

FINANCIAL REPORT

RECEIPTS

Operating Fund:

Amount from tax levy	<u>\$246,148.13</u>
Fees from non-residents	<u>938.00</u>
Fines, damages, lost books	<u>8,835.09</u>
Rental book collection	<u> </u>
U.S. Treasury Department interest	<u>918.73</u>
Gifts	<u> </u>
Other sources	<u> </u>
Total Receipts	<u>256,839.95</u>
Unexpended balance from previous year	<u>14,079.97</u>
Amount from special levy for building purposes	<u> </u>
Amount appropriated 1962/63	271,000.00
Assessed valuation of city, village, town, township or county on which the tax was levied for fiscal year reported	* \$249,670,279.00

Rate of tax levy for library which produced amount received for fiscal year reported .10383

*Same as 1960, may not be correct

EXPENDITURES (Including all funds)

Operating Expense:

Salaries, librarian	<u>\$9,500.04</u>
(Including income tax withheld)	
Salaries, assistants	<u>167,346.68</u>
(Including income tax withheld)	
Janitor Service	<u>10,424.98</u>
Books	<u>32,330.81</u>
Periodicals & Services	<u>7,125.12</u>
Binding	<u>2,601.09</u>
Rent	<u>2,010.00</u>
Heat gas bills on City franchise	<u> </u>
Light, water	<u>2,071.65</u>
Insurance	<u>4,507.50</u>
Repairs and improvements	<u>6,085.06</u>
Furniture and fixtures	<u>1,107.28</u>
Supplies	<u>4,643.85</u>
Telephone on City franchise	<u>24.73</u>
Postage, freight, express	<u>1,564.64</u>
Printing	<u>726.75</u>
Other operating expense	<u>13,988.99</u>
Films & Records	<u>4,285.32</u>
Total Operating Expense	<u>\$270,354.49</u>

Capital expense: buildings sites, additions, etc.

Balance on hand at end of fiscal year
 Appropriation: \$ 645.51
 Cash \$ 565.43

REPORT OF PROGRESS

Please attach separate sheet, clipping, or copy of annual narrative report, telling of new rooms or building, changes in organization, increased facilities, valuable gifts and extension work. (To follow)

NAMES OF FULL TIME STAFF
(Indicate position)

See attached list

NAMES OF LIBRARY BOARD
(Indicate officers and date of term of office)

See attached list

Date May 13, 1963

Signed (Mr. Mrs. Miss) Mary T. Howe
 City Librarian

The Board of Directors herewith approve of above report and submit it to the Illinois State Library, Springfield, Illinois.

Mary T. Howe Secretary

Francis N. Hart President,
 Now in office.

ANNUAL REPORT OF THE DECATUR PUBLIC LIBRARY AT Decatur ILLINOISServing City, Village, Town, Township, District, or County (Underline)
 Adult- 607
 YP - 2,248
 Child- 2,799
 5,554
Population 78,004Number of borrowers 29,047

Nonresidents

Length of registration period 3 years. Length of loan period 2 & 4 weeks.
 Fee for nonresidents \$7 per family hours open, number 69, days and hours Mon-Fri: 9-9
Sat.: 9-6
Number of hours of duty for staff members per week 40

Materials added during year

Withdrawn

Total now in library

 Books 13,285
 Recordings 287
 16mm Films 11
 Periodicals 46
 Newspapers 1
14,512
34
0
0
0
164,234
2,105
42
467
17
How many years do you keep periodicals (weekly) varies; (monthly) variesCirculation
(Including interlibrary loans)
 Books 521,551
 Recordings 13,106
 16mm Films 138
 Mounted Pictures 5,372
 Pamphlets 867
 Other Non-Bk 3,141
 Total 544,175
Materials borrowed through interlibrary loan
Number Source (State Library, University, Other)
159* Illinois State Library
University of Illinois
A.L.A. Headquarters
New York Public Library
Decorah, Iowa
Rock Island, Illinois

*Includes, books, slides, records, pictures

Per cent of circulation from branches or bookmobile stops 46.4%Programs Sponsored
Visits in Community

Number

Type

 Radio
 Television
 Adult Education
 Children's
 Talks
 Other

98
52 +
4
450
197
109 +
regular 15" Sunday AM on WDZ (Reviews etc.)
Spot & part of another reg. feature WTVF
Various -Creative Writers, Gt Bk, Film, Exhib

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Committees of the Board of Directors
May 1963

NAME	TERM OF OFFICE		TELEPHONE		ADDRESS
	Beginning	Expires			
Mr. Francis H. Hart, President	1959	July 1, 1965	877-2848 423-4492	(H) (B)	116 Wisconsin Drive Caterpillar Tractor Co.
Mr. David D. Pilcher, Vice President Properties, Policy	1960	July 1, 1963	423-1303 423-3451	(H) (B)	326 South Linden Swain & Myers, 224 West Cerro Gordo.
Mr. Jack Burnett Finance, Policy	1959 1961	July 1, 1961 July 1, 1964	877-5088 429-4448	(H) (B)	6 Maple Court Gauger & Diehl, Citizens Bldg., 250 North Water.
Mr. John Cheeks Personnel, Properties	1959 1960	July 1, 1960 July 1, 1963	428-2592 527-6611	(H) (B)	1003 West Sunset Springfield, Illinois.
Mr. Harold W. Koslofski Finance, Personnel	1959	July 1, 1965	429-7661 428-7791	(H) (B)	1226 East Division Wagner Casting, 1275 East Sangamon
Mrs. Erich Stern Properties, Personnel	1960	July 1, 1963	429-7519	(H)	1521 West Sunset
Mrs. Roger B. Pogue Finance, Personnel	1962	July 1, 1964	428-6588	(H)	304 Redwood Lane
Mr. W. A. Sappington Policy, Properties	1963	July 1, 1964	428-1986 423-3661	(H) (B)	328 South Westlawn Millikin University
Mrs. Dwight Nelson Finance, Policy	1962	July 1, 1965 *** **	422-7232 *** **	(H)	278 South Linden

Finance Committee -

4PM, Wednesday before Board Meeting

Mr. Burnett, Chairman
Mr. Koslofski
Mrs. Nelson
Mrs. Pogue

Policy Committee -

4PM, 3rd Thursday each month

Mrs. Nelson, Chairman
Mr. Sappington
Mr. Burnett
Mr. Pilcher

Properties Committee -

4PM, Tuesday before Board Meeting

Mr. Pilcher, Chairman
Mr. Sappington
Mrs. Stern
Mr. Cheeks

Personnel Committee -

4:30PM, 3rd Thursday each month

Mr. Cheeks, Chairman
Mrs. Stern
Mr. Koslofski
Mrs. Pogue

DECATUR PUBLIC LIBRARY
Decatur, Illinois

- 2 -

The regular meeting of the Board of Directors is held at 3:45 PM on the last Friday of each month. No meeting is held during August and December unless called by the President.

Board Meetings for the Fiscal Year 1963/64 are FRIDAY:

May 31, 1963	November 29, 1963
June 28, 1963	January 31, 1964
July 26, 1963	February 28, 1964
September 27, 1963	March 27, 1964
October 25, 1963	April 24, 1964

The Annual Meeting is held before May 15 each year in order to approve the Annual Report which is due in the Illinois State Library and the Decatur City Clerk's office on or before May 15. Therefore, the Annual Meeting will be held May 8, 1964.

The Budget Request for the Annual Appropriation is due March 1 each year. Therefore, budget meetings will begin in November and final approval given at the January Board Meeting or no later than February. The Levy Request is due on or before July 1.

Staff Institute Day is Saturday, October 12, 1963. This year it will be held in the Hott Memorial Center, Monticello.

Decatur Public Library
Decatur, Illinois
Annual Meeting Board of Directors & Staff
May 10, 1963

Staff Meeting - Mrs. Howe presiding

12 Noon - Lunch

12:15 PM - "The Enduring Gift" by E. F. Wells. Mrs. Howe

12:45 - Reports from Division Chiefs & Staff
"Year's Work Ending April 30, 1963"

Technical Processes - Miss Stofford

15 Extension Services - Mrs. Leonard

Ruedger
Atchison

Central Public Services - Mrs. Puhak

Data Processing Dept - Mrs. Weedner

First Office - Mrs. Goff.

1:15 Board Meeting - Mr. Jack Burnett, President

Minutes of the Annual Meeting - May 11, 1962

Financial Report for the Year - Mr. Koslofski.

Audited Report - Mr. Jenne.

Properties Report - Mr. Hart.

Librarian's Report - Mrs. Howe

President's Report - Mr. Burnett.

Election of Officers - Mr. Burnett.

Adjournment

ANNUAL MEETING
Decatur, Illinois

ANNUAL MEETING - MAY 10, 1963
12 Noon - Decatur Club

Staff
Present:

- ✓ Russell Atchison
- ✓ Marjorie Dobrinick
- ✓ Eunice Ensign
- ✓ P. A. Goff
- ✓ Mary T. Howe
- ✓ Clara Hunk - *fish at 12:45*
- ✓ Edna Jones
- ✓ Neva Kelley
- Robert Kirchgraber - *Not eat*
- ✓ Margaret Larmom
- ✓ Mildred Leonard
- ✓ Harold McMillan
- ~~Frances Mitchell~~
- ✓ Anne M. Morris
- ✓ Dora Petersen
- ✓ Esther Puhek
- ✓ Ora Ruedger
- ✓ Verna Schultz
- ✓ Helen Spittler
- ✓ Marjorie Stafford
- ✓ Ozella Vogler
- ✓ Mary K. Weidner
- ✓ Carola White
- ✓ Nancy Williams
- ✓ Cathy Yamamoto

Board of Directors Present:

- ✓ Jack Burnett, President
- ✓ Francis Hart, Vice-President
- ✓ Harold Koslofski
- ✓ Mrs. Dwight Nelson
- ✓ Mrs. Roger Pogue
- ✓ David Pilcher
- ✓ W. A. Sappington
- 7 Mrs. Erich Stern

Others:

- ✓ Bob Jenne
- ✓ John Owen team ✓
- ✓ Hannald
- ✓ Shaper
- ✓ Lorenz
- ✓ Hansen

730/2

1 o'clock $\frac{16.77}{4 \text{ fish} + \text{lobster} = 5}$

20

Annual Meeting



- Howe ✓
 Jones ✓
 * Leonard ✓
 * Kirchgraber ✓ (will not eat (1 o'clock))
 Marris ✓
 * Pichek ✓
 * Stoppard ✓
 White ✓
 Vogler ✓
 Lorman ✓
 Williams ✓
 Ensign ✓
 Delrinick ✓
 Schults ✓
 Kelley ✓ - (fish)
 * Weedner (fish)
 * Yamamoto ✓
 Hunk - 1 o'clock leave - (fish)
 Goff ✓
 * Ruedger ✓
 Atchison ✓
 McMillan ✓
 Jenne ✓
 ✓ Burnett ✓
 ✓ Hart ✓
 ✓ Dappington ✓
 ✓ Nelson ✓ (fish)
 ✓ Pogue ✓
 ✓ Koslozski ✓

- 16 pp
 12-12¹⁵ Assemble
 12:45 begin meeting
 3 Stoppard ✓
 6 Leonard ✓
 9 Ruedger ✓
 12 Atchison ✓
 15 Pichek ← McMillan ✓ Peterson ✓
 Marris 3
 Weedner 6
 → Kirchgraber 9
 Goff 12
 Howe 15

- 1:15 - Board Meeting -
 Hart 3 10"
 Pilcher 6
 Cheeks 9
 Koslozski 12
 Burnett -



Bob Jenne - 7 in Audit

- Pilcher ✓
 Stern (12:45) (27)
 Cheeks
 Lobster tails

150
 179
 Regina Pi
 June 15
 16
 July 6, 7
 25
 75
 1
 Veal Birds -
 green beans almonds
 tossed salad.
 Chocolate sundaes.

Decatur, Illinois

ANNUAL MEETING - MAY 10, 1963
12 Noon - Decatur Club

Staff

Present:

Russell Atchison
Marjorie Dobrinick
Eunice Ensign
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Board of Directors Present:

Jack Burnett, President
Francis Hart, Vice-President
Harold Koslofski
Mrs. Dwight Nelson
Mrs. Roger Pogue
David Pilcher
W. A. Sappington
~~? Mrs. Erich Stern~~

Others:

Bob Jenne
John Sweetnam



96th ANNUAL REPORT/DECATUR PUBLIC LIBRARY/DECATUR, ILLINOIS

May 1962 - April 1963

The increased use of the Public Library by the Citizens of Decatur and the crowded conditions under which the patrons and staff members operate are reflected in the following pictorial Annual Report for the 96th year May 1, 1962 through April 30, 1963.

Data processing department has aided the administration in producing the statistics necessary for the planning and operation of the library.

Two major resolutions were made this year by the Board of Directors: "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." A further resolution was adopted to accept gifts for the new Main Library building. These gifts are deductible from income tax and may be given at any time to be placed in a special building fund.

These decisions were made after surveys were conducted by Ralph Ulveling and Charles Mohrhardt from the Detroit (Mich.) Public Library; Dr. Herbert Goldhor, Associate Director of the University of Illinois, Graduate School of Library Science; the Staff of the Decatur Public Library; and Mr. John Sweetnam, Decatur architect.

A well informed public is an intelligent and integral part of a progressive metropolitan area. The citizens of Decatur deserve and should receive Public Library facilities necessary for an important and growing city.

The Staff is proud to have had a part in the education and culture of the City of Decatur and look forward to more intensive public library services during the coming years.



Photographs in the Annual Report were reprinted by courtesy of the Herald-Review, Catherine Yamamoto, Margaret Larmon, Roger Turner, Joe Patrick, Bob Strongman, Mary T. Howe, and Cecil's Studios.

A reduced but dependable staff continued Extension Division's many services throughout the year. Evans Branch circulated 46,000 books, loaned 628 phono-records, and offered storytelling and film programs to its patrons. Dill Branch (3½ miles north of the Main Library) completed it's first year of operation in January. 38,311 books were borrowed during 1962/63. The Bookmobiles have experienced great difficulty maneuvering through evermore crowded streets and parking conditions. Despite these problems 158,094 books were borrowed by enthusiastic readers. Mildred Leonard, Chief Extension Division.



Over one hundred high school students and creative writers met to honor Miss Frances Priddy, young Decatur author, on the day her sixth book was published. This occasion was indicative of the enthusiasm which the young people used the library facilities during the past year. The Youth Room was rearranged to open the book collection to the main stacks. 72,274 books were borrowed by teen-agers from the Main Library in 1962/63. Appreciation for this special collection was aptly stated when a boy exclaimed one evening, "I NEED this book!" It was a technical book on physics and he was in the eighth grade. Nellie McNabb, Chief of Youth Services.







"I LIKE BOOKS.!" The Theme of the 1962 Book Week expresses the feelings of the children toward books and reading. More children used the Decatur Public Library this year. They found their books through class or group visits with teachers, scout leaders and parents.

Exhibits of special books such as "Alice's Adventures in Wonderland," coins, rocks, books of international interest were all made possible by patrons sharing their personal collections with the library patrons.

77,234 books were borrowed for home use from the Magic Carpet Room in 1962/63. Catherine Yamamoto, Chief of Children's Services.





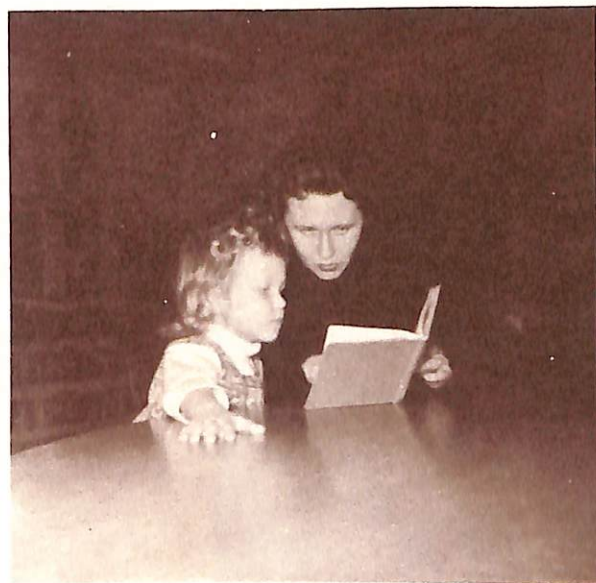
Planned children's programs such as the Pre-School story hours, Saturday story hours, one-a-month film showings, record listening hours, Junior Great Books discussion groups, and the Summer Reading Program were participated with regularity and with interest.







Visits to the Magic Carpet, Evans and Dill Branch Libraries, and the Bookmobiles by groups, families, and by individuals have kept the staff working continuously to serve the children, young people, and adults.





Twenty different organizations held regularly scheduled meetings in the Main Library. In addition, there were many groups which occasionally used the facilities.





The assistant librarian has been directly responsible for special services during the past year. These events, due to very helpful committee members were most successful. At the Staff Institute in October a committee presented ideas and viewpoints on "More Intensive Library Service." Book Week was observed with a program of eleven special meetings "For Those Who Like Books," as well as seven exhibits in store windows of Decatur merchants. Main Library was decorated for Christmas during a Staff party. In April, in cooperation with the Rotary Club, the fourth International Fair was held in the Masonic Temple during National Library Week. 7,000 people attended.

Hospital and Home Service continued to be busy with 16,838 books borrowed by patients. Books circulated from carts in St. Mary's Hospital, Decatur and Macon County Hospital, the Tuberculosis Sanitarium and from home delivery service to home bound patients. Forty shut-ins and five nursing homes were given service every two weeks. Robert Kirchgraber, Assistant City Librarian.





Adult library patrons in Decatur continued to show primary interest in Useful Arts, Fine Arts, Social Sciences, and Biography. Among the most popular individual books were:

"America, America"

"Birthday"

"Cape Cod Lighter"

"Coronation"

"Fail Safe"

"Genius"

"House at Sunset"

"Madame Castel's Lodger"

"Moon Spinners"

"Mouse on the Moon"

"My Life in Court"

"Rothschilds"

"Rise and Fall of the Third Reich"

"Ship of Fools"

"Soldiers' Battle: Gettysburg"

"Spirit Lake"

"Thousand Springs"

"Time Before This"

"To Kill a Mockingbird"

"Youngblood Hawke"



Civic interest in particular events can be gauged by book and information requests. Newsprint, television, radio, and the appearance of book based movies create demands for the mentioned titles.

63,352 questions have been asked throughout the entire library system. This is 3,018 more questions recorded over last year. It is the highest number in the history of the 96 years of service. One patron, who heard reference services advertised on the radio, waited some time while the librarian helped another patron and answered several telephone calls; then he commented, "Do you think it's wise to advertise for more business when you're already so busy?"

159 books, records, and pictures were borrowed from the Illinois State Library, the University of Illinois, New York Public Library, Decorah, Iowa, and Rock Island, Illinois. We have sent books to several libraries in the United States. The telephone directories are a constant source of information to business and industry: Los Angeles, Hawaii, New York City, Chicago, as well as some 400 cities in the United States are used for answers. Esther Puhek, Chief of Central Public Services.





Technical Processes Division, a behind-the-scenes area of the library, reports a busy year. Books, recordings, films, microfilms, and pamphlets were ordered, cataloged, processed for circulation, and, when necessary, mended, sent to the bindery, transferred from one agency to another, or withdrawn.

It is estimated that as many as 5,000 books and recordings were handled in the division each month. 10,000 new books (5,060 new titles), 285 new recordings, 123 reels of microfilm, and ten 16mm sound films were ordered and cataloged.

Cataloging and classifying library materials enables all readers to find the description and location of books needed, in the card catalog files. Marjorie Stafford, Chief of Technical Processes Division.





The library took advantage of a new process which laminates paperbound books so that they are transformed into durable hardbacks at a relatively small cost. 600 volumes were withdrawn from the collection of paperbacks, "Permabound" and cataloged so they could be shelved in the regular classified order.

1,100 volumes of books and periodicals were sent to the bindery and 3,590 volumes mended in the library.



WHO'S WHO IN THE DECATUR PUBLIC LIBRARY



Board of Directors

Mr. Jack Burnett, President
 Mr. John Cheeks
 Mr. Francis Hart
 Mr. Harold Koslowski
 Mrs. Dwight Nelson
 Mr. David Pilcher
 Mrs. Roger Pogue
 Mr. Walter A. Sappington
 *Mr. James Sommer
 Mrs. Erich Stern
 Mrs. Mary T. Howe, Secretary & Librarian

*Resigned March 1963

Staff-Librarians

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

Staff Assistants in Library

Mr. Russell Atchison
 *Miss Myrna Ayers
 *Ronald Baker
 Mr. Russell Bogard
 *Miss Shirley Bork
 **Mrs. Carolyn Bradshaw
 *Judith Branson
 *Fred Brewer
 *Mr. Hugh David
 Mrs. Marjorie Dobrinick
 *Jacqueline Douin
 Mrs. Eunice Ensign
 Mrs. Patricia A. Goff
 Mrs. Margaret Griffin
 *Mrs. Judith Hansen
 Mrs. Opal Honnold
 Mrs. Hattie Houck
 Miss Clara Hunk
 Miss Edna F. Jones
 Mrs. Neva Kelley
 Miss Margaret Larmon
 Miss Leith Lorenz

*James McBride
 Mr. Harold McMillan
 Miss Sharon McVey
 Mrs. Frances Mitchell
 Miss Anne M. Morris
 *Bill Moser
 Mrs. Gladys O'Dell
 *Mrs. Dora Petersen
 **Mrs. Mary Read
 *Jeannette Robbins
 Mrs. Ora Ruedger
 *Miss Verna Schultz
 Miss Barbara Seitz
 Mrs. Meredythe Shafer
 *Miss Helen Spittler
 *Sally Stuke
 **Mrs. Dorthia Turnbo
 Mrs. Ozella Vogler
 Mrs. Mary K. Weidner
 Miss Carola White
 Mrs. Charlotte Williams
 Miss Nancy Williams
 *Part time employees
 **On leave of absence

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

African Violet Societies
 American Assoc. of Univ. Women
 American Business Women's Assoc.
 American Legion Aux. Post 105
 American Red Cross
 Anderson, Janet Dunseth
 Anderson, Jon
 Association of Commerce

Beeson, Mrs. Helen
 Bevins, Margo
 Billman, Robert
 Black Hardware
 Boatman, Lynette

Bohm, George
 Boy Scouts of America
 Brown, Mrs. Mary Louise
 Buendia, Juan M.
 Bullington, Winston
 Business & Prof. Women

Carson, Pirie and Scott
 Cash, A. W. Valve Mfg. Co.
 Caterpillar Tractor Co.
 Caudle, Carter C.
 Citizens Travel Bureau
 Civil War Round Table
 Combs, Freda
 Crain, Mrs. Jennie
 Creative Writers

Davenport, Cam
 Dauzvardis, Petras
 De Boice, Mrs. Geraldine

Decatur Garden Club
 Decatur Herald & Review
 Decatur & Macon Co. Hosp.
 Decatur Paint Store
 Decatur Police Dept.
 Decatur Recreation Dept.
 Decatur Women's Club
 Donahue, Rosemary
 Drakos, Mrs. Angela

Easterling, Mr. & Mrs. Gene
 Eisenhower High School
 Engdale, Arvid

Felts, David
 Firestone Tire & Rubber Co.
 Friends of the Library

Garman, Mrs. Horace
 Geiser, Stan
 General Electric Co.
 Girl Scouts of America
 Gluck Townhouse
 Greanias, Mrs. Basil
 Great Books Members
 Greider, Mrs. Carolyn
 Grohne, Robert

Haines and Essick
 Hanson, Sharol
 Happiness House Gift Shop
 Hawaii Gift Shop
 Hecht's
 Heckel, Wolfgang

Hendrian, Mrs. Harry J.
 Henebry, Agnes
 Hewey, Downey
 Hi-Flier Kite Co.
 Hobby House
 Houran's Florists
 Howard, Paul
 Huntley, Mr. & Mrs. Edwin
 Huston-Haring Realty Co.
 Hutton, Mrs. A. J.

Illinois Nurse's Assoc.
 Irwin Neisler and Co.

Johansson, Bengt
 Junior Red Cross

Kamel, Salar
 Kapp, Lucien
 Kareotes, Christine
 Kim, Mrs. Ki Moon
 King, Robert

Lachman, Mrs. Malcolm
 Latendresse, Mr. & Mrs. Lloyd
 Leader Iron Works
 League of Women Voters
 Libbey, Eldon
 Linn and Scruggs
 Littke, Mrs. George
 Long, Mr. and Mrs. Fain
 Lovelace, Mrs. Nelson
 MacArthur High School

Macon County Historical Soc.
 Macon County T. B. Assoc.
 McCrary, Robert
 McManus Florist
 Meeker, William
 Mental Health Assoc.
 Meyers, Warren E.
 Michaels, Harry
 Miller, Mrs. Julia Bock
 Millikin Bank Building
 Millikin University
 Mueller Company
 Muni-Quip Co.

Nagy, George
 Nisbet, Mr. & Mrs. Robert E.
 Nottingham, Mrs. Wayne

Olsson, Mr. & Mrs. Erling
 Orlando Hotel
 Owen, Mrs. Robert D.

Palm-Leis, Mrs. Ilmar
 Patterson, Mr. & Mrs. J. W.
 Pfiles Camera Shop
 Pigg, Al

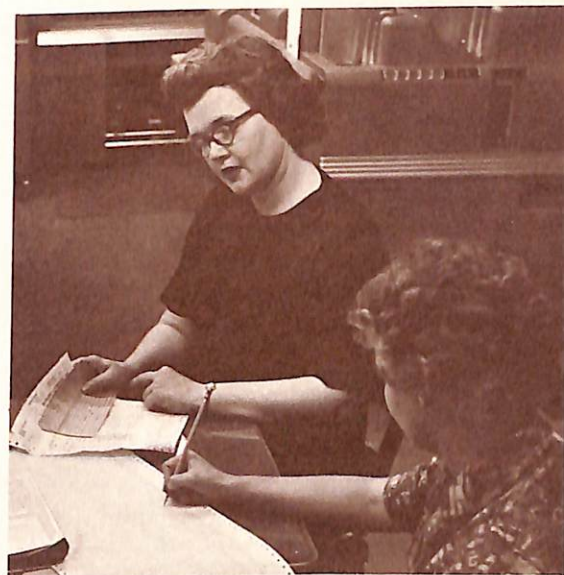
REA Express Co.
 Rand McNally & Co.
 Ridgley, Mrs. Dwight
 Robb, Mrs. Charlene
 Roberts, Marty
 Rockhounds, Central Illinois
 Rodgers, Harold V.
 Rotary Club

Sadauskas, Mrs. Jonas
 St. Mary's Hospital
 St. Thomas Catholic Church
 Samuels, Dr. Thomas
 Sanders, Ralph
 Schedel, Mrs. Erika
 Seidman, Mr. & Mrs. Martin
 Soller, Virginia Rugh
 Soy City Coin Club
 Spriggs, Mrs. Anna
 Staley, A. E. Mfg. Co.
 Stephen Decatur High School
 Stephen Decatur Rose Soc.
 Stickles, Susan
 Sweetnam, Mr. & Mrs. John
 Tabor, Mr. & Mrs. Purvis
 Threlfall, Mrs. Marguerite
 Tierney, Roger
 Tipsword, Mrs. Donald E.
 TOPS
 Trebacz, Mr. & Mrs. Frank
 Turitz, Rabbi Leo E.
 U. S. Marine Corps.
 United Travel Bureau
 Vinosky, Mrs. J. P.

WDZ Radio Station
 WSOY Radio Station
 WCIA Television Station
 WTVP Television Station
 Walker, Katherine
 WIGS

ANNUAL REPORT ON THE MEASUREMENT OF WORK AND USE OF THE DECATUR PUBLIC LIBRARY
1962 - 1963

Subject:	1962/63	1961/62	1960/61	1959/60	1958/59
Totals	Totals	Totals	Totals	Totals	Totals
General Works	2,095	1,914	1,795	1,546	897
Philosophy	5,325	5,258	4,883	4,667	4,094
Religion	5,985	6,614	6,350	6,431	5,489
Social Science	22,075	22,523	20,148	21,052	18,441
Language	1,528	1,458	1,278	1,328	993
Science	19,499	20,062	18,292	17,939	16,061
Useful Arts	27,469	27,714	26,344	26,400	22,216
Fine Arts	22,094	22,195	20,111	19,475	16,492
Literature	14,134	13,444	12,070	11,656	10,045
History	18,728	17,437	15,422	14,166	12,023
Travel	11,530	11,110	10,578	11,302	10,515
Biography	21,970	22,024	20,812	21,377	19,477
Foreign Non-Fiction	720	837	580	279	189
Periodicals	12,412	13,722	13,526	12,396	11,026
Pamphlets	867	957	1,418	1,229	1,218
Paperbacks	800	239			
Non-Fiction Total	187,231	187,508	173,607	171,243	149,176
Fiction	217,372	213,592	192,180	188,227	169,176
Foreign Fiction	1,049	1,750	595	205	
Easy Books	115,899	115,960	115,739	122,688	103,269
Total Books Circ.	521,551	518,810	482,121	482,363	421,621
Total Non-Books Circ.	22,624	19,742	16,887	15,800	15,359
Total Circ.	544,175	538,552	499,008	498,163	436,980
*Main Circulation	261,208	248,054	220,459	216,045	
Extension Dept.	260,343	270,756	261,662	266,318	
Non-Book Circ.	22,624	19,742	16,887	15,800	
Total Circ.	544,175	538,552	499,008	498,163	436,980
Increase	5,623	39,544	845	51,183	49,460



Circulation:	1962/63	1961/62	1960/61	1959/60	1958/59
Books	521,551	518,810	482,121	482,363	421,621
Non-Book Materials . .	22,624	19,742	16,887	15,800	15,359
Total Library Materials	544,175	538,552	499,008	498,163	436,980
Collection:					
Books Added	13,285	13,376	10,476	18,022	20,868
Total on Hand	164,234	165,461	163,150	158,875	149,099
Registered Borrowers	29,047	28,690	28,031	*30,000	26,110
Questions Answered	63,352	60,334	54,519	58,251	47,613

*Estimate

DECATUR PUBLIC LIBRARY

STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND BALANCE - YEAR ENDED APRIL 30, 1963

RECEIPTS:

Taxes, City of Decatur	\$246,148.13	
Less, expenses paid directly by City Treasurer	<u>4,651.67</u>	\$241,496.46
Fines and miscellaneous fees		8,835.09
Fees, non-resident		<u>938.00</u>
Sub-total		\$251,269.55
Reimbursements for film rentals, staff purchases, etc.		1,717.88
Proceeds from maturities of U. S. Treasury bills		<u>165,000.00</u>
Total receipts		\$417,987.43

DISBURSEMENTS:

Operating		
Salaries	\$180,032.13	
Library supplies & adm. exp.	16,793.63	
Building & bookmobile maint.	24,069.11	
Books, periodicals, records, etc.	46,342.34	
Other	<u>3,117.28</u>	
	\$270,354.49	
Less, expenses paid by City Treasurer	<u>4,651.67</u>	\$265,702.82
Non-operating -		
Reimbursable expenses for film rentals, staff purchases, etc. (see above)		1,717.88
Purchase of U. S. Treasury bills		<u>164,081.27</u>
Total disbursements		\$431,501.97

EXCESS of DISBURSEMENTS over RECEIPTS

\$ 13,514.54

Cash balance, May 1, 1962

14,079.97

CASH BALANCE, April 30, 1963

\$ 565.43

In our opinion, this statement presents fairly the cash transactions of the Decatur Public Library for the fiscal year ended April 30, 1963 and the resulting cash balance at April 30, 1963

Decatur, Illinois
May 3, 1963

Murphey, Jenne & Jones
Certified Public Accountants

DECATUR PUBLIC LIBRARY

DECATUR, ILLINOIS

REPORT OF EXAMINATION

APRIL 30, 1963

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

MATTOON, ILLINOIS
1709 BROADWAY
ADAMS 5-0377

DECATUR, ILLINOIS
240 NORTH CHURCH ST.
429-5135

TAYLORVILLE, ILLINOIS
101 WEST MAIN CROSS
VAN DYKE 4-3113

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

Decatur, Illinois
May 3, 1963

Board of Trustees,
Decatur Public Library,
Decatur, Illinois.

We have examined the attached statement of Cash Receipts, Disbursements and Balance of the Decatur Public Library for the fiscal year ended April 30, 1963. Our examination was conducted in accordance with generally accepted auditing standards and included all tests of the accounting records and other procedures which we considered necessary in the circumstances. As supplemental information we include a statement of budget appropriations and expenditures, a schedule of taxes, and a summary of the Library Fund account maintained by the City Treasurer.

The books of account are maintained on a cash basis; no recognition is given in the attached operating statements to any items of accrued income or expense. No unpaid liabilities for materials or services were noted in the course of our examination. Property control records are not maintained and the attached statements do not include a report of investment in property and equipment. Equipment acquisitions and capital expenditures of the current year have been charged to operations in accordance with established policy.

In our opinion, the attached statements present fairly the cash transactions of the Decatur Public Library for the fiscal year ended April 30, 1963 and the resulting cash balance at that date.

Murphy, Jenne & Jones
Certified Public Accountants.

DECATUR PUBLIC LIBRARY

STATEMENT of CASH RECEIPTS, DISBURSEMENTS and BALANCE Year ended April 30, 1963

RECEIPTS:

Taxes, City of Decatur	\$ 246,148.13	
Less, expenses paid directly by City Treasurer	<u>4,651.67</u>	\$ 241,496.46
Fines and miscellaneous fees		8,835.09
Fees, non-resident		<u>938.00</u>
Sub-total		\$ 251,269.55
Reimbursements for film rentals, staff purchases, etc.		1,717.88
Proceeds from maturities of U. S. Treasury bills		<u>165,000.00</u>

Total receipts

\$ 417,987.43

DISBURSEMENTS:

Operating -	\$ 180,032.13	
Salaries		
Library supplies and administrative expense	16,793.63	
Building and bookmobile maintenance	24,069.11	
Books, periodicals, records, etc.	46,342.34	
Other	<u>3,117.28</u>	

\$ 270,354.49

Less, expenses paid by City Treasurer

Non-operating -		\$ 265,702.82
Reimbursable expenses for film rental, staff purchases, etc. (see above)	1,717.88	
Purchase of U. S. Treasury bills	<u>164,081.27</u>	

Total disbursements

431,501.97

EXCESS of DISBURSEMENTS over RECEIPTS

Cash balance, May 1, 1962

\$ 13,514.54-

CASH BALANCE, April 30, 1963

14,079.97

\$ 565.43

Cash balance at April 30, 1963 consists of the following items:

Cash on deposit	\$ 395.22
Cash on hand -	135.61
Undeposited receipts	<u>34.60</u>
Change funds	\$ 565.43

Total, as above

DECATUR PUBLIC LIBRARY

STATEMENT of BUDGET APPROPRIATIONS and EXPENDITURES Year ended April 30, 1963

	Budget appropriations	Actual expenditures	Appropriation balances unexpended April 30, 1963
Salaries:	\$ 175,000.00	\$ 176,846.72	\$ 1,846.72-
Staff	5,520.00	3,185.41	2,334.59
Building maintenance			
Total salaries	<u>\$ 180,520.00</u>	<u>\$ 180,032.13</u>	<u>\$ 487.87</u>
Library supplies and administrative expense	\$ 822.00	\$ 256.10	\$ 565.90
Binding supplies	840.00	623.65	216.35
Catalog material	144.00	140.22	3.78
Freight, express and drayage	5,350.00	6,772.64	1,422.64-
IBM rental and supplies	2,921.00	1,887.73	1,033.27
Office supplies and stationery	1,293.00	1,424.42	131.42-
Postage	820.00	736.75	83.25
Printing	882.00	1,382.18	500.18-
Equipment repairs and service contracts	229.00	24.73	204.27
Telephone and telegraph	757.00	628.15	128.85
Office machine rental	1,177.00	1,379.36	202.36-
Professional development			
Community, special services and other expense	<u>1,020.00</u>	<u>1,537.70</u>	<u>517.70-</u>
Total library supplies and administrative expense	<u>\$ 16,255.00</u>	<u>\$ 16,793.63</u>	<u>\$ 538.63-</u>
Building and bookmobile maintenance:	\$ 1,179.00	\$ 1,876.37	\$ 697.37-
Building supplies	5,784.00	7,239.57	1,455.57-
Cleaning services and supplies	5,600.00	4,813.49	786.51
Contractual repairs and improvements	949.00	1,271.57	322.57-
Other repairs and maintenance	4,658.00	4,507.50	150.50
Insurance	792.00	2,071.65	1,279.65-
Light and power	2,838.00	2,132.69	705.31
Bookmobiles operation and maintenance, etc.	83.00	6.27	76.73
Miscellaneous	<u>150.00</u>	<u>150.00</u>	<u>0</u>
Appraisal			
Total building and bookmobile maintenance	<u>\$ 22,033.00</u>	<u>\$ 24,069.11</u>	<u>\$ 2,036.11-</u>
Books, periodicals, records, etc.:	\$ 38,191.00	\$ 32,330.81	\$ 5,860.19
Books	1,000.00	2,601.09	1,601.09-
Binding	3,270.00	4,285.32	1,015.32-
Films and records	6,071.00	7,125.12	1,054.12-
Pamphlets, periodicals and services			
Total books, periodicals, records, etc.	<u>\$ 48,532.00</u>	<u>\$ 46,342.34</u>	<u>\$ 2,189.66</u>
Other:	\$ 1,650.00	\$ 1,107.28	\$ 542.72
Furniture and fixtures purchases	2,010.00	2,010.00	0
Rent - Dill Branch			
Total other	<u>\$ 3,660.00</u>	<u>\$ 3,117.28</u>	<u>\$ 542.72</u>
Total	<u>\$ 271,000.00</u>	<u>\$ 270,354.49</u>	<u>\$ 645.51</u>

DECATUR PUBLIC LIBRARY

SCHEDULE of TAXES LEVIED, COLLECTED and SETTLEMENTS Tax levy years 1958 through 1961

LIBRARY FUND ACCOUNT MAINTAINED BY CITY TREASURER
Year ended April 30, 1963

	<u>1961</u>	<u>1960</u>	<u>1959</u>	<u>1958</u>
Property taxes, current year levy	\$ 259,232.67	\$ 273,186.56	\$ 306,558.69	\$ 330,382.52
Back taxes collected, prior years	<u>6,849.91</u>	<u>5,279.97</u>	<u>6,371.88</u>	<u>10,449.34</u>
Total to be accounted for	<u>\$ 266,082.58</u>	<u>\$ 278,466.53</u>	<u>\$ 312,930.57</u>	<u>\$ 340,831.86</u>
Deductions -	\$ 484.67	\$ 799.00	\$ 1,346.93	\$ 908.50
Errors and abatements				
Real estate tax objections	4,747.58	6,804.66	5,394.98	7,659.63
pending	8,344.71	8,646.87	9,576.08	10,485.16
Collection and extension fees	<u>6,558.80</u>	<u>7,288.33</u>	<u>12,488.48</u>	<u>11,000.77</u>
Personal property taxes unpaid	<u>\$ 20,135.76</u>	<u>\$ 23,538.86</u>	<u>\$ 28,806.47</u>	<u>\$ 30,054.06</u>
Total deductions				
Net taxes available for Decatur Public Library	\$ 245,946.82	\$ 254,927.67	\$ 284,124.10	\$ 310,777.80
Prior years' tax in custody of City Treasurer	<u>201.31</u>	<u>3,201.14</u>	<u>1,265.33</u>	<u>487.53</u>
Total taxes available	\$ 246,148.13	\$ 258,128.81	\$ 285,389.43	\$ 311,265.33
Taxes distributed to Decatur Public Library	<u>246,148.13</u>	<u>257,927.50</u>	<u>282,188.29</u>	<u>310,000.00</u>
Amount in custody of City Treasurer at end of period	<u>\$ 0</u>	<u>\$ 201.31</u>	<u>\$ 3,201.14</u>	<u>\$ 1,265.33</u>

DECATUR PUBLIC LIBRARY

SUMMARY of LIBRARY FUND ACCOUNT MAINTAINED by CITY TREASURER
Year ended April 30, 1963

Receipts:

	\$ 245,946.82	
Taxes, net		
	<u>30.32</u>	
Fees from Illinois Bell Telephone Co.		\$ 245,977.14
Total receipts		

Disbursements:

Taxes distributed -	\$ 241,496.46	
Transferred to Decatur Public Library		
Expenses paid directly by	<u>4,651.67</u>	
City Treasurer		\$ 246,148.13
Total		
Transfer of fees from Illinois Bell		
Telephone Co. to Decatur Public	<u>16.52</u>	
Library		<u>246,164.65</u>
Total disbursements		\$ 187.51-

Excess of disbursements over receipts

	<u>201.31</u>	
Cash balance, May 1, 1962		
Cash balance, April 30, 1963 (not yet transferred		\$ <u>13.80</u>
to Decatur Public Library)		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING, MAY 31, 1963

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 451 North Main St., Decatur, Illinois.

Members present:

Mr. Francis Hart, president
Mrs. Dwight Nelson
Mr. David Pilcher
Mrs. Erich Stern
Mr. Harold Koslofski
Mr. W.A. Sappington
Mr. John Cheeks

Members absent:

Mr. Jack Burnett
Mrs. Roger Pogue

Other persons present:

Mrs. Mary T. Howe, Secretary-Librarian
Mr. Ralph Sanders, newspaper reporter

The meeting was called to order at 4:15 PM by Mr. Francis Hart, president. The minutes of the April 26, 1963 meeting were approved as received in the mail, with correction: "Warren A. Sappington" instead of Walter A.

Mr. Koslofski presented the report of the Finance Committee. Bills for May were reported checked by Mrs. Nelson, Mr. Pilcher and Mr. Koslofski. Mrs. Nelson moved the bills for May be approved for payment. Mr. Cheeks seconded the motion. Roll call was taken. Mr. Hart, Mrs. Nelson, Mr. Pilcher, Mrs. Stern, Mr. Koslofski, Mr. Sappington, and Mr. Cheeks voted aye. Motion carried.

Mr. Pilcher, chairman of the Properties Committee called a meeting for June 21, 1963 at 4PM. The floors on the Main Floor were reported repaired. Mr. Hart will speak to the Kiwanis Club, June 18th on building needs of the Library. After some discussion on the care of the lawn and shrubs at the Dill Branch, Mr. Hart said he knew a young man (Dennis Purdue) who would do the job for \$20 per month. Mrs. Stern moved that Mr. Purdue be hired to take care of the lawn and shrubs at the Dill Branch. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mrs. Howe explained the need for a decision on the 1964/65 budget in order to make the request for the levy by August 1st. It was decided to meet June 13th at 4 PM for a discussion of the 1964/65 budget. All members of the Board were invited to attend.

Mrs. Nelson, chairman of the Policy Committee reported on the need to revise the By-Laws of the Library. She suggested a meeting for June 12, 1963 at 4 PM. If the revisions could be worked out in one session, the revised edition would be mailed to the members by Monday which would be 10 days before the regular monthly board meeting. She pointed out the "stolen and lost book" ordinance has not been approved by the City Council. Some discussion was held on the legislation just passed on the accumulated building fund.

The Personnel Committee report was made by Mr. Cheeks, chairman. Miss Morris is going to London at the end of July to join her family. Two Man-Power employees have been working on over-due notices and shelving books. Mrs. Howe said all of our pages at the Main Library will leave for college at end of summer. The examination for Library Assistant I has been given and the eligible list will be known next week. A training school for library science courses has been requested through the University of Illinois Extension Division. The five courses will cover, book selection, cataloging, reference, administration and organization of libraries, and children's literature. These would be offered for one year. The summer reading club for children will be centered around "Read a Mile". It will begin next Monday. Mrs. Howe met with Mr. Kirk, secretary of the Civil Service Commission and reviewed some of the problems of the library.

Minutes of the Board Meeting
May 31, 1963

-2-

The Friends Creek Township Library Board has hired a librarian, rented a building, and is waiting to hear from Decatur on the cost of serving their library once every two weeks. However, the Brown bookmobile was used last week while the B-2 vehicle was in the garage for major repairs.

There being no other business, the meeting was adjourned at 5:20 PM.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

Bills for May 1963:

Salaries.....	\$14,530.41
Operating Exp...	<u>8,261.89</u>
Total	\$22,792.30

DECATUR PUBLIC LIBRARY
DECATUR ILLINOIS
BUDGET BILL LIST
MAY 1963

CODE	EXPENSE ALLOCATION	AMT. FOR YEAR	FOR MAY	YR. TO DATE	BALANCE	* CR
100	SALARIES S	18752000			18752000	
	BL CR AND		15390 ✓			
	DEC CITY C		13000 ✓			
	TREAS CIT		98844 ✓			
	UNITED FUN		1600 ✓			
	NATL BK DE		226903 ✓			
			1097304 ✓			
100		18752000	1453041	1453041	17298959 *	
		18752000	1453041	1453041	17298959 *	
201	BINDING SU	46900			46900	
	LARMON MAR		10CR ✓			
201		46900	10CR	10CR	46910 *	
202	CAT MATERI	83200			83200	
	GAYLORD BR		25500 ✓			
202		83200	25500	25500	57700 *	
203	FREIGHT EX	9400			9400	
	R E A EXPR		385 ✓			
	KAREOTES C		441CR ✓			
203		9400	56CR ✓	56CR	9456 *	
204	IBM SUPPLI	655000			655000	
	IBM		54000 ✓			
	IBM		10300 ✓			
	WALLACE PR		7653 ✓			
204		655000	71953	71953	583047 *	
205	OFFICE SUP	216000			216000	
	ALLIED OFF		320 ✓			
	BD OF EDUC		7588 ✓			
	DEMCO		1690 ✓			
	GAYLORD BR		1200 ✓			
	HAINES & E		345 ✓			
	HAINES & E		345 ✓			
	HAINES & E		394 ✓			
	IBM		368 ✓			
	NATL BK DE		500 ✓			
	PAXTON SER		610 ✓			

DECATUR PUBLIC LIBRARY
Decatur, Illinois

CODE	EXPENSE ALLOCATION	AMT. FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
	RECORDAK C		3920 ✓		
	KRESGE S S		93 ✓		
	LINXWEILER		140 ✓		
	MISC OFC S		277 CR ✓		
	VERIFAX		1590 CR ✓		
205		216000	15646	15646	200354*
206	POSTAGE	135000			135000
	AM ELSEVIE		15 ✓		
	AM FOUNDRY		30 ✓		
	ARCHWAY PR		45 ✓		
	BEHRMAN HS		30 ✓		
	CAMBRIDGE		25 ✓		
	CAREER INS		10 ✓		
	CORNELL MA		15 ✓		
	INLAND BK		60 ✓		
	MARYLAND B		15 ✓		
	MCCLURG A		20 ✓		
	NATL PRESS		20 ✓		
	PAN AM NAV		15 ✓		
	POSTMASTER		9000 ✓		
	SMITH PETE		20 ✓		
	STAPPENBEC		85 ✓		
	U CHICAGO		15 ✓		
	U S N INST		16 ✓		
	I K C		992 ✓		
	POSTMASTER		334 ✓		
	DECATUR RO		740 CR ✓		
	MISC POSTA		2943 CR ✓		
	RESERVES		663 CR ✓		
206		135000	6416	6416	128584*
207	PRINTING	81000			81000
207		81000			81000*
208	REP TO EQU	106900			106900
	DECATUR RE		11696 ✓		
	DECATUR RE		1200 ✓		
	KINGLAR CO		1840 ✓		
208		106900	14736	14736	92164*
209	TEL TOLLS	9000			9000
	ILLINOIS B		670 ✓		
209		9000	670	670	8330*
210	TEL SERVIC	147500			147500
210		147500			147500*
212	RENT OF MA	67200			67200
	PITNEY BOW		1800 ✓		
212		67200	1800	1800	65400*

DECATUR PUBLIC LIBRARY
Decatur, Illinois

CODE	EXPENSE ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
213	SERV CONTR	29700			29700
213		29700			29700*
1214	MANPOWER I		4002 ✓		
	MANPOWER I		2340 ✓		
	MANPOWER I		3306 ✓		
	MANPOWER I		2340 ✓		
1214			11988	11988	11988*CR
220	PROF DEVEL	173800			173800
	AM LIBRARY		3200 ✓		
	HOWE MRS M		6000 ✓		
	HOWE MRS M		150 ✓		
	YAMAMOTO M		150 ✓		
220		173800	9500	9500	164300*
221	COMM SERVI	18200			18200
	DOWNTOWN C		300 ✓		
	DOWNTOWN C		300 ✓		
	A OF C DEC		225 ✓		
	A OF C DEC		225 ✓		
	A OF C DEC		225 ✓		
	A OF C DEC		450 ✓		
	A OF C DEC		225 ✓		
	A OF C DEC		225 ✓		
	A OF C DEC		225 ✓		
	A OF C DEC		450 ✓		
	KIRCHGRABE		150 ✓		
221		18200	3000	3000	15200*
222	EXHIBIT EX	4100			4100
222		4100			4100*
223	HANDLING C	2800			2800
	BRITISH BK		245 ✓		
	CORNELL MA		3 ✓		
	MCCLURG A		10 ✓		
	I K C		10 ✓		
	KINGLAR CO		10 ✓		
223		2800	278	278	2522*
224	ADVERTISIN	24000			24000
224		24000			24000*
225	AUDITING	50000			50000
225		50000			50000*
299	MISC	11000			11000
299		11000			11000*
		1870700	161421	161421	1709279*

DECATUR PUBLIC LIBRARY
Decatur, Illinois

CODE	EXPENSE ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
301	BLDG SUPPL	110000			110000
	BLACK & CO		95 ✓		
	F HUBBARD		14700 ✓		
	SEARS ROEB		299 ✓		
301		110000	15094	15094	94906*
302	CLEANING S	13500			13500
302		13500			13500*
303	CONTRACT R	300000			300000
303		300000			300000*
304	GARBAGE &	20400			20400
	ROHMAN FRE		600 ✓		
304		20400	600	600	19800*
306	INSURANCE	465800			465800
306		465800			465800*
307	LIGHT & PO	220800			220800
	ILL POWER		11966		
307		220800	11966	11966	208834*
308	BLDG REPAI	70000			70000
	F HUBBARD		3012 ✓		
	SCHUERMAN		986 ✓		
308		70000	3998	3998	66002*
309	TRAVEL	46000			46000
	CITY OF DE		745 ✓		
	CITY OF DE		606 ✓		
	CITY OF DE		1036 ✓		
	OZARK AIRL		9963 ✓		
309		46000	12350	12350	33650*
310	HEALTH & S	1500			1500
310		1500			1500*
311	CONTRACT C	448000			448000
	DEC WINDOW		67533 ✓		
	DEC WINDOW		4300 ✓		
	DEC WINDOW		11500 ✓		
311		448000	83333	83333	364667*
312	ARCHITECT	50000			50000
312		50000			50000*
313	REP AUTO E	193000			193000
	DECATUR RE		1275 ✓		
	DECATUR RE		1275 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

<u>CODE</u>	<u>EXPENSE ALLOCATION</u>	<u>AMT FOR YEAR</u>	<u>FOR MAY</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
	F HUBBARD		9037 ✓		
	NATL CITY		2127 ✓		
	NATL CITY		997 ✓		
	NATL CITY		998 ✓		
	NATL CITY		2378 ✓		
	NATL CITY		1002 ✓		
	NATL CITY		1462 ✓		
	SEARS ROEB		1095 ✓		
313		193000	21646	21646	171354*
314	CLEANING S	8000			8000
314		8000			8000*
315	APPRAISAL	15000			15000
315		15000			15000*
		1962000	148987	148987	1813013*
401	BINDING	285500			285500
	STAPPENBEC		1300 ✓		
	D A R		2000CR ✓		
401		285500	700CR	700CR	286200*
402	BOOKS	3819100			3819100
	AM BK PUBL		200 ✓		
	AM ELSEVIE		495 ✓		
	AM ENTERPR		90 ✓		
	AM FOUNDRY		1200 ✓		
	AM LIBRARY		360 ✓		
	AM WELDING		600 ✓		
	ARCHWAY PR		200 ✓		
	BAKER & TA		10236 ✓		
	BAKER & TA		10606 ✓		
	BAKER & TA		12652 ✓		
	BAKER & TA		207296 ✓		
	BAKER & TA		18319 ✓		
	BAKER & TA		3906 ✓		
	BAKER & TA		20539 ✓		
	BAKER & TA		51305 ✓		
	BAKER & TA		5647 ✓		
	BEHRMAN HS		1000 ✓		
	BRITISH BK		4160 ✓		
	BURDETTE S		1000 ✓		
	CAMBRIDGE		243 ✓		
	CAREER INS		120 ✓		
	CARNEGIE L		50 ✓		
	CITIZENS R		50 ✓		
	COLL ENT E		150 ✓		
	CONWAY PUB		1500 ✓		

DETATUR PUBLIC LIBRARY
Decatur, Illinois

CODE	EXPENSE ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
	CORNELL MA		300 ✓		
	DUFOR EDI		2730 ✓		
	H W WILSON		1650 ✓		
	HAINES & E		1733 ✓		
	HUSTON PAT		27000 ✓		
	ILLINOIS B		5290 ✓		
	IMPERIAL B		2314 ✓		
	IMPERIAL B		2750 ✓		
	INLAND BK		416 ✓		
	INLAND BK		994 ✓		
	INST SOC S		400 ✓		
	MARYLAND B		400 ✓		
	MASS COLL		200 ✓		
	MCCLURG A		192 ✓		
	MCNAUGHTON		10500 ✓		
	MUNI FIN O		50 ✓		
	N Y TIMES		9500 ✓		
	NATL CAMP		125 ✓		
	NATL PRESS		675 ✓		
	NEW METHOD		15854 ✓		
	PAN AM NAV		356 ✓		
	PRENTICE H		650 ✓		
	SKY PUBL C		850 ✓		
	SMITH PETE		640 ✓		
	SYRACUSE P		375 ✓		
	U CHICAGO		300 ✓		
	U S N INST		480 ✓		
	US GPO		2210 ✓		
	WEBER CO		360 ✓		
	L AND D		610 CR ✓		
	STAFF BOOK		929 CR ✓		
402		3819100	439679	439679	3379421 *
405	FILMS 16MM	47000			47000
405		47000			47000 *
408	FILMS MICR	177000			177000
	UNIV MICRO		11021 ✓		
	UNIV MICRO		7220 ✓		
408		177000	18241	18241	158759 *
409	FILM RENTA		816 CR ✓		
409			816 CR	816 CR	816 *
410	PAMPHLETS	10700			10700
410		10700			10700 *
412	PICTURES	10000			10000
	PFILES CAM		222 ✓		
	PFILES CAM		79 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

CODE	EXPENSE ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
	P FILES CAM		299 ✓		
	P FILES CAM		139 ✓		
	P FILES CAM		640 ✓		
	P FILES CAM		185 ✓		
412		10000	1564	1564	8436*
414	RECORDS LP	115000			115000
414		115000			115000*
415	CHESTERFIE		27188 ✓		
415			27188	27188	27188*CR
419	PERIODICAL	100000			100000
	PEOPLE TO		650 ✓		
	UNIV OF IL		230 ✓		
	DEC HERLD		345 ✓		
	DEC HERLD		150 ✓		
419		100000	1375	1375	98625*
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000			70000
	HOWE MRS M		4500 ✓		
421		70000	4500	4500	65500*
422	SERVICES	225000			225000
	BOWKER R R		8000 ✓		
422		225000	8000	8000	217000*
		4864300	499031	499031	4365269*

DECATUR PUBLIC LIBRARY

Decatur, Illinois

CODE	EXPENSE ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
502	ADD TO EQU	150000			150000
502		150000			150000*
		150000			150000*
603	RENTALS	201000			201000
	SWARTZ HOM		16750		
603		201000	16750	16750	184250*
		201000	16750	16750	184250*
		27800000	2279230	2279230	25520770*

Balance in checking account \$ 1,953.35

Bills presented for payment

Approved for payment

Mary T. Howe
Harold W. Koelofski
Louise H. Nelson

Finance Committee

700	BAL LAST M	39522
	TAX INCOME	2350000
	FINES	63690
	NON RES FE	7000
	L AND D	610
	RESERVES	663
	STAFF BOOK	929
	FILM RENTA	816
	VERIFAX	1590
	MISC OFC S	277
	MISC POSTA	2943
	D A R	2000
	DECATUR RO	x 740
	KAREOTES C	441
	LARMON MAR	10
	CASH CREDI	11019 CR
	BILL LIST	2264877 CR
700	Balance in checking account	\$ 195335

ENCUMBRANC
MAY 31 63

CODE	EXPENSE ALLOCATION	AMT. FOR YR.	FOR MAY	YEAR-TO-DATE	BALANCE	* CR
100	SALARIES S	18752000		1453041	17298959	
100		18752000		1453041	17298959*	
		18752000		1453041	17298959*	
201	BINDING SU	46900			10CR	46910
201		46900			10CR	46910*
202	CAT MATER I	83200		25500		57700
202		83200		25500		57700*
203	FREIGHT EX	9400			56CR	9456
203		9400			56CR	9456*
204	IBM SUPPL I	655000		71953		583047
204		655000		71953		583047*
205	OFFICE SUP	216000		15646		200354
	INDUSTRIAL		12500			
	GAYLORD BR		11675			
	GAYLORD BR		7590			
205		216000	31765	47411		168589*
206	POSTAGE	135000		6416		128584
206		135000		6416		128584*
207	PRINTING	81000				81000
207		81000				81000*
208	REP TO EQU	106900		14736		92164
208		106900		14736		92164*
209	TEL TOLLS	9000		670		8330
209		9000		670		8330*
210	TEL SERVIC	147500				147500
210		147500				147500*
212	RENT OF MA	67200		1800		65400
212		67200		1800		65400*
213	SERV CONTR	29700				29700
213		29700				29700*
214	SERV CONTR			11988		11988
	MANPOWER I		2145			

214	MANPOWER I		4176		
			6321	18309	18309*CR
220	PROF DEVEL	173800		9500	164300
220		173800		9500	164300*
221	COMM SERVI	18200		3000	15200
221		18200		3000	15200*
222	EXHIBIT EX	4100			4100
222		4100			4100*
223	HANDLING C	2800		278	2522
223		2800		278	2522*
224	ADVERTISIN	24000			24000
224		24000			24000*
225	AUDITING	50000			50000
225		50000			50000*
299	MISC	11000			11000
299		11000			11000*
		1870700	38086	199507	1671193*
301	BLDG SUPPL	110000		15094	94906
	BRINKOETTE		938		
301		110000	938	16032	93968*
302	CLEANING S	13500			13500
302		13500			13500*
303	CONTRACT R	300000			300000
303		300000			300000*
304	GARBAGE &	20400		600	19800
304		20400		600	19800*
306	INSURANCE	465800			465800
306		465800			465800*
307	LIGHT & PO	220800		11966	208834
307		220800		11966	208834*
308	BLDG REPAI	70000		3998	66002
308		70000		3998	66002*
309	TRAVEL	46000		12350	33650
	CITY OF DE		702		

	CITY OF DE		1000		
	CITY OF DE		661		
309		46000	2363	14713	31287*
310	HEALTH & S	1500			1500
310		1500			1500*
311	CONTRACT C	448000		83333	364667
311		448000		83333	364667*
312	ARCHITECT	50000			50000
312		50000			50000*
313	REP AUTO E	193000		21646	171354
	NATL CITY		58133		
313		193000	58133	79779	113221*
314	CLEANING S	8000			8000
314		8000			8000*
315	APPRAISAL	15000			15000
315		15000			15000*
		1962000	61434	210421	1751579*
401	BINDING	285500		700CR	286200
	OUTSTANDIN		92900		
401		285500	92900	92200	193300*
402	BOOKS	3819100		439679	3379421
	OUTSTANDIN		490064		
	STANDING O		383325		
402		3819100	873389	1313068	2506032*
405	FILMS 16MM	47000			47000
405		47000			47000*
408	FILMS MICR	177000		18241	158759
408		177000		18241	158759*
409	FILMS RENT			816CR	816
409				816CR	816*
410	PAMPHLETS	10700			10700
410		10700			10700*
412	PICTURES	10000		1564	8436
412		10000		1564	8436*

414	RECORDS LP	115000			115000
	OUTSTANDIN		29760		
414		115000	29760	29760	85240*
415	RECORDS S			27188	27188
415				27188	27188*CR
419	PERIODICAL	100000		1375	98625
419		100000		1375	98625*
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000		4500	65500
421		70000		4500	65500*
422	SERVICES	225000		8000	217000
422		225000		8000	217000*
		4864300	996049	1495080	3369220*
502	ADD TO EQU	150000			150000
502		150000			150000*
		150000			150000*
603	RENTALS	201000		16750	184250
603		201000		16750	184250*
		201000		16750	184250*
		27800000	1095569	3374799	24425201*

PAYROLL - MAY 1963

DECATUR PUBLIC LIBRARY

Decatur, Illinois

NAME			ANNUAL	CODE	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
ATCHISON	R	M	\$4442.	37	37017	2918	6840	500			10258	26759
* BOGARD	R		3672.	79	30600	2410	2690				5100	25500
* DOBRINICK	M	E	3672.	29	30600	2104	4690				6794	23806
* ENSIGN	E	E	3432.	31	28600	1966	3260		660		5886	22714
* GOFF	P	A	4164.	27	34700	2387	5410	4000		150	11947	22753
GRIFFIN	M	R	3852.	99	32100	2207	4980				7187	24913
* HONNOLD	O	D	4836.	20	40300	2771	7740				10511	29789
HOUCK	H	E	4310.	26	35917	2471	6550				9021	26896
* HOWE	M	T	10,500.	1	87500	6015	13920	1000	1788	500	23223	64277
* HUNK	C	E	3432.	34	28600	1966	4260	5000	660		11886	16714
* JONES	E	F	5016.	16	41800	2874	6740		660		10274	31526
KELLEY	N	A	3518.	87	29317	2018	4400				6418	22899
KIRCHGRABE	R	B	8505.	11	70875	5584	7600		1788		14972	55903
* LARMON	M	E	3792.	30	31600	2172	4830		660		7662	23938
* LEONARD	M	E	7404.	7	61700	4242	11880				16122	45578
LORENZ	L		3852.	66	32100	2207	4980				7187	24913
* MCMILLAN	H	E	4404.	39	36700	2890	700				3590	33110
* MCNABB	N		7776.	3	64800	4455	12600		660		17715	47085
MC VEY	S	K	2940.	45	24500	1684	4540				6224	18276
* MITCHELL	F	L	3432.	23	28600	1966	5260		1788		9014	19586
* MORRIS	M		3984.	76 →	33200	2283	5120				7403	25797
ODELL	G	E	4019.	21	33492	2303	4120		1788		8211	25281
* PUHEK	E	B	7656.	4	63800	4386	11880				16266	47534
* RUEDGER	O	E	5208.	19	43400	2984	7100				10084	33316
* SHAFER	M		4104.	82	34200	2353	6260				8613	25587
* STAFFORD	M		8415.	2	70125	4823	14040		510	500	19873	50252
* VOGLER	O	C	3300.	35	27500	1890	5110	500			7500	20000
* WEIDNER	M	K	5136.	25	42800	2943	5100		1788	150	9981	32819
* WHITE	C	L	4044.	22	33700	2317	5260	1000	660		9237	24463
* WILLIAMS	C	W	4836.	18	40300	2771	6740				9511	30789
* WILLIAMS	N	J	3432.	32	28600	1966	4260		660		6886	21714
* YAMAMOTO	M	C	7776.	5	64800	4455	12600	1000	660	300	19015	45785

TOTAL FULL TIME EMPLOYEES

\$ 1323843 \$ 92781

\$ 211460 \$ 13000 \$ 14730 \$ 1600 \$ 333571 \$ 990272

PAYROLL - MAY 1963

DECATUR PUBLIC LIBRARY

Decatur, Illinois

-2-

NAME			CODE	MONTHLY	RET.&S.S.	INC.TAX	C.U.	B.C.&B.S.	U.F.	TOT.DED.	NET SALARY
BAKER	R	H	71h @1.00	81	7100	257		1330		1587	5513
**BRANSON	J		36 11/12h@1.00	89	3692	134		665		799	2893
BREWER	F		74h @1.00	91	7400	268		1400		1668	5732
**COGGINS JR	R	L	22h @.83	67	1826	66		40		106	1720
DAVID	H	J	28h @1.60	42	4480	162				162	4318
DOUIN	J		40h @.83	98	3320	120		598		718	2602
HANSEN	J		54h @1.90	77	10260	372		910		1282	8978
MCBRIDE	J	L	70h @1.35	70	9450	343		450		793	8657
MOSER	B		64h @1.00	90	6400	232		190		422	5978
PETERSEN	D	H	112h @2.00	47	22400	1541		4070		5611	16789
**ROBBINS	J		48@.83-34@1.00	44	7384	268		400		668	6716
SCHULTZ	V	M	98 3/4h@1.65	75	16294	591		1990		2581	13713
SPIITTLER	H	G	121 1/2h@1.65	49	20048	1378		2710		660	15300
STUKE	S		72h @1.27	64	9144	331		690		1021	8123
TOTAL PART TIME EMPLOYEES				129198	6063	15443		660		22166	107032
GRAND TOTAL				\$ 1453041	\$ 98844	\$ 226903	\$ 13000	\$ 15390	\$ 1600	\$ 3557378	\$ 1097304

** Robbins, J.-raised to \$1.00 p.h. 5/1/63
 **Bradshaw, C - Leave of absence beginning 5/1/
 ** Coggins,R.L.- Began employment 5/6/63 @.83p.h.
 ** Branson,J. - Terminated 4/30/63

*Employees raised as of May 1, 1963.

33
46
76
98

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

CIRCULATION STATISTICS

MAY 1963

	Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS	74 72	31 30	73 70	178 172	178 172
001 PHILOSOPHY	352 274	40 38	1 1	393 313	393 313
002 RELIGION	294 328	16 4	86 155	396 487	396 487
003 SOCIAL SCIENCE	1037 799	130 96	612 693	1779 1588	1779 1588
004 LANGUAGE	73 67	2 7	25 32	100 106	100 106
005 SCIENCE	463 429	135 77	861 1128	1459 1634	1459 1634
006 USEFUL ARTS	1320 1288	213 197	529 608	2062 2093	2062 - ① 2093
007 FINE ARTS	1276 1058	137 112	375 365	1788 1535	1788 1535
008 LITERATURE	951 964	37 30	197 236	1185 1230	1185 1230
009 HISTORY	860 820	151 142	398 401	1409 1363	1409 1363
010 TRAVEL	519 552	71 46	367 464	957 1062	957 1062
011 BIOGRAPHY	649 647	218 196	752 784	1619 1627	1619 1627
012 FOREIGN NON FIC	13 41		27 35	40 76	40 76
013 PERIODICALS	792 852	101 79	163 82	1056 1013	1056 1013
014 PAMPHLETS	110 54		4 3	114 58	114 58
015 PAPERBACKS	30 17		1	31 17	31 17
	8813 8262	1282 1055	4471 5057	14566 14374	14566 14374
115 FICTION	7681 7891	3510 2874	5885 5910	17076 16675	17076 16675
116 FOREIGN FICTION	21 23	7 1	33 227	61 251	61 251
117 J E			10835 10255	10835 10255	10835 10255
	7702 7914	3517 2875	16753 16392	27972 27181	27972 27181
	16515 16176	4799 3930	21224 21449	42538 41555	42538 41555
Increase				983	983

218	BIBLIOGRAPHIES	1		1	2	2
219	BOOKTALKS	1			1	1
221	CLASS VISITS			13	13	13
223	INSTRUCTION			7	7	7
224	STORIES			30	30	30
225	ATTENDANCE			321	321	321
226	EXHIBITS	13		1	14	14
229	16 MM	5			5	5
232	RECORDAK	214			214	214
235	GROUPS NOT CLAS	13		15	28	28
236	ATTENDANCE	69		350	419	419
237	HOME SERVICE VI	41			41	41
238	HOME SERVICE PA	64			64	64
239	HOME SERVICE PA	1			1	1
240	INTER LIBRARY L	32			32	32
241	MAPS	4			4	4
242	MEETINGS IN BLD	13		4	17	17
243	ATTENDANCE	117		12	129	129
244	MENDING	109	16	432	750	750
245	OVERDUE BOOKS	353		416	769	769
246	OVERDUE NOTICES	213		187	400	400
247	PICTURES FRAMED	4			4	4
248	PICTURES MOUNTE	299		429	728	728
250	RADIO			1	1	1
251	RECORDS LP	870	5	34	909	909
252	RECORDS S	2			2	2
253	RECORDS SR	155			155	155
256	READERS ADVISOR	1474	880	1102	3456	3456
257	REQUESTS	24	12	23	59	59
259	STORY HOURS		5		5	5
260	ATTENDANCE		92		92	92
261	NUM OF STORIES		13		13	13
262	TELEPHONE INCOM	475			1445	1445
264	VISITS IN COMM	3			3	3
265	RECORD BAGS	71			71	71
302	VELWYN	47			47	47
306	WAKEFIELD NO 2	23			23	23
307	MINOR NURSING H	66			66	66
308	LAKESHORE MANOR	30			30	30
309	RANKIN NURSING	10			10	10
401	18TH & E WILLIA	47	126	683	856	856
402	CARDINAL & PIPI	4		37	41	41
405	FAIRVIEW PLAZA	293	155	634	1082	1082
407	GARFIELD & WATE	28	12	263	303	303
408	SAWYER & MONROE	263	219	885	1367	1367
411	GRAND & SUMMIT	217	203	1628	2048	2048
501	GRAND & SUMMIT	23	16	106	145	145
502	MACON & LINDEN	51	8	105	164	164
503	FOREST & LINCOL	96	49	331	476	476
504	32ND & DUCHESS	47	48	324	419	419
506	MT CALVARY CHUR	373	285	1869	2527	2527
508	MC CLELLAN	192	200	1168	1560	1560
510	MC CLELLAN	17	28	244	289	289
512	22ND & E CLAY	78	44	162	284	284
513	24TH & E WILLIA	36	31	167	234	234
514	EISNERS	236	138	718	1092	1092
601	AP	3		334	337	337
603	AT	8	47	312	367	367
604	YP			268	268	268
606	YT			1	1	1
607	JP			23	23	23
609	JT			2	2	2

MAY 1963

CIRC STAT

001	MAIN ADULT	8606	411	342	9359	9359
002	MAIN YOUTH	3454	1883	5	5342	5342
003	MAGIC CARPET	2		6142	6144	6144
004	REFERENCE	24		1	25	25
005	2ND OFFICE	59	1		60	60
		12145	2295	6490	20930	20930
111	B 1	920	758	4289	5967	5967
112	B 2	1081	804	5035	6920	6920
113	EVANS BRANCH	1255	427	2413	4095	4095
115	HOME SERVICE	368	79	18	465	465
116	ST MARYS HOSP	66	12	2	80	80
117	D M C	113	62	123	298	298
118	T B SAN	61	4	2	67	67
131	NURSES RES	6			6	6
132	DILL BRANCH	500	358	2852	3710	3710
		4370	2504	14734	21608	21608
		16515	4799	21224	42538	42538

CIRC STAT

MAY 1963

MAIN ADULT

GENERAL WORKS

		35	5		40	40
001	PHILOSOPHY	248	2		250	250
002	RELIGION	182	2	2	186	186
003	SOCIAL SCIENCE	550	27	10	587	587
004	LANGUAGE	28	2		30	30
005	SCIENCE	241	30	8	279	279
006	USEFUL ARTS	903	27	4	934	934
007	FINE ARTS	761	33	2	796	796
008	LITERATURE	373	5	7	385	385
009	HISTORY	346	21	1	368	368
010	TRAVEL	275	22	1	298	298
011	BIOGRAPHY	245	26	7	278	278
012	FOREIGN NON FIC	8			8	8
013	PERIODICALS	319	13		332	332
014	PAMPHLETS	71			71	71
015	PAPERBACKS	18			18	18
		4603	215	42	4860	4860

115	FICTION	3997	196	102	4295	4295
116	FOREIGN FICTION	6			6	6
117	J E			198	198	198
		4003	196	300	4499	4499
		8606	411	342	9359	9359

226	EXHIBITS	7			7	7
229	16 MM	4			4	4
235	GROUPS NOT CLAS	13			13	13
236	ATTENDANCE	69			69	69
241	MAPS	1			1	1
242	MEETINGS IN BLD	11			11	11
243	ATTENDANCE	105			105	105
247	PICTURES FRAMED	4			4	4
248	PICTURES MOUNTE	199			199	199
251	RECORDS LP	637		25	662	662
253	RECORDS SR	127			127	127
256	READERS ADVISOR	660	36		696	696
262	TELEPHONE INCOM	233			233	233
265	RECORD BAGS	57			57	57
		2127	36	25	2188	2188
		2127	36	25	2188	2188

CIRC STAT

MAY 1963

MAIN YOUTH

	GENERAL WORKS	18	16	1	35	35
001	PHILOSOPHY	74	16		90	90
002	RELIGION	50	9		59	59
003	SOCIAL SCIENCE	373	58		431	431
004	LANGUAGE	32			32	32
005	SCIENCE	171	54		225	225
006	USEFUL ARTS	221	91		312	312
007	FINE ARTS	307	51		358	358
008	LITERATURE	364	23		387	387
009	HISTORY	404	67	1	472	472
010	TRAVEL	117	23		140	140
011	BIOGRAPHY	238	78		316	316
012	FOREIGN NON FIC	5			5	5
013	PERIODICALS	110	30		140	140
014	PAMPHLETS	34			34	34
015	PAPERBACKS	9			9	9
		2527	516	2	3045	3045
115	FICTION	912	1367		2279	2279
116	FOREIGN FICTION	15			15	15
117	J E			3	3	3
		927	1367	3	2297	2297
		3454	1883	5	5342	5342
241	MAPS	3			3	3
248	PICTURES MOUNTE	100			100	100
251	RECORDS LP	143		1	144	144
253	RECORDS SR	13			13	13
256	READERS ADVISOR	144	245		389	389
265	RECORD BAGS	14			14	14
604	YP			233	233	233
		417	245	234	896	896
		417	245	234	896	896

CIRC STAT

MAY 1963

MAGIC CARPET

GENERAL WORKS

			32	32	32
001	PHILOSOPHY		1	1	1
002	RELIGION		28	28	28
003	SOCIAL SCIENCE		201	201	201
004	LANGUAGE		3	3	3
005	SCIENCE		249	249	249
006	USEFUL ARTS		176	176	176
007	FINE ARTS	1	142	143	143
008	LITERATURE		73	73	73
009	HISTORY		118	118	118
010	TRAVEL		146	146	146
011	BIOGRAPHY		238	238	238
012	FOREIGN NON FIC		13	13	13
013	PERIODICALS		50	50	50
014	PAMPHLETS		3	3	3
		1	1473	1474	1474
115	FICTION	1	1644	1645	1645
116	FOREIGN FICTION		4	4	4
117	J E		3021	3021	3021
		1	4669	4670	4670
		2	6142	6144	6144
221	CLASS VISITS		5	5	5
224	STORIES		26	26	26
225	ATTENDANCE		130	130	130
226	EXHIBITS		1	1	1
235	GROUPS NOT CLAS		9	9	9
236	ATTENDANCE		231	231	231
244	MENDING		30	30	30
245	OVERDUE BOOKS		283	283	283
246	OVERDUE NOTICES		117	117	117
248	PICTURES MOUNTE		68	68	68
256	READERS ADVISOR	3	129	132	132
257	REQUESTS	4	13	17	17
259	STORY HOURS		3	3	3
260	ATTENDANCE		65	65	65
261	NUM OF STORIES		9	9	9
601	AP	3	3	6	6
603	AT	3	3	6	6
607	JP		21	21	21
609	JT		1	1	1
		13	77	1070	1160
		13	77	1070	1160

CIRC STAT

MAY 1963

REFERENCE

002	RELIGION	1			1	1
003	SOCIAL SCIENCE	11			11	11
005	SCIENCE	1			1	1
006	USEFUL ARTS	1			1	1
007	FINE ARTS	4			4	4
009	HISTORY	5			5	5
013	PERIODICALS	1			1	1
		24			24	24

115	FICTION				1	1
					1	1
		24			1	25
					25	25

229	16 MM	1			1	1
232	RECORDAK	214			214	214
240	INTER LIBRARY L	32			32	32
251	RECORDS LP	6			6	6
256	READERS ADVISOR	464	357	2	823	823
601	AP			310	310	310
603	AT	5	47	306	358	358
		722	404	618	1744	1744
		722	404	618	1744	1744

CIRC STAT

MAY 1963

2ND OFFICE

001	PHILOSOPHY	2		2	2
002	RELIGION	1		1	1
003	SOCIAL SCIENCE	11		11	11
005	SCIENCE	10		10	10
006	USEFUL ARTS	8	1	9	9
007	FINE ARTS	14		14	14
008	LITERATURE	1		1	1
009	HISTORY	7		7	7
010	TRAVEL	5		5	5
		59	1	60	60
		59	1	60	60
226	EXHIBITS	6		6	6
262	TELEPHONE INCOM			970	970
		6		976	976
		6		976	976

C I R C S T A T
M A Y 1 9 6 3
T E C H N I C A L P R O C E

2 4 4 M E N D I N G

1 9 3	1 9 3
1 9 3	1 9 3
1 9 3	1 9 3

C I R C S T A T
M A Y 1 9 6 3
L I N C O L N R O O M

245	OVERDUE	BOOKS	353	133	486	486
246	OVERDUE	NOTICES	213	70	283	283
			566	203	769	769
			566	203	769	769

CIRC STAT

MAY 1963

B 1

	GENERAL WORKS	4	1	6	11	11
001	PHILOSOPHY	6	9		15	15
002	RELIGION	7		8	15	15
003	SOCIAL SCIENCE	14	16	78	108	108
004	LANGUAGE	2		4	6	6
005	SCIENCE	4	7	169	180	180
006	USEFUL ARTS	39	36	110	185	185
007	FINE ARTS	45	14	81	140	140
008	LITERATURE	41	2	31	74	74
009	HISTORY	27	15	51	93	93
010	TRAVEL	16	3	38	57	57
011	BIOGRAPHY	43	34	127	204	204
012	FOREIGN NON FIC			5	5	5
013	PERIODICALS	81	17	22	120	120
014	PAMPHLETS	1			1	1
		330	154	730	1214	1214
115	FICTION	590	604	1307	2501	2501
116	FOREIGN FICTION			1	1	1
117	J E			2251	2251	2251
		590	604	3559	4753	4753
		920	758	4289	5967	5967
244	MENDING			85	85	85
251	RECORDS LP	12			12	12
256	READERS ADVISOR	51	81	272	404	404
257	REQUESTS	10	11	5	26	26
		73	92	362	527	527
		73	92	362	527	527
401	18TH & E WILLIA	47	126	683	856	856
402	CARDINAL & PIPI	4		37	41	41
405	FAIRVIEW PLAZA	293	155	634	1082	1082
407	GARFIELD & WATE	28	12	263	303	303
408	SAWYER & MONROE	263	219	885	1367	1367
411	GRAND & SUMMIT	217	203	1628	2048	2048
512	22ND & E CLAY	68	43	159	270	270
		920	758	4289	5967	5967
		920	758	4289	5967	5967

CIRC STAT
MAY 1963

B 2

	GENERAL WORKS	1	5	17	23	23
001	PHILOSOPHY	1	7		8	8
002	RELIGION	11		26	37	37
003	SOCIAL SCIENCE	19	21	147	187	187
004	LANGUAGE	1		11	12	12
005	SCIENCE	3	17	246	266	266
006	USEFUL ARTS	34	19	116	169	169
007	FINE ARTS	31	16	88	135	135
008	LITERATURE	58	2	44	104	104
009	HISTORY	24	13	100	137	137
010	TRAVEL	26	8	95	129	129
011	BIOGRAPHY	43	23	195	261	261
012	FOREIGN NON FIC			2	2	2
013	PERIODICALS	82	16	49	147	147
015	PAPERBACKS			1	1	1
		334	147	1137	1618	1618
115	FICTION	747	657	1564	2968	2968
116	FOREIGN FICTION			19	19	19
117	J E			2315	2315	2315
		747	657	3898	5302	5302
		1081	804	5035	6920	6920
235	GROUPS NOT CLAS			3	3	3
236	ATTENDANCE			43	43	43
244	MENDING	78	15	290	383	383
251	RECORDS LP	4	4		8	8
256	READERS ADVISOR	106	111	423	640	640
257	REQUESTS	1		2	3	3
		189	130	761	1080	1080
		189	130	761	1080	1080
501	GRAND & SUMMIT	23	16	106	145	145
502	MACON & LINDEN	51	8	105	164	164
503	FOREST & LINCOL	96	49	331	476	476
504	32ND & DUCHESS	47	48	324	419	419
506	MT CALVARY CHUR	373	285	1869	2527	2527
508	MC CLELLAN	192	200	1168	1560	1560
510	MC CLELLAN	17	28	244	289	289
512	22ND & E CLAY	10	1	3	14	14
513	24TH & E WILLIA	36	31	167	234	234
514	EISNERS	236	138	718	1092	1092
		1081	804	5035	6920	6920
		1081	804	5035	6920	6920

CIRC STAT

MAY 1963

EVANS BRANCH

GENERAL WORKS

		6	1	8	15	15
001	PHILOSOPHY	11	5		16	16
002	RELIGION	17	1	15	33	33
003	SOCIAL SCIENCE	32	2	97	131	131
004	LANGUAGE	8		2	10	10
005	SCIENCE	23	5	89	117	117
006	USEFUL ARTS	84	14	67	165	165
007	FINE ARTS	69	9	21	99	99
008	LITERATURE	48	3	23	74	74
009	HISTORY	29	16	49	94	94
010	TRAVEL	35	4	25	64	64
011	BIOGRAPHY	34	16	74	124	124
012	FOREIGN NON FIC			7	7	7
013	PERIODICALS	119	22	34	175	175
014	PAMPHLETS	1			1	1
015	PAPERBACKS	1			1	1
		517	98	511	1126	1126

115	FICTION	738	329	567	1634	1634
116	FOREIGN FICTION			2	2	2
117	J E			1333	1333	1333
		738	329	1902	2969	2969
		1255	427	2413	4095	4095

221	CLASS VISITS			5	5	5
223	INSTRUCTION			5	5	5
224	STORIES			4	4	4
225	ATTENDANCE			115	115	115
235	GROUPS NOT CLAS			1	1	1
236	ATTENDANCE			22	22	22
242	MEETINGS IN BLD	2			2	2
243	ATTENDANCE	12			12	12
244	MENDING	16	1	26	43	43
248	PICTURES MOUNTE			361	361	361
251	RECORDS LP	40	1	8	49	49
253	RECORDS SR	8			8	8
256	READERS ADVISOR	27	33	146	206	206
257	REQUESTS	1	1		2	2
259	STORY HOURS		2		2	2
260	ATTENDANCE		27		27	27
261	NUM OF STORIES		4		4	4
262	TELEPHONE INCOM	160			160	160
601	AP			19	19	19
603	AT			1	1	1
604	YP			35	35	35
607	JP			1	1	1
609	JT			1	1	1
		266	69	750	1085	1085
		266	69	750	1085	1085

CIRC STAT

MAY 1963

HOME SERVICE

GENERAL WORKS

		1			1	1
001	PHILOSOPHY	7			7	7
002	RELIGION	16	2		18	18
003	SOCIAL SCIENCE	7			7	7
005	SCIENCE	4	2	1	7	7
006	USEFUL ARTS	6			6	6
007	FINE ARTS	4			4	4
008	LITERATURE	35			35	35
009	HISTORY	3	2		5	5
010	TRAVEL	29	3	3	35	35
011	BIOGRAPHY	26	21		47	47
013	PERIODICALS	32			32	32
		170	30	4	204	204

115	FICTION	198	49		247	247
117	J E			14	14	14
		198	49	14	261	261
		368	79	18	465	465

237	HOME SERVICE VI	41			41	41
238	HOME SERVICE PA	64			64	64
239	HOME SERVICE PA	1			1	1
257	REQUESTS	6			6	6
302	VELWYN	47			47	47
306	WAKEFIELD NO 2	23			23	23
307	MINOR NURSING H	66			66	66
308	LAKESHORE MANOR	30			30	30
309	RANKIN NURSING	10			10	10
		288			288	288
		288			288	288

CIRC STAT

MAY 1963

ST MARYS HOSP

008	LITERATURE	7			7	7
010	TRAVEL	2	1		3	3
011	BIOGRAPHY	3	1		4	4
		12	2		14	14
115	FICTION	54	10		64	64
117	J E			2	2	2
		54	10	2	66	66
		<u>66</u>	<u>12</u>	<u>2</u>	<u>80</u>	<u>80</u>

CIRC STAT

MAY 1963

D M C

001	PHILOSOPHY	1			1	1
002	RELIGION	1			1	1
003	SOCIAL SCIENCE		2		2	2
005	SCIENCE		14		14	14
006	USEFUL ARTS		9		9	9
007	FINE ARTS	9	3		12	12
008	LITERATURE	1	1		2	2
010	TRAVEL		2		2	2
011	BIOGRAPHY	6	10		16	16
013	PERIODICALS	3			3	3
		21	41		62	62
115	FICTION	92	21	32	145	145
117	J E			91	91	91
		92	21	123	236	236
		113	62	123	298	298

CIRC STAT
MAY 1963
T B SAN

002	RELIGION	2			2	2
005	SCIENCE	1		1	2	2
006	USEFUL ARTS	1			1	1
007	FINE ARTS	2			2	2
008	LITERATURE	3			3	3
010	TRAVEL	8		1	9	9
011	BIOGRAPHY	3	2		5	5
013	PERIODICALS	8			8	8
		28	2	2	32	32
115	FICTION	33	2		35	35
		33	2		35	35
		61	4	2	67	67
257	REQUESTS	2			2	2
		2			2	2
		2			2	2

CIRC STAT
MAY 1963
ASST LIBRARIAN

218	BIBLIOGRAPHIES	1	1	1
219	BOOKTALKS	1	1	1
264	VISITS IN COMM	3	3	3
		5	5	5
		5	5	5

CIRC STAT
MAY 1963
JUV COORDINATOR

218	BIBLIOGRAPHIES	1	1	1
242	MEETINGS IN BLD	4	4	4
243	ATTENDANCE	12	12	12
250	RADIO	1	1	1
		18	18	18
		18	18	18

C I R C S T A T
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CIRC STAT
MAY 1963

DILL BRANCH

GENERAL WORKS

		9	3	9	21	21
001	PHILOSOPHY	2	1		3	3
002	RELIGION	5	2	7	14	14
003	SOCIAL SCIENCE	20	4	79	103	103
004	LANGUAGE	2		5	7	7
005	SCIENCE	5	6	98	109	109
006	USEFUL ARTS	23	16	56	95	95
007	FINE ARTS	29	11	41	81	81
008	LITERATURE	20	1	19	40	40
009	HISTORY	15	17	78	110	110
010	TRAVEL	6	5	58	69	69
011	BIOGRAPHY	8	7	111	126	126
013	PERIODICALS	37	3	8	48	48
014	PAMPHLETS	3		1	4	4
015	PAPERBACKS	2			2	2
		186	76	570	832	832

115	FICTION	314	275	668	1257	1257
116	FOREIGN FICTION		7	7	14	14
117	J E			1607	1607	1607
		314	282	2282	2878	2878
		500	358	2852	3710	3710

221	CLASS VISITS			3	3	3
223	INSTRUCTION			2	2	2
225	ATTENDANCE			76	76	76
235	GROUPS NOT CLAS			2	2	2
236	ATTENDANCE			54	54	54
244	MENDING	15		1	16	16
251	RECORDS LP	28			28	28
252	RECORDS S	2			2	2
253	RECORDS SR	7			7	7
256	READERS ADVISOR	19	17	130	166	166
257	REQUESTS			3	3	3
262	TELEPHONE INCOM	82			82	82
601	AP			2	2	2
603	AT			2	2	2
606	YT			1	1	1
607	JP			1	1	1
		153	17	277	447	447
		153	17	277	447	447

CIRC STAT

MAY 1963

2ND OFFICE

001	PHILOSOPHY	2		2	2
002	RELIGION	1		1	1
003	SOCIAL SCIENCE	11		11	11
005	SCIENCE	10		10	10
006	USEFUL ARTS	8	1	9	9
007	FINE ARTS	14		14	14
008	LITERATURE	1		1	1
009	HISTORY	7		7	7
010	TRAVEL	5		5	5
		59	1	60	60
		59	1	60	60
226	EXHIBITS	6		6	6
262	TELEPHONE INCOM			970	970
		6		976	976
		6		976	976

CIRC STAT
MAY 1963
TECHNICAL PROCE

244 MENDING

193	193
193	193
193	193

CIRC STAT
MAY 1963
LINCOLN ROOM

245	OVERDUE BOOKS	353	133	486	486
246	OVERDUE NOTICES	213	70	283	283
		566	203	769	769
		566	203	769	769