	30078	2070	4540		660		7270	22808		
LEONARD 1504	M E	7164.	7	59700	4104	11160				15264	44436		
* LORENZ 1505	L	3852.	66	27738	1908	4110				6018	21720		
MCMILLAN 1506	H E	4341.32	39	36178	2853	700				3553	32625		
MCNABB 1507	N	7157.	3	59642	4101	11160		660		15921	43721		
MC VEY 1508	S K	2940.	45	24500	1684	3540				5224	19276		
MITCHELL 1509	F L	3346.68	23	27809	1918	5110		1788		8816	19073		
MORRIS 1510	M	3852.	76	32100	2207	4980				7187	24913		
ODELL 1511	G E	4019.	21	33492	2303	4120		1788		8211	25281		
PUHEK 1512	E E	7063.32	4	58861	4050	11160				15210	43651		
RUEDGER 1513	O E	5070.	19	42250	2905	7100				10005	32245		
SEITZ 1514	B	4019.	51	33492	2303	5120		660		8033	25409		
SHAFFER 1515	M	4019.	82	33492	2303	6120				8423	25069		
STAFFORD 1516	M	8175.	2	68125	4685	13440		510	500	19135	48990		
TURNBO 1517	D E	3397.44	28	28312	1949	2260			100	4309	24003		
* VOGLER 1518	O C	2741.40	35	22845	1571	4210	500			6281	16564		
WEIDNER 1519	M K	4656.	25	38800	2668	4130		1788	150	8736	30064		
WHITE 1520	C L	3770.76	22	31423	2162	4830	1000	660		8652	22771		
WILLIAMS 1521	C W	4772.04	18	39767	2736	6380				9116	30651		
WILLIAMS 1622	N J	3093.36	32	25778	1774	3820		660		6254	19524		
YAMAMOTO 1523	M C	7421.	5	61822	4252	11880	1000	660	300	18092	43730		

\$ 1341264 \$94002

\$208240 \$160000 \$18306 \$1700 \$340248 \$1001016

PAYROLL - March 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
BAKER 1524	R	H 90h @ 1.00	81	9 000 0 ✓	3 26 ✓	1 69 0 ✓				20 16 ✓	6 984 ✓
BORK 1525	S	48h @ 1.27	59	5 854 ✓	2 49 ✓	2 60 ✓				5 09 ✓	6 355
BRANSON 1526	J	65h @ 1.00	89	6 500 ✓	2 36 ✓	1 26 0 ✓				1 49 6 ✓	5 004
BREWER	F	90h @ 1.00	91	9 000 0 ✓	3 26 ✓	1 69 0 ✓				20 16 ✓	6 984
DAVID 1528	H	J 53h @ 1.60	42	8 430 ✓	3 07 ✓					3 07 ✓	8 173
DOUIN 1529	J	46h @ .83	98	3 816 ✓	1 09 ✓	6 87 ✓				7 96 ✓	3 022
HANSEN 1530	J	48h @ 1.90	77	9 120 ✓	3 31 ✓	6 90 ✓				10 21 ✓	8 099
MCBRIDE 1531	J	L 84½h @ 1.35	70	1 140 8 ✓	4 14 ✓	2 120 ✓				25 34 ✓	8 874
MOSER 1532	B	76h @ 1.00	90	7 600 ✓	2 76 ✓	1 400 ✓				1 67 6 ✓	5 924
MULLEN 1533	D	13h @ 2.15	43	2 795 ✓	1 01 ✓					1 01 ✓	2 694 ✓
PETERSEN 1534	D	H 128½h @ 2.00	47	2 565 0 ✓	1 76 4 ✓	4 820 ✓				6 534 ✓	1 906 6
ROBBINS 1535	J	87½h @ .83	88	1 006 3	3 64	4 40		1 00		9 04 ✓	9 159
SCHULTZ 1536	V	M 132½h @ 1.65	75	2 182 1 ✓	7 91 ✓	3 000 ✓				3 79 1 ✓	1 803 0
SPITTLER 1537	H	G 143h @ 1.65	49	2 359 5 ✓	1 62 2 ✓	3 28 0 ✓		6 60 ✓		5 56 2 ✓	1 803 3
STUKE 1538	S	46h @ 1.27	64	5 842 ✓	1 97 ✓	40 ✓				2 37 ✓	5 605 ✓
Part time employees				1 615 56	74 13	2 137 7		6 60	1 00	29 550	13 200 6
TOTAL SALARY FOR ALL EMPLOYEES				\$ 15 026 20	\$ 1 014 15	\$ 22 951 7	\$ 1 800 0	\$ 1 896 6	\$ 1 800	\$ 36 979 8	\$ 1 133 022

*Dobrinick - raised to \$3558. per year effective March 1, 1963

Ford - additional check to adjust February pay.

Hunk - raised to \$3313.32 per year effective March 1, 1963

Griffin - began work March 7, 1963 @ \$3852. per year. - Extension Dept.

Lorenz - began work March 7, 1963 @ \$3852. per year - Main Desk

Vogler - raised to \$2741.40 per year effective March 1, 1963.

Houck - went back to full time employment March 1, 1963

Mullen - left employ February 28, 1963.

Robbins - Ck. for Feb corrected to \$35.63 -

This month. \$65.00 + 1.00 (United F.) + 4.00 Withholding tax +
2.63 (social security) = \$72.63

Part time employees contributing to Retirement.

Helen Spittler

Dora Petersen

LIBRARIAN'S FINANCIAL REPORT

Item	100 Salaries	200 Supplies	300 Maintenance	400 Collection	500 Equipment	600 Rent	Total
Amount Spent March 1963	\$ 15,028.20	\$ 1,308.19	\$ 1,587.91	\$ 4,517.55	\$ 00	\$ 167.50	\$ 22,609.35
Appropriation for 192/63	180,520.00	16,255.00	22,033.00	48,532.00	1,650.00	2,010.00	271,000.00
Total Spent May '62-Mr 63 11 months	165,430.22	15,579.47	21,863.82	43,814.36	538.28	1,842.50	249,068.65
Balance in Appropriation	15,089.78	675.53	169.18	4,717.64	1,111.72	167.50	21,931.35
Encumbered for April '63	15,030.00	786.00	1,523.81	2,295.41	90.50	167.50	19,893.22
Balance or Deficit in Appropriation	+ 59.78	+ 110.47	- 1,354.63	+ 2,422.23	+ 1,021.22	00	+ 2,038.13

Statement of Cash Receipts, Disbursements & Balance, May 1, 1962 - March 28, 1963

Receipts: Taxes Collected 1962 levy	\$ 241,188.00	
Bills Paid by City Treasurer	<u>4,356.91</u>	\$245,544.91
Cash balance May 1, 1962		14,079.97
Fines Collected 62/63		7,733.39
Fees, Non-resident		833.00
Cash credits and reimbursements		<u>801.30</u>
Total receipts collected May 1, 1962-Mar. 28, 1963		\$270,555.97

Disbursements:

	SPENT TO DATE	APPROPRIATED
100 Salaries	\$165,430.22	\$180,520.00
200 Supplies	15,579.47	16,255.00
300 Maintenance	21,863.82	22,033.00
400 Collection	43,814.36	48,532.00
500 Equipment	538.28	1,650.00
600 Rent	1,842.50	2,010.00
	\$249,068.65	\$271,000.00

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST MARCH 1963

Illinois Heart Assn. 3/12/63
Region IX
132 South Water Street
Decatur, Illinois

Smith - Care of the patient with a stroke
Marvin, H.M. - You and your heart

Pabst Breweries 3/20/63
Milwaukee, Wisconsin

Baron - Brewed in America

Mildred Pasley 3/20/63
Harristown, Illinois

Michener, J. - Hawaii
Snow, C.P. - Masters

J.N.Casavis 3/20/63
Pittstown, New Jersey

Casavis - Greek origin of freemasonry

Corning Glass Center 3/20/63
Corning, New York

The Corning glass center

Mr. Joe Therrien 3/20/63
236 N. Soto Street,
Apt.110
Los Angeles, 33, Calif.

Therrien - When Joe comes back

A S E A 3/26/63
Vasteras, Sweden

Lilliebald - Cost calculation and cost
accounting in the manufacturing industries

Ernest May 3/28/63
Y.M.C.A.
Decatur, Illinois

The restless gun

Haynes Foundation 3/28/63
607 South Hill Street
Los Angeles 14, Calif.

Stanford Research Inst. - Chiropractic in
California

U.S. Navy Recruiting 3/28/63
Branch Station
Room 210
211 North Main Street
Decatur, Illinois

This is your Navy

Decatur Public Library

Circulation Statistics

March 1963

General Works	Adult	Youth	Juv.	Total	Y-Date
	127	45	87	259	1857
	128	53	91	272	1708
001 PHILOSOPHY	460	38	2	500	4902
	529	51	2	582	4829
002 RELIGION	442	21	76	539	5484
	547	8	134	689	6014
003 SOCIAL SCIENCE	1251	147	678	2076	20087
	1375	152	905	2432	20686
004 LANGUAGE	100	5	24	129	1406
	101	4	29	134	1373
005 SCIENCE	645	145	1191	1981	17728
	572	187	1359	2118	18260
006 USEFUL ARTS	1790	227	718	2735	25093
	1967	256	805	3028	25428
007 FINE ARTS	1496	176	451	2123	20246
	1616	141	493	2250	20366
008 LITERATURE	994	53	254	1301	12844
	1242	50	348	1640	12110
009 HISTORY	1218	194	570	1982	16859
	1240	148	602	1990	15739
010 TRAVEL	677	116	454	1247	10411
	792	96	536	1424	9839
011 BIOGRAPHY	843	315	826	1984	19917
	1058	309	1034	2401	20150
012 FOREIGN NON FIC	18	1	61	80	670
	45		69	114	774
013 PERIODICALS	970	79	194	1243	11217
	1212	98	160	1470	12604
014 PAMPHLETS	97	7	4	108	785
	65	16	11	92	852
015 PAPERBACKS	16			16	774
	56			56	222

11144 1569 5590 18303 170280

12545 1569 6578 20692 170954

~~GENERAL WORKS~~

2389

115 FICTION 9162 3708 6079 18949 199598

10045 3498 7106 20649 196733

116 FOREIGN FICTION 13 45 58 986

44 7 90 141 1569

117 J E 41 35 11382 11458 104964

12519 12519 105975

9216 3743 17506 30465 305548

10089 3505 19715 33309 304277

~~10089 3505 19715 33309 304277~~

- 2844

~~GENERAL WORKS~~

20360 5312 23096 48768 475828

22634 5074 26293 54001 475231

-5233

+597

001	MAIN ADULT	10848 9774	412	289	11112	103121
002	MAIN YOUTH	4537 4568	2223 2621	31	6791	65760
003	MAGIC CARPET	1		6952	6953	70575
004	REFERENCE	12 12		8255 3	8255 12	66357
006	MARY T HOWE			55 48	55 48	15
025	JUV COORD					634
		14324 15428	2635 2623	7320 8547	24279 26628	238819 226046
111	B 1	1273	698	5291	7262	63848
112	B 2	1536	828	5189	7553	79745
113	EVANS BRANCH	1458	536	2376	4370	42235
115	HOME SERVICE	498	87	24	609	6661
115	ST MARYS HOSP	209	35	1	245	2100
117	D M C	269	77	191	537	6097
118	T B SAN	110	21	1	132	1073
131	NURSES RES	64			64	675
132	DILL BRANCH	619	395	2703	3717	34575
		6036	2677	15776	24489	237009
		20360	5312	23096	48768	475828

653/2
810/2
66/2

218	BIBLIOGRAPHIES	6			6	42
219	BOOKTALKS					1
220	CEILING PROJECT					2
221	CLASS VISITS	2	1	19	22	102
222	BOOK TALKS			19	19	116
223	INSTRUCTION			7	7	27
224	STORIES			12	12	47
225	ATTENDANCE	34	21	533	588	2604
226	EXHIBITS					109
227	FILMS ATTENDANC	412		218	630	6168
228	SHOWINGS	12		4	16	170
229	16 MM	12		4	16	138
230	C PROJECTOR					21
231	FILM STRIPS	1			1	16
232	RECORDAK	201			201	2031
234	GAMES					3
235	GROUPS NOT CLAS			12	12	156
236	ATTENDANCE			201	201	1415
237	HOME SERVICE VI	61			61	563
238	HOME SERVICE PA	93			93	706
239	HOME SERVICE PA					11
240	INTER LIBRARY L	16			16	139
241	MAPS	1	1		2	35
242	MEETINGS IN BLD	20	1	11	32	217
243	ATTENDANCE	167	112	79	358	1923
244	MENDING	105	37	536	926	7418
245	OVERDUE BOOKS	100	705	542	1347	14852
246	OVERDUE NOTICES	84	493	320	897	8532
247	PICTURES FRAMED	3			3	83
248	PICTURES MOUNTE	317		324	641	4802
249	PROFESSIONAL VI					12
250	RADIO	5			5	38
251	RECORDS LP	1020	1	37	1058	10619
252	RECORDS S	4			4	50
253	RECORDS SR	182			182	1440
254	RECORDS 16					2
256	READERS ADVISOR	1380	833	1616	3829	33144
257	REQUESTS	69	13	60	142	996
258	SCHOOL VISITS					3
259	STORY HOURS			5	5	41
260	ATTENDANCE			59	59	615
261	NUM OF STORIES			18	18	121
262	TELEPHONE INCOM	388			755	11833
263	TV	5			5	99
264	VISITS IN COMM	7			7	39
265	RECORD BAGS	109			109	1446
302	VELWYN	69			69	539
306	WAKEFIELD NO 2					64
307	MINOR NURSING H	73			73	621
308	LAKESHORE MANOR	32			32	481
309	RANKIN NURSING	9			9	113
401	18TH & E WILLIA	68	109	765	942	7567
405	FAIRVIEW PLAZA	403	152	775	1330	12441
407	GARFIELD & WATE	122	22	833	977	6572
408	SAWYER & MONROE	211	144	766	1121	13833
411	GRAND & SUMMIT	469	271	2152	2892	22841
415	GRAND & SUMMIT					232
501	OAKLAND & W WOO	138	37	463	638	5892
503	FOREST & LINCOL	42	52	329	423	4649
506	MT CALVARY CHUR	451	270	1686	2407	27263
507	S ILLINOIS & E					318
508	S TAYLOR & W WO	264	194	1027	1485	16642
510	L BR RD & SOUTH	48	55	528	631	5312
511	STALEY BRIDGE	3		5	8	711

records
12/11

512	22ND & E CLAY	82	6	25	113	1771
513	24TH & E WILLIA	73	46	291	410	3690
514	16TH & LINCOLN	435	168	835	1438	13859
601	AP	3		389	392	3872
602	AM					43
603	AT	14	70	335	419	4539
604	YP	5		274	279	1668
605	YM					7
606	YT					6
607	JP			89	89	670
609	JT	1		22	23	90

MARCH 1963

MAIN ADULT

GENERAL WORKS

		57	2	2	61	374
001	PHILOSOPHY	291	3		294	2748
002	RELIGION	268	5		273	2329
003	SOCIAL SCIENCE	714	20	15	749	7003
004	LANGUAGE	47			47	518
005	SCIENCE	313	15	7	335	2994
006	USEFUL ARTS	1065	28	4	1097	10375
007	FINE ARTS	837	40	1	878	8064
008	LITERATURE	495	6	7	508	4338
009	HISTORY	459	17		476	4062
010	TRAVEL	273	13		286	2930
011	BIOGRAPHY	302	23	11	336	3627
012	FOREIGN NON FIC	10			10	137
013	PERIODICALS	326	15		341	3261
014	PAMPHLETS	35			35	424
015	PAPERBACKS	8			8	585
		5500	187	47	5734	53769

115	FICTION	4267	225	92	4584	46645
116	FOREIGN FICTION	7		6	13	96
117	J E			144	144	1268
		4274	225	242	4741	48009
		9774	412	289	10475	101778

218	BIBLIOGRAPHIES	1			1	10
221	CLASS VISITS	2	1		3	3
223	INSTRUCTION					1
225	ATTENDANCE	34	21		55	77
226	EXHIBITS					87
234	GAMES					3
235	GROUPS NOT CLAS					49
236	ATTENDANCE					103
241	MAPS	1			1	13
242	MEETINGS IN BLD	20			20	140
243	ATTENDANCE	167			167	1138
247	PICTURES FRAMED	3			3	77
248	PICTURES MOUNTE	220			220	1175
250	RADIO	1			1	5
251	RECORDS LP	794		30	824	7734
252	RECORDS S	4			4	34
253	RECORDS SR	147			147	1183
256	READERS ADVISOR	603	23		626	2851
262	TELEPHONE INCOM	198			198	2617
263	TV	5			5	98
265	RECORD BAGS	82			82	1100
601	AP					22
603	AT					23
604	YP					5
		2282	45	30	2357	18548
		2282	45	30	2357	18548

MARCH 1963

MAIN YOUTH

GENERAL WORKS

		32	22		54	432
001	PHILOSOPHY	124	17		141	1324
002	RELIGION	91	10		101	905
003	SOCIAL SCIENCE	425	75	1	501	4089
004	LANGUAGE	35	5		40	419
005	SCIENCE	239	76	3	318	3093
006	USEFUL ARTS	437	112		549	4169
007	FINE ARTS	421	77		498	4559
008	LITERATURE	270	30		300	3349
009	HISTORY	621	111		732	5842
010	TRAVEL	232	57	1	290	1758
011	BIOGRAPHY	308	156	2	466	4347
012	FOREIGN NON FIC	7			7	117
013	PERIODICALS	142	17		159	1651
014	PAMPHLETS	51			51	260
015	PAPERBACKS	7			7	152
		3442	765	7	4214	36466

115	FICTION	1089	1458	9	2556	29185
116	FOREIGN FICTION	6			6	47
117	J E			15	15	62
		1095	1458	24	2577	29294
		4537	2223	31	6791	65760

221	CLASS VISITS					1
225	ATTENDANCE					55
226	EXHIBITS					5
235	GROUPS NOT CLAS					1
236	ATTENDANCE					18
241	MAPS					8
242	MEETINGS IN BLD		1		1	2
243	ATTENDANCE		112		112	128
247	PICTURES FRAMED					5
248	PICTURES MOUNTE	97			97	1192
250	RADIO					4
251	RECORDS LP	154		3	157	2157
252	RECORDS S					16
253	RECORDS SR	27			27	197
254	RECORDS 16					2
256	READERS ADVISOR	188	237		425	3322
257	REQUESTS					2
262	TELEPHONE INCOM					88
265	RECORD BAGS	27			27	346
601	AP					2
604	YP	5		218	223	1312
605	YM					7

498	350	221	1069	8870
498	350	221	1069	8870

MARCH 1963							
	MAGIC CARPET						
	GENERAL WORKS	1		37	38	261	
001	PHILOSOPHY			2	2	5	
002	RELIGION			28	28	465	
003	SOCIAL SCIENCE			272	272	2807	
004	LANGUAGE			6	6	62	
005	SCIENCE			396	396	3734	
006	USEFUL ARTS			254	254	2405	
007	FINE ARTS			165	165	1628	
008	LITERATURE			89	89	982	
009	HISTORY			172	172	1546	
010	TRAVEL			207	207	1477	
011	BIOGRAPHY			305	305	2913	
012	FOREIGN NON FIC			30	30	169	
013	PERIODICALS			42	42	477	
014	PAMPHLETS			1	1	30	
015	PAPERBACKS					1	
		1		2006	2007	18962	
115	FICTION			1712	1712	19635	
116	FOREIGN FICTION			11	11	366	
117	J E			3223	3223	31612	
				4946	4946	51613	
		1		6952	6953	70575	
218	BIBLIOGRAPHIES					3	
221	CLASS VISITS			14	14	61	
222	BOOK TALKS			19	19	116	
223	INSTRUCTION			2	2	14	
224	STORIES			9	9	32	
225	ATTENDANCE			406	406	1697	
226	EXHIBITS					5	
227	FILMS ATTENDANC			138	138	1138	
228	SHOWINGS			2	2	18	
229	16 MM			2	2	15	
235	GROUPS NOT CLAS			2	2	19	
236	ATTENDANCE			49	49	428	
241	MAPS					1	
242	MEETINGS IN BLD					10	
243	ATTENDANCE					190	
244	MENDING			139	139	1022	
245	OVERDUE BOOKS			146	146	1479	
246	OVERDUE NOTICES			85	85	793	
248	PICTURES MOUNTE			87	87	521	
249	PROFESSIONAL VI					1	
250	RADIO					4	
251	RECORDS LP					8	
256	READERS ADVISOR		2	346	348	3357	
257	REQUESTS	4	3	53	60	216	
259	STORY HOURS			3	3	22	
260	ATTENDANCE			38	38	383	
261	NUM OF STORIES			10	10	72	
264	VISITS IN COMM					1	
601	AP	3		14	17	114	
603	AT	3		7	10	95	
604	YP			1	1	12	
607	JP			78	78	634	
609	JT	1		22	23	90	
		11	5	1672	1688	12571	
		11	5	1672	1688	12571	

MARCH 1963					
REFERENCE					
001	PHILOSOPHY	1		1	7
002	RELIGION				4
003	SOCIAL SCIENCE	2		2	16
005	SCIENCE	3		3	5
006	USEFUL ARTS				3
007	FINE ARTS	3		3	4
008	LITERATURE				3
009	HISTORY	3		3	6
010	TRAVEL				1
011	BIOGRAPHY				2
013	PERIODICALS				5
		12		12	56
116 FOREIGN FICTION					1
					1
		12		12	57
218	BIBLIOGRAPHIES				8
219	BOOKTALKS				1
221	CLASS VISITS				1
225	ATTENDANCE				32
229	16 MM				3
231	FILM STRIPS	1		1	16
232	RECORDAK	201		201	2031
240	INTER LIBRARY L	16		16	139
248	PICTURES MOUNTE				10
250	RADIO				6
251	RECORDS LP				21
256	READERS ADVISOR	337	317	654	7058
257	REQUESTS				12
263	TV				1
264	VISITS IN COMM				2
601	AP			349	3601
602	AM				42
603	AT	11	70	327	4401
604	YP				12
		566	387	676	1629
		566	387	676	17397
				1629	17397

MARCH 1963
2ND OFFICE

262 TELEPHONE INCOM
264 VISITS IN COMM

1
1
1

1
1
1

857
1
858
858

MARCH 1963
MARY T HOWE
007 FINE ARTS

15
15
15

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

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

MARCH 1963
TECHNICAL PROCE

218	BIBLIOGRAPHIES	1	1	2
244	MENDING		248	3293
250	RADIO			1
		1	249	3296
		1	249	3296

MARCH 1963
LINCOLN ROOM

227	FILMS ATTENDANC	412			412	4202
228	SHOWINGS	12			12	114
229	16 MM	12			12	107
245	OVERDUE BOOKS	67	685	298	1050	11467
246	OVERDUE NOTICES	53	477	171	701	6589
250	RADIO					1
262	TELEPHONE INCOM				367	5928
		556	1162	469	2554	28408
		556	1162	469	2554	28408

MARCH 1963

B 1

	GENERAL WORKS	3	6	12	21	143
001	PHILOSOPHY	6	10		16	211
002	RELIGION	12		5	17	223
003	SOCIAL SCIENCE	32	16	112	160	1330
004	LANGUAGE	2		4	6	84
005	SCIENCE	10	8	274	292	2073
006	USEFUL ARTS	68	27	157	252	2401
007	FINE ARTS	49	21	114	184	1545
008	LITERATURE	43		42	85	866
009	HISTORY	35	17	120	172	1245
010	TRAVEL	44	5	51	100	751
011	BIOGRAPHY	44	28	131	203	2036
012	FOREIGN NON FIC	1	1	6	8	78
013	PERIODICALS	103	14	39	156	1165
014	PAMPHLETS	3	6	3	12	26
		455	159	1070	1684	14177
115	FICTION	818	539	1502	2859	27107
116	FOREIGN FICTION			2	2	113
117	J E			2717	2717	22451
		818	539	4221	5578	49671
		1273	698	5291	7262	63848
242	MEETINGS IN BLD					7
244	MENDING			111	111	1121
245	OVERDUE BOOKS					48
246	OVERDUE NOTICES					23
251	RECORDS LP	11			11	23
256	READERS ADVISOR	67	86	379	532	4464
257	REQUESTS	11	7	4	22	240
258	SCHOOL VISITS					3
		89	93	494	676	5929
		89	93	494	676	5929
401	18TH & E WILLIA	68	109	765	942	7567
405	FAIRVIEW PLAZA	403	152	775	1330	12441
407	GARFIELD & WATE	122	22	833	977	6572
408	SAWYER & MONROE	211	144	766	1121	13833
411	GRAND & SUMMIT	469	271	2152	2892	22841
415	GRAND & SUMMIT					232
508	S TAYLOR & W WO					362
		1273	698	5291	7262	63848
		1273	698	5291	7262	63848

MARCH 1963

B 2

	GENERAL WORKS	2	9	22	33	252
001	PHILOSOPHY	8	6		14	232
002	RELIGION	28		20	48	581
003	SOCIAL SCIENCE	26	20	148	194	2249
004	LANGUAGE	6		8	14	165
005	SCIENCE	9	14	276	299	2993
006	USEFUL ARTS	68	32	170	270	2600
007	FINE ARTS	67	18	85	170	1727
008	LITERATURE	55	4	43	102	1087
009	HISTORY	45	23	112	180	1835
010	TRAVEL	32	8	101	141	1301
011	BIOGRAPHY	57	43	223	323	3161
012	FOREIGN NON FIC			10	10	91
013	PERIODICALS	103	21	59	183	1501
014	PAMPHLETS					12
015	PAPERBACKS					11
		506	198	1277	1981	19798
115	FICTION	989	595	1424	3008	34523
116	FOREIGN FICTION			17	17	190
117	J E	41	35	2471	2547	25234
		1030	630	3912	5572	59947
		1536	828	5189	7553	79745
218	BIBLIOGRAPHIES					3
221	CLASS VISITS					7
225	ATTENDANCE					30
226	EXHIBITS					5
235	GROUPS NOT CLAS			9	9	57
236	ATTENDANCE			136	136	796
243	ATTENDANCE					2
244	MENDING	22	36	244	302	1122
245	OVERDUE BOOKS	20	20	77	117	1132
246	OVERDUE NOTICES	19	16	51	86	710
251	RECORDS LP	16			16	154
256	READERS ADVISOR	109	105	585	799	8251
257	REQUESTS	1	3	3	7	153
		187	180	1105	1472	12422
		187	180	1105	1472	12422
501	OAKLAND & W WOO	138	37	463	638	5892
503	FOREST & LINCOL	42	52	329	423	4649
506	MT CALVARY CHUR	451	270	1686	2407	27263
507	S ILLINOIS & E					318
508	S TAYLOR & W WO	264	194	1027	1485	16280
510	L BR RD & SOUTH	48	55	528	631	5312
511	STALEY BRIDGE	3		5	8	711
512	22ND & E CLAY	82	6	25	113	1771
513	24TH & E WILLIA	73	46	291	410	3690
514	16TH & LINCOLN	435	168	835	1438	13859
		1536	828	5189	7553	79745
		1536	828	5189	7553	79745
601	AP					1
602	AM					1
						2
						2

MARCH 1963

EVANS BRANCH

	GENERAL WORKS	16	3	4	23	219
001	PHILOSOPHY	21			21	210
002	RELIGION	7	1	11	19	283
003	SOCIAL SCIENCE	25	9	95	129	1413
004	LANGUAGE	8		2	10	82
005	SCIENCE	26	10	128	164	1345
006	USEFUL ARTS	93	17	74	184	1634
007	FINE ARTS	59	9	39	107	1140
008	LITERATURE	32	8	40	80	870
009	HISTORY	28	7	52	87	945
010	TRAVEL	38	9	34	81	663
011	BIOGRAPHY	41	27	51	119	1444
012	FOREIGN NON FIC			15	15	70
013	PERIODICALS	195	12	48	255	1955
014	PAMPHLETS	8	1		9	28
015	PAPERBACKS	1			1	7
		598	113	593	1304	12308
115	FICTION	860	423	655	1938	19795
116	FOREIGN FICTION			3	3	13
117	J E			1125	1125	10119
		860	423	1783	3066	29927
		1458	536	2376	4370	42235
218	BIBLIOGRAPHIES	2			2	5
221	CLASS VISITS			4	4	16
223	INSTRUCTION			4	4	7
224	STORIES			3	3	14
225	ATTENDANCE			101	101	365
226	EXHIBITS					5
227	FILMS ATTENDANC			80	80	818
228	SHOWINGS			2	2	17
229	16 MM			2	2	13
235	GROUPS NOT CLAS					1
241	MAPS		1		1	13
242	MEETINGS IN BLD					9
243	ATTENDANCE					56
244	MENDING	19	1	42	62	375
245	OVERDUE BOOKS	13		21	34	726
246	OVERDUE NOTICES	12		13	25	417
247	PICTURES FRAMED					1
248	PICTURES MOUNTE			237	237	1904
250	RADIO	2			2	7
251	RECORDS LP	45	1	4	50	522
253	RECORDS SR	8			8	60
256	READERS ADVISOR	56	52	181	289	2592
257	REQUESTS	7			7	54
259	STORY HOURS			2	2	19
260	ATTENDANCE			21	21	232
261	NUM OF STORIES			8	8	49
262	TELEPHONE INCOM	148			148	1936
601	AP			25	25	108
603	AT			1	1	12
604	YP			48	48	263
606	YT					6
607	JP					5
		312	55	799	1166	10627
		312	55	799	1166	10627

MARCH 1963
HOME SERVICE
GENERAL WORKS

						2
001	PHILOSOPHY	1			1	24
002	RELIGION	21	1		22	325
003	SOCIAL SCIENCE	2			2	86
005	SCIENCE	6	3	5	14	136
006	USEFUL ARTS	9			9	147
007	FINE ARTS	4	1		5	55
008	LITERATURE	48	2		50	591
009	HISTORY	3	1		4	197
010	TRAVEL	34	11	1	46	533
011	BIOGRAPHY	41	16	1	58	640
013	PERIODICALS	39			39	485
		208	35	7	250	3221
115	FICTION	290	52		342	3286
116	FOREIGN FICTION					9
117	J E			17	17	145
		290	52	17	359	3440
		498	87	24	609	6661
218	BIBLIOGRAPHIES					1
237	HOME SERVICE VI	61			61	563
238	HOME SERVICE PA	93			93	706
239	HOME SERVICE PA					11
250	RADIO					1
256	READERS ADVISOR					3
257	REQUESTS	17			17	142
302	VELWYN	69			69	539
306	WAKEFIELD NO 2					64
307	MINOR NURSING H	73			73	621
308	LAKESHORE MANOR	32			32	481
309	RANKIN NURSING	9			9	113
		354			354	3245
		354			354	3245

MARCH 1963

ST MARYS HOSP

GENERAL WORKS

		1		1	5
001	PHILOSOPHY	1		1	3
002	RELIGION	3		3	31
003	SOCIAL SCIENCE				12
004	LANGUAGE				1
005	SCIENCE				16
006	USEFUL ARTS	5		5	14
007	FINE ARTS	2		2	29
008	LITERATURE	16		16	165
009	HISTORY				48
010	TRAVEL		2	2	13
011	BIOGRAPHY	7		7	76
013	PERIODICALS	3		3	49
		38	2	40	462
115	FICTION	171	33	1	205
116	FOREIGN FICTION				1607
117	J E				22
		171	33	1	9
		209	35	1	205
					1638
					2100
257	REQUESTS	8		8	40
		8		8	40
		8		8	40

MARCH 1963

D M C

GENERAL WORKS

001	PHILOSOPHY					1
002	RELIGION	3		3		15
003	SOCIAL SCIENCE	6		6		64
005	SCIENCE	30		30		126
006	USEFUL ARTS	20		20		259
007	FINE ARTS	34		34		273
008	LITERATURE	3		3		462
009	HISTORY		6	6		122
010	TRAVEL	11		11		80
011	BIOGRAPHY	20		20		124
013	PERIODICALS					258
014	PAMPHLETS					43
		127	6	133		3

115	FICTION	142	77	75	294	2896
116	FOREIGN FICTION					87
117	J E			110	110	1284
		142	77	185	404	4267
		269	77	191	537	6097

220	CEILING PROJECT					2
227	FILMS ATTENDANC					10
228	SHOWINGS					21
230	C PROJECTOR					21
257	REQUESTS	3		3		55
		3		3		109
		3		3		109

MARCH 1963

T B SAN

	GENERAL WORKS	1			1	2
001	PHILOSOPHY					4
002	RELIGION	1	2		3	9
003	SOCIAL SCIENCE		1		1	13
004	LANGUAGE					2
005	SCIENCE	1	4		5	28
006	USEFUL ARTS		1		1	14
007	FINE ARTS	5			5	47
008	LITERATURE	6			6	37
009	HISTORY	5	3		8	66
010	TRAVEL	7	5	1	13	119
011	BIOGRAPHY	2	5		7	52
013	PERIODICALS	8			8	111
		36	21	1	58	504
115	FICTION	74			74	569
		74			74	569
		110	21	1	132	1073
257	REQUESTS	17			17	56
		17			17	56
		17			17	56

MARCH 1963

JUV COORDINATOR

001	PHILOSOPHY			3
002	RELIGION			24
003	SOCIAL SCIENCE			106
005	SCIENCE			33
006	USEFUL ARTS	13	13	86
007	FINE ARTS			32
008	LITERATURE	13	13	20
010	TRAVEL			24
011	BIOGRAPHY			49
014	PAMPHLETS			2
015	PAPERBACKS			14
		26	26	393
115	FICTION	22	22	190
117	J E			51
		22	22	241
		48	48	634
218	BIBLIOGRAPHIES			2
226	EXHIBITS			2
242	MEETINGS IN BLD	11	11	32
243	ATTENDANCE	79	79	284
249	PROFESSIONAL VI			4
250	RADIO			1
264	VISITS IN COMM			4
		90	90	329
		90	90	329

MARCH 1963

NURSES RESIDENC

001	PHILOSOPHY			9
002	RELIGION			48
003	SOCIAL SCIENCE			11
005	SCIENCE			1
006	USEFUL ARTS			23
007	FINE ARTS			21
008	LITERATURE	3	3	3
009	HISTORY			1
010	TRAVEL			4
011	BIOGRAPHY	5	5	102
		8	8	223
115	FICTION	56	56	452
		56	56	452
		64	64	675
257	REQUESTS	1	1	2
		1	1	2
		1	1	2

MARCH 1963

DILL BRANCH

	GENERAL WORKS	14	3	10	27	166
001	PHILOSOPHY	7	2		9	107
002	RELIGION	8	2	12	22	193
003	SOCIAL SCIENCE	19	6	35	60	826
004	LANGUAGE	2		4	6	73
005	SCIENCE	8	15	102	125	1018
006	USEFUL ARTS	25	10	46	81	949
007	FINE ARTS	15	10	47	72	918
008	LITERATURE	23	3	20	46	411
009	HISTORY	19	15	108	142	986
010	TRAVEL	6	6	58	70	713
011	BIOGRAPHY	16	17	102	135	1210
012	FOREIGN NON FIC					8
013	PERIODICALS	51		6	57	514
015	PAPERBACKS					4
		213	89	550	852	8096
115	FICTION	406	306	587	1299	13708
116	FOREIGN FICTION			6	6	42
117	J E			1560	1560	12729
		406	306	2153	2865	26479
		619	395	2703	3717	34575
218	BIBLIOGRAPHIES					1
221	CLASS VISITS			1	1	13
223	INSTRUCTION			1	1	5
224	STORIES					1
225	ATTENDANCE			26	26	348
235	GROUPS NOT CLAS			1	1	29
236	ATTENDANCE			16	16	70
244	MENDING	64			64	485
250	RADIO					1
256	READERS ADVISOR	20	11	125	156	1236
257	REQUESTS					21
262	TELEPHONE INCOM	42			42	376
601	AP			1	1	24
603	AT					5
604	YP			7	7	64
607	JP			11	11	31
		126	11	189	326	2710
		126	11	189	326	2710

MARCH 1963
ADM ASSIST

218	BIBLIOGRAPHIES	2	2	6
249	PROFESSIONAL VI			3
250	RADIO	2	2	5
264	VISITS IN COMM	6	6	10
		10	10	24
		10	10	24

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

CIRCULATION STATISTICS

MARCH 1963

		Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS		127	45	87	259	1857
001	PHILOSOPHY	128	53	91	272	1708
	*	450	38	2	500	4902
002	RELIGION	529	51	2	582	4829
	*	442	21	76	539	5484
	*	547	8	134	689	6014
003	SOCIAL SCIENCE	1251	147	678	2076	20087
	*	1375	152	905	2432	20686
004	LANGUAGE	100	5	24	129	1406
	*	101	4	29	134	1373
005	SCIENCE	645	145	1191	1981	17728
	*	572	187	1359	2118	18260
006	USEFUL ARTS	1790	227	718	2735	25093
	*	1967	256	805	3028	25428
007	FINE ARTS	1496	176	451	2123	20246
	*	1616	141	493	2250	20366
008	LITERATURE	994	53	254	1301	12844
	*	1242	50	348	1640	12110
009	HISTORY	1218	194	570	1982	16859
	*	1240	148	602	1990	15739
010	TRAVEL	677	116	454	1247	10411
	*	792	96	536	1424	9839
011	BIOGRAPHY	843	315	826	1984	19917
	*	1058	309	1034	2401	20150
012	FOREIGN NON FIC	18	1	61	80	670
	*	45		69	114	774
013	PERIODICALS	970	79	194	1243	11217
	*	1212	98	160	1470	12604
014	PAMPHLETS	97	7	4	108	785
	*	65	16	11	92	852
015	PAPERBACKS	16			16	774
	*	56			56	222
Total Non-Fiction		11144	1569	5590	18303	170280
	*	12545	1569	6578	20692	170954
115	FICTION	9162	3708	6079	18949	199598
	*	10045	3498	7106	20649	196733
116	FOREIGN FICTION	13		45	58	986
	*	44	7	90	141	1569
117	J E	41	35	11382	11458	104964
	*			12519	12519	105975
Total Fiction		9216	3743	17506	30465	305548
	*	10089	3505	19715	33309	304277
Total Books		20360	5312	23096	48768	475828
	*	22634	5074	26293	54001	475231
*1962 Figures					-5233	+597
MAIN ADULT		9774	412	289	10475	101778
MAIN YOUTH		4537	2223	31	6791	65760
MAGIC CARPET		1		6952	6953	70575
REFERENCE		12			12	57
MARY T HOWE						15
JUV COORD				48	48	634
		14324	2635	7320	24279	238819
B 1		1273	698	5291	7262	63848
B 2		1536	828	5189	7553	79745
EVANS BRANCH		1458	536	2376	4370	42235
HOME SERVICE		498	87	24	609	6661
ST MARYS HOSP		209	35	1	245	2100
D M C		269	77	191	537	6097
T D SAN		110	21	1	132	1073
NURSES RES		64			64	675
DILL BRANCH		619	395	2703	3717	34575
		6036	2677	15776	24489	237009
		20360	5312	23096	48768	475828

218	BIBLIOGRAPHIES	6			6	42
219	BOOKTALKS					1
220	CEILING PROJECT					2
221	CLASS VISITS	2	1	19	22	102
222	BOOK TALKS			19	19	116
223	INSTRUCTION			7	7	27
224	STORIES			12	12	47
225	ATTENDANCE	34	21	533	588	2604
226	EXHIBITS					109
227	FILMS ATTENDANC	412		210	630	6168
228	SHOWINGS	12		4	16	170
229	16 MM	12		4	16	138
230	C PROJECTOR					21
231	FILM STRIPS	1			1	16
232	RECORDAK	201			201	2031
234	GAMES					3
235	GROUPS NOT CLAS			12	12	156
236	ATTENDANCE			201	201	1415
237	HOME SERVICE VI	61			61	563
238	HOME SERVICE PA	93			93	706
239	HOME SERVICE PA					11
240	INTER LIBRARY L	16			16	139
241	MAPS	1	1		2	35
242	MEETINGS IN BLD	20	1	11	32	217
243	ATTENDANCE	167	112	79	358	1923
244	MENDING	105	37	536	926	7418
245	OVERDUE LOOKS	100	705	542	1347	8214 14852
246	OVERDUE NOTICES	84	493	320	897	4960 8532
247	PICTURES FRAMED	3			3	83
248	PICTURES MOUNTE	317		324	641	4802
249	PROFESSIONAL VI					12
250	RADIO	5			5	38
251	RECORDS LP	1020	1	37	1058	10619
252	RECORDS S	4			4	50
253	RECORDS SR	182			182	1440
254	RECORDS 16					2
256	READERS ADVISOR	1380	833	1616	3829	304 825 331 44
257	REQUESTS	69	13	60	142	996
258	SCHOOL VISITS					3
259	STORY HOURS			5	5	41
260	ATTENDANCE			59	59	615
261	NUM OF STORIES			18	18	121
262	TELEPHONE INCOM	388			755	11833
263	TV	5			5	99
264	VISITS IN COMM	7			7	39
265	RECORD BAGS	109			109	1446
302	VELWYN	69			69	539
306	WAKEFIELD NO 2					64
307	MINOR NURSING H	73			73	621
308	LAKESHORE MANOR	32			32	481
309	RANKIN NURSING	9			9	113
401	16TH & E WILLIA	63	109	765	942	7567
405	FAIRVIEW PLAZA	403	152	775	1330	12441
407	GARFIELD & WATE	122	22	833	977	6572
408	SAWYER & MONROE	211	144	766	1121	13833
411	GRAND & SUMMIT	469	271	2152	2892	22841
415	GRAND & SUMMIT					232
501	OAKLAND & W WOO	138	37	463	638	5892
503	FOREST & LINCOL	42	52	329	423	4649
506	MT CALVARY CHUR	451	270	1686	2407	27263
507	S ILLINOIS & E					318
508	S TAYLOR & W WO	264	194	1027	1485	16642
510	L DR RD & SOUTH	48	55	528	631	5312
511	STALEY BRIDGE	3		5	8	711
512	22ND & E CLAY	32	6	25	113	1771
513	24TH & E WILLIA	73	46	291	410	3690
514	16TH & LINCOLN	435	168	835	1438	13859
601	AP	3		389	392	3872
602	AM					43
603	AT	14	70	335	419	4539
604	YP	5		274	279	1668
605	YM					7
606	YT					6
607	JP			89	89	670
609	JT	1		22	23	90

Graduate School of Library Science
University of Illinois
Urbana, Illinois

March 27, 1963

To: Board of Directors, Decatur Public Library, Decatur, Illinois
From: Herbert Goldhor
Subject: Report of Building Survey.

Table of Contents

- Paragraph 1. Summary--page 1.
Paragraph 2. Introduction--page 2.
Paragraph 3. Aims or Goals of the Board of Directors--page 2.
Paragraph 4. Desirable Characteristics of a Modern Public Library
Building--page 2.
Paragraph 5. A Rating of the Present Building of the Decatur Public
Library--page 3.
Paragraph 6. Possible Alternative Lines of Action--page 4.
Paragraph 7. Some Suggestions for a New Building--page 6.

1. Summary.

Assuming that the Board of Directors is interested in giving the community good library service, a more nearly adequate central building is needed now. This need will become ever more pressing in the next 10 to 15 years. Of the various alternative lines of action open to the Board, the one which is clearly indicated is to erect a new building on the present site. The investment will pay off in 20 years.

2. Introduction.

As requested by the Board of Directors, the writer made a survey of the main library of the Decatur Public Library, to answer the question, "Should a new main library building be erected?" He was in Decatur on Thursday and Friday, March 7-8, 1963. He met with three members of the Board, about half of the staff, with Mr. Sweetnam, and with Mrs. Howe. He went over the whole building inside

and out (several times), visited the Dill and Evans branches, secured copies of various figures and relevant documents, and examined the blueprints for the present building and the drawings for the proposed new building. Cooperation from Mrs. Howe and the members of the staff has been complete, helpful, and noteworthy.

3. Aims or Goals of the Board of Directors.

The first main thing to be established concerns the aims or goals of the Board of Directors of the Decatur Public Library. The results of this survey would be other than what they are if the Board aspired to give minimum service only, or to emphasize the home use of recreational fiction, or to concentrate on service to children. It is assumed however that the Board wishes to maintain and develop the present level of service--good library service to the whole community, especially to adults and for their serious interests and book needs. This does not mean superior or outstanding service, but good service, above average, and at about the present level of per capita financial support. The conclusions of this survey rest on this assumption of desired ends.

4. Desirable Characteristics of a Modern Public Library Building.

Long experience over this country and with public libraries of all sizes has conclusively shown that a modern public library building needs to be adequate in size, functional, attractive, and convenient for use. The greater the extent to which a library building lacks these four qualities, the less used it will be and the higher the unit cost of the use which is made of it. This is the simple lesson of American industry--a high initial capital cost is more economical in the long run because the larger volume of resulting use produces a low cost per unit of use.

A public library building is judged to have adequate space when it has at least half of a square foot for each person in the population of its service

area, including space for books (at the rate of 2.5 volumes per capita) and seats for readers (at least three seats per thousand people served). By a functional building is meant one, the main parts of which can be used for several different purposes interchangeably, as needs vary. Specifically, this means that book shelves should be movable and not fixed.

To be attractive, a library building should be well-lighted, be properly heated, be air-conditioned, be painted and be otherwise maintained as well as would any good department store. Among other things this calls for elevator service for patrons and staff, and for books. A public library is convenient for use when it is located as close as possible to the center of pedestrian traffic, when its entrance is on the ground level and as close to the street as possible, and when there is provision for automobile parking.

5. A Rating of the Present Building of the Decatur Public Library.

The present building has about 22,200 square feet or 0.28 square feet per capita. This is about half of the space called for by the usual standard of 0.5-0.6 square feet per capita. Furthermore as Decatur's population grows to an estimated 100,000 people in 20 years from now, the already crowded conditions at the main library will become ever more difficult indeed. The present three levels of book stacks can hold only about 90,000 books; the building has a total of almost 110,000 volumes, two-thirds of all 165,000 books in the Decatur Public Library (or 2 books per capita). About 10,000 new books are (and need to be) added every year. There are in all 140 seats for readers--both children and adults, at tables and otherwise; and these are too crowded for comfort. Even so, this is 40% fewer seats than there should be now and almost 60% less than will be needed in 20 years.

Furthermore the space in the present building is definitely not functional. The three stack levels are fixed in place and were never designed to be used by

the general public as they are (and should be) used. Book shelves cannot safely be placed on the second floor of the building (except around the walls), because the floors were not built for such a weight. The three main floor levels are so designed that they cannot easily be controlled from one point, with the result that two service desks are having to be maintained though one would be enough.

The present building is reasonably attractive, as far as this can be done within the limits of an old building. It has cost \$250,000 in the last 14 years to achieve this goal, and even so there are still problems with the heating. Most important of all, there is no elevator service for patrons or staff, and only to three out of the five floor levels for books.

For convenience, the present building again rates only half-way. Its location is good and should be retained, unless at least as much ground could be secured even closer to William and Water Streets. The parking lot next door is undoubtedly an advantage. On the other hand, the building is 50 feet back from the sidewalk (and another 20 feet to the first books which can be handled), and the entrance is 17 steps above the street. No institution which wishes to attract patrons can count such conditions as assets.

In the mind of this writer, the present building is sufficiently inadequate on these four standards to warrant corrective action. In particular, the safety of the present structure should be checked promptly by an engineer to ascertain whether the second floor of the building can take even the weight now expected of it.

6. Possible Alternative Lines of Action.

If one accepts the need for action to correct the deficiencies in the present building, at least four possible alternatives suggest themselves. One is to build an addition to the building, to the front, rear, either side, or on top.

All have been considered and are rejected, primarily because the old building will still need replacement ever more surely in the next ten to fifteen years, and because an addition of any reasonable size and cost would not correct enough of the present deficiencies to make it worth the cost.

A second possibility is to remodel the present building extensively, as by adding an elevator, and strengthening the second floor. This too will have a relatively high cost for a relatively short useful life, considering the fact that the main deficiencies are in the structure itself, viz., not enough space and not enough multi-purpose space. You almost never get back in value received the cost of remodeling an older building, unless it is otherwise adequate for 25 years or more.

Another alternative is to build more branches and to rent or acquire space downtown for one department or another now in the main library building. This is no solution at all, because the first need of a public library system is to have a good central library building. Even the recent move of the Extension Department to Evans Branch is not an unmixed blessing, and neither the staff nor this surveyor can suggest another department which could be so transferred for anything less than a critical emergency.

Finally, there is the alternative of a new building, and this is recommended as the best solution to your problem, financially as well as from the point of view of library service. Sixty years of use of the existing building has well repaid its original cost and amounts to a depreciation rate of about $1\frac{1}{2}\%$ per year. It would be unwise to expect the community and the staff to put up with an outgrown, outdated structure until all possible structural value is gone.

7. Some Suggestions for a New Building.

The usual formula in planning a new library building is to have enough space for the population to be served in 20 years. By this reckoning, Decatur needs about 55,000 square feet. This could easily be secured on your present site (194' x 184') by a rectangular building with a basement and two stories above ground, with simple straight lines and with as few interior weight-bearing walls as possible. Such a building would cost about and no more than \$20 a square foot at today's prices, or about a million dollars. The Office of Civilian Defense might pay for the basement if provision were made for a fallout shelter in it. Provision should be made for possibly adding another level to the building in the future.

A modern, new building--with the entrance at ground level and out at the sidewalk--would increase the present volume of use by 25% to 33% at least. It would make possible the initiation and expansion of services such as reference service to businessmen. It would improve the working efficiency of the present staff, and provide more convenient facilities for readers, e.g., elevator service and coat room. In twenty years or less, such a building would have paid for itself in increased volume of use, lower unit costs, and more effective public service.