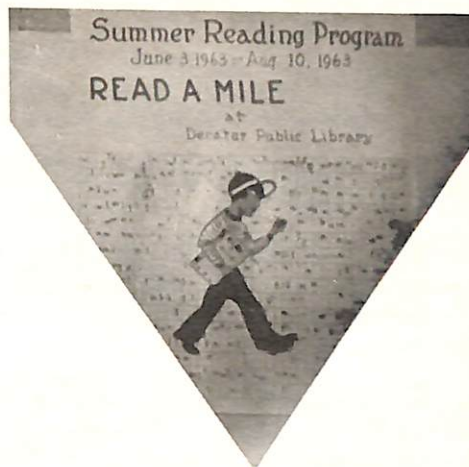




8

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





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

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

- Catherine Yamamoto, Chief Children's Services

9



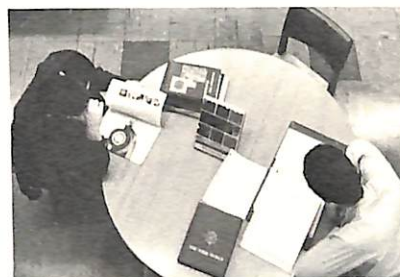
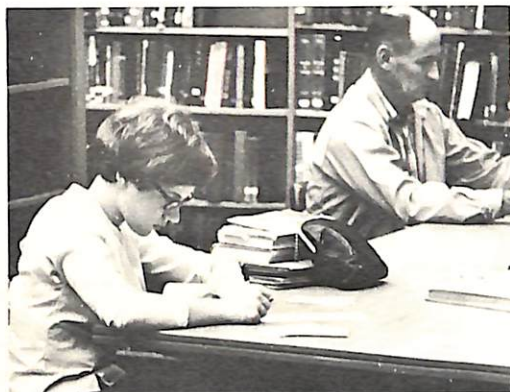
INCREASED USE OF THE Youth Room was attributed to the special effort made to recognize the problems of new patrons.

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

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

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

- Nellie McNabb, Chief Youth Services

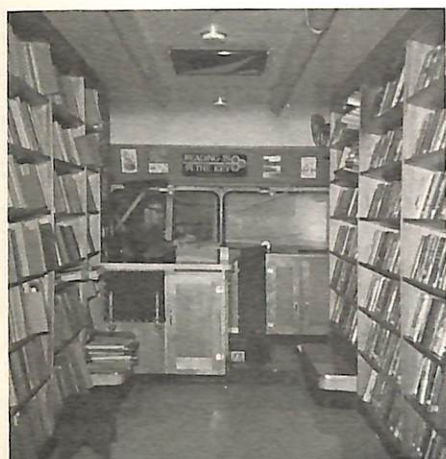




EVANS BRANCH LIBRARY continues to be one of the most attractive service points in Decatur. It reflects the pride and care its readers have for Library materials.

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

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



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

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

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

- Mildred Leonard, Chief Extension Division

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



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

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

- Edith McNabb, Community Information



WSOY "Decatur Reads"



WCIA-TV "The Open Book"



WTVP-TV "Off the Press"



WDZ "Adventures in Reading"



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

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

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

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

- Judi Hansen, Secretary to the Librarian



WHO'S WHO IN THE DECATUR PUBLIC LIBRARY

Board of Directors

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

Staff - Librarians

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



Staff Assistants in Library

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

* Part Time
 ** On Leave
 *** Pages

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

village, town, township
or county on which the
tax was levied for fiscal
year reported

\$262,543,099.00

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

.1058

Printing	1,166.85.
Binding and rebinding	2,847.55
Other operating expense	18,797.23
Total Operating Expense	\$278,021.67
Non-Operating Exp.	197.18
Capital expense: buildings sites, additions, etc.	

Balance on hand at end of
fiscal year

\$ 1,779.02

5 CONTRACT EXPENDITURES (include charges for membership in federations, systems, centralized tech. serv. cooperatives, film circuits, bibliographic centers, contracts with other libraries (& systems) for bookmobile & Ref. Serv., etc.)

* City franchise

PART IV - COOPERATIVE SERVICES (GIVEN OR RECEIVED)

A. COOPERATIVE SERVICES - Please list names of contracting agencies in relation to services conducted and check cooperative services conducted by contract or letter of agreement:

COOPERATIVE SERVICES CONDUCTED		CONTRACTING AGENCIES	GIVEN	RECEIVED	NOT APPLICABLE
1	Centralized purchasing		☐	☐	☐
2	Centralized cataloging		☐	☐	☐
3	Centralized processing		☐	☐	☐
4	Revolving book collection		☐	☐	☐
5	Shared personnel		☐	☐	☐
6	Bookmobile service		☐	☐	☐
7	Film circuit		☐	☐	☐
8	Reference service		☐	☐	☐
9	Bibliographic center service		☐	☐	☐
10	Extended borrower's privileges		☐	☐	☐
11	Other (Specify)		☐	☐	☐

B. DOES THE LIBRARY REGULARLY RECEIVE REVOLVING LOANS FROM CONTRACTING LIBRARY (OR SYSTEMS).
Report only shipments received for general lending. DO NOT report books borrowed through interlibrary loan for specific requests.

Yes ☐ No ☒

If Yes, give estimated total number of volumes received in revolving loan collection per year.

PART V - INTERLIBRARY LOANS

A. (For purposes of this survey, an interlibrary loan is the loan of a volume between libraries which are not branches of a consolidated system. Loans between units of a federated system are to be included in the below figures.)

Number of volumes lent in reporting year 143 Number of volumes borrowed in reporting year 231

PART VI - ELECTIONS

A. ELECTIONS. - If the library was involved in a library election during the reporting year, please answer:

- The proposition as it was presented to voters: _____
- Date: _____
- Final vote: For _____ Against _____
- Type of election: Special _____ General _____

PART VII - REPORT OF PROGRESS

A. 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.)

See attached annual report

DECATUR, ILLINOIS
240 NORTH CHURCH ST.
429-5135

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

MATTOON, ILLINOIS
1709 BROADWAY
235-0377

TAYLORVILLE, ILLINOIS
240 NORTH WASHINGTON ST.
824-3113

Decatur, Illinois
May 6, 1964

EFFINGHAM, ILLINOIS
204 WEST WASHINGTON ST.
342-2233

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

We have examined the attached statement of revenue, expenditures and balance on a cash basis of the Decatur Public Library for the fiscal year ended April 30, 1964. 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 revenue and expenditures of the Decatur Public Library for the fiscal year ended April 30, 1964 and the resulting cash balance at that date.

Murphy, Jenne & Jones
Certified Public Accountants.

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

Decatur, Illinois
May 15, 1964

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

Gentlemen:

As a supplement to our formal report of examination for the fiscal year ended April 30, 1964, we submit herewith certain observations and recommendations which would, in our opinion, improve the accounting procedures and strengthen the security and control over the library funds.

- 1 - Cash receipts per the detail records from the IBM listings should be reconciled monthly with the amounts recorded in the cash receipts journal and with amounts actually deposited.
- 2 - At the end of each month the bookkeeper should prepare a reconciliation of the cash balance per the IBM monthly bill list and with the bank statement.
- 3 - We recommend that the practice of reducing certain expenditures by miscellaneous receipts for services be discontinued.

We shall be glad to discuss any of the foregoing suggestions and assist in training the persons responsible if you so desire.

Very respectfully yours,

Murphy, Jenne & Jones
Certified Public Accountants.

DECATUR PUBLIC LIBRARY

STATEMENT of REVENUE, EXPENDITURES and BALANCE - CASH BASIS
Year ended April 30, 1964

REVENUE:

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

Total revenue

\$ 279,432.44

EXPENDITURES:

Operating -

Salaries	\$ 191,515.63
Library supplies and administrative expense	20,276.20
Building and bookmobile maintenance	22,253.23
Books, periodicals, records, etc.	40,291.89
Other	<u>3,684.72</u>
	278,021.67

Non-operating -

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

Total expenditures

278,218.85

EXCESS of REVENUE over EXPENDITURES

\$ 1,213.59

Cash balance, May 1, 1963

565.43

CASH BALANCE, April 30, 1964

\$ 1,779.02

Cash balance at April 30, 1964 consists of the following items:

Cash on deposit	\$ 1,602.15
Cash on hand -	
Undeposited receipts	142.27
Change funds	<u>34.60</u>

Total, as above

\$ 1,779.02

DECATUR PU
DECATUR IL
BUDGET
BILL LIST
MAY 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE	* CR
100	SALARIES S	19000000			19000000	
			1238963 ✓			
	BL CR AND		16200 ✓			
	DEC CITY C		23500 ✓			
	NATL BK DE		192020 ✓			
	TREAS CIT		107861 ✓			
	UNITED FUN		1275 ✓			
100		19000000	1579819	1579819	17420181 *	
		19000000	1579819	1579819	17420181 *	
201	BINDING SU	39000			39000	
201		39000			39000 *	
202	CAT MATER I	90000			90000	
202		90000			90000 *	
203	FREIGHT EX	12500			12500	
	FOLLETT LI		190 ✓			
	THERMOFAX		56 ✓			
	I K C		441 ✓			
203		12500	687	687	11813 *	
204	IBM SUPPLI	960000			960000	
	IBM		4280 ✓			
	IBM		57500 ✓			
	GEN PAPER		770 CR ✓			
204		960000	61010	61010	898990 *	
205	OFFICE SUP	80000			80000	
	ALLIED OFF		1415 ✓			
	DEC PAPER		822 ✓			
	DEC PAPER		200 CR ✓			
	HAINES & E		657 ✓			
	IBM		400 ✓			
	NATL BK DE		500 ✓			
	PFILES CAM		7250 ✓			
	PFILES CAM		207 ✓			
	THERMOFAX		16326 ✓			
	YORK RADIO		797 ✓			
	VERIFAX		1205 CR ✓			
	PLASTIC BA		29 CR ✓			
205		80000	26940	26940	53060 *	

DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST FOR MAY 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
206	POSTAGE	135000			135000
	POSTMASTER		9000 ✓		
	POSTMASTER		4500 ✓		
	BINFORDS &		40 ✓		
	CITIZEN IN		60 ✓		
	INTNL TEXT		15 ✓		
	LITTLE BRI		25 ✓		
	MCCLURG A		25 ✓		
	PERGANDE P		65 ✓		
	RECREATION		20 ✓		
	POSTMASTER		2862 ✓		
	RESERVES		489 CR ✓		
	POSTAGE		2568 CR ✓		
206		135000	13555	13555	121445*
207	PRINTING	120000			120000
207		120000			120000*
208	REP TO EQU	40000			40000
	DECATUR RE		15460 ✓		
	DECATUR RE		5795 ✓		
	FIXMASTERS		250 ✓		
208		40000	21505	21505	18495*
209	TEL TOLLS	9000			9000
	ILLINOIS B		775 ✓		
209		9000	775	775	8225*
210	TEL SERVIC	185960			185960
210		185960			185960*
212	RENT OF MA	67200			67200
	PITNEY BOW		1800 ✓		
212		67200	1800	1800	65400*
213	SERV CONTR	40000			40000
	DICTAPHONE		5700 ✓		
213		40000	5700	5700	34300*
220	PROF DEVEL	150000			150000
	ILL LIB AS		2200 ✓		
	HOWE MRS M		759 ✓		
	HOWE MRS M		1000 ✓		
	N O M A		300 ✓		
220		150000	4259	4259	145741*
221	COMM SERVI	7500			7500
	DECATUR CL		9496 ✓		
	AWARD DINN		3630 CR ✓		
221		7500	5866	5866	1634*

DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST FOR MAY 1964

code	ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
222	EXHIBIT EX	1500			1500
	HAINES & E		846 ✓		
222		1500	846	846	654*
223	HANDLING C	2500			2500
	US GPO		10 ✓		
223		2500	10	10	2490*
224	ADVERTISIN	8500			8500
224		8500			8500*
225	AUDITING	50000			50000
225		50000			50000*
32229	KROWS FRED		600 ✓		
32229			600	600	600*CR
299	MISC	10000			10000
299		10000			10000*
		2008660	143553	143553	1865107*
301	BLDG SUPPL	120000			120000
	WESTERVELT		750 ✓		
	BLACK & CO		37 ✓		
301		120000	787	787	119213*
302	CLEANING S	7000			7000
302		7000			7000*
304	GARBAGE &	12500			12500
	DASH OTTO		400 ✓		
	H & H DISP		750 ✓		
	SMITHS DIS		500 ✓		
304		12500	1650	1650	10850*
306	INSURANCE	454600			454600
306		454600			454600*
307	LIGHT & PO	250000			250000
	ILL POWER		13853 ✓		
307		250000	13853	13853	236147*
308	BLDG REPAI	60000			60000
308		60000			60000*
309	TRAVEL	60000			60000
	STUKE SALL		936 ✓		
	HOWE MRS M		1920		

DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST FOR MAY 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
	CITY OF DE		733 ✓		
	CITY OF DE		700 ✓		
	CITY OF DE		442 ✓		
309		60000	4731	4731	55269*
310	HEALTH & S	1500			1500
	KRESGE S S		72 ✓		
310		1500	72	72	1428*
311	CONTRACT C	1000000			1000000
	DEC WINDOW		67500 ✓		
	DEC WINDOW		4300 ✓		
	DEC WINDOW		11500 ✓		
	DEC WINDOW		800 ✓		
	DEC WINDOW		1600 ✓		
311		1000000	85700	85700	914300*
313	REP AUTO E	220000			220000
	DECATUR RE		1300 ✓		
	DECATUR RE		1300 ✓		
	NATL CITY		614 ✓		
	NATL CITY		217 ✓		
313		220000	3431	3431	216569*
314	CLEANING S	17500			17500
	NORMANS		145 ✓		
314		17500	145	145	17355*
315	APPRAISAL	15000			15000
315		15000			15000*
320	APPRAISAL	30000			30000
320	<i>Lawn Services</i>	30000			30000*
		2248100	110369	110369	2137731*
401	BINDING	300000			300000
401		300000			300000*
402	BOOKS	3602300			3602300
	AM LIBRARY		338 ✓		
	BAKER & TA		85128 ✓		
	BAKER & TA		236770 ✓		
	BINFORDS &		1575 ✓		
	CHILTON BK		1303 ✓		
	CITIZEN IN		1200 ✓		
	CNTR STDY		100 ✓		
	FOLLETT LI		4900 ✓		
	HUSTON PAT		27000 ✓		
	ILL STATE		700 ✓		

DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST FOR MAY 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
	ILLINOIS B		2365 ✓		
	INTNL TEXT		900 ✓		
	KRAEMER HE		395 ✓		
	LITTLE BRI		595 ✓		
	MCCLURG A		455 ✓		
	MCCLURG A		330 ✓		
	MCNAUGHTON		12000 ✓		
	NEW METHOD		1899 ✓		
	NEW METHOD		630 ✓		
	PERGANDE P		3535 ✓		
	PRICE GDE		800 ✓		
	RECREATION		450 ✓		
	RED DUST I		263 ✓		
	S M A C C		500 ✓		
	SCARECROW		360 ✓		
	SCARECROW		990 ✓		
	L & D		308 CR ✓		
	MEMORIAL B		2000 CR ✓		
	WITHDRAWN		110 CR ✓		
402		3602300	383063	383063	3219237*
405	FILMS 16MM	150000			150000
405		150000			150000*
406	FILMS SLID	2500			2500
406		2500			2500*
408	FILMS MICR	112500			112500
408		112500			112500*
409	FILM RENTA		1250 CR ✓		
409			1250 CR	1250 CR	1250*
410	PAMPHLETS	10000			10000
410		10000			10000*
412	PICTURES	7500			7500
412		7500			7500*
414	RECORDS LP	110000			110000
414		110000			110000*
419	PERIODICAL	400000			400000
	INTNL ART		1200 ✓		
	BOWKER R R		4000 ✓		
	U OF I PRE		600 ✓		
	DEC HERLD		360 ✓		
	US GPO		90 ✓		
	GEN PAPER		84 CR ✓		
419		400000	6166	6166	393834*

DECATUR PUBLIC LIBRARY
BUDGET AND BILL LIST FOR MAY 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR MAY	YEAR TO DATE	BALANCE
421	MEMBERSHIP	70000			70000
421		70000			70000*
422	SERVICES	200000			200000
	BOWKER R R		8000		
422		200000	8000	8000	192000*
		4964800	395979	395979	4568821*
502	ADD TO EQU	150000			150000
502		150000			150000*
603	RENTALS	208440			208440
	SWARTZ HOM		17370		
603		208440	17370	17370	191070*
		208440	17370	17370	191070*
		28580000	2247090	2247090	26332910*

Balance in checking account \$1,961.30

Bills Presented for payment Mary T. Howe

Approved for payment _____

Charles B. Paglia
Harold W. Koslophi

Louise H. Nelson
Finance Committee

700	BAL LAST M	160215
	TAX INCOME	2200000
	FINES	62377
	NON RES FE	4900
	L & D	308
	RESERVES	489
	MEMORIAL B	2000
	FILM RENTA	1250
	ERIFAX	1205
	PLASTIC BA	29
	POSTAGE	2568
	GEN PAPER	770
	GEN PAPER	84
	WITHDRAWN	110
	AWARD DINN	3630
	BILL LIST	2247090 CR
	CITY BILLS	15728
	CASH CREDI	12443 CR
700	Balance in checking account	1961.30

Payroll Part-time May 1-18 1964

50864	43	MULLEN	D	325
51564	43	MULLEN	D	325
				650

50264	70	MCBRIDE	J	8
50464	70	MCBRIDE	J	4
5054	70	MCBRIDE	J	3
50764	70	MCBRIDE	J	250
50964	70	MCBRIDE	J	8
51164	70	MCBRIDE	J	4
51264	70	MCBRIDE	J	3
51464	70	MCBRIDE	J	250
51864	70	MCBRIDE	J	4
				3900

50264	72	SMITH	V	45
50464	72	SMITH	V	325
50664	72	SMITH	V	8
50764	72	SMITH	V	325
51364	72	SMITH	V	75
51464	72	SMITH	V	325
51664	72	SMITH	V	550
51864	72	SMITH	V	325
				3850

50164	73	OSBAKKEN	M	2
50264	73	OSBAKKEN	M	6
50464	73	OSBAKKEN	M	4
50664	73	OSBAKKEN	M	2
50764	73	OSBAKKEN	M	4
50864	73	OSBAKKEN	M	2
50964	73	OSBAKKEN	M	550
51164	73	OSBAKKEN	M	2
51264	73	OSBAKKEN	M	4
51364	73	OSBAKKEN	M	2
51464	73	OSBAKKEN	M	4
51564	73	OSBAKKEN	M	2
51664	73	OSBAKKEN	M	6
51864	73	OSBAKKEN	M	2
				4750

50164	74	ROSE	M	4
50264	74	ROSE	M	4
50464	74	ROSE	M	2
5054	74	ROSE	M	2
50664	74	ROSE	M	4
50764	74	ROSE	M	2
50864	74	ROSE	M	2
50964	74	ROSE	M	6
51164	74	ROSE	M	4
51264	74	ROSE	M	2
51364	74	ROSE	M	1
51464	74	ROSE	M	2
51564	74	ROSE	M	2
51664	74	ROSE	M	6
51864	74	ROSE	M	4
				4700

50164	80	STOKES	N	2
50264	80	STOKES	N	6
50464	80	STOKES	N	2
5054	80	STOKES	N	4

50664	80	STOKES	N	2
50764	80	STOKES	N	2
50964	80	STOKES	N	4
50964	80	STOKES	N	6

2800

THE STANDARD FORM OF AGREEMENT
BETWEEN OWNER AND ARCHITECTON A BASIS OF A
PERCENTAGE OF CONSTRUCTION COST

THIS AGREEMENT

made this 28th day of May in the year Nineteen Hundred and Sixty-four

BY AND BETWEEN

Board of Directors, Decatur Public Library

hereinafter called the Owner, and

John F. Sweetnam, Architect and Engineer

hereinafter called the Architect

WITNESSETH,

that whereas the Owner intends to remodel the existing main library building
and/or erect an addition to the existing main library building, or erect a new
library building at a cost not to exceed \$1,500,000.00

hereinafter called the Project,

NOW, THEREFORE,

the Owner and the Architect, for the considerations hereinafter set forth agree as follows:

**ARTICLE 1. THE ARCHITECT AGREES TO PROVIDE PROFESSIONAL SERVICES FOR THE PROJECT AS
HEREINAFTER SET FORTH.****ARTICLE 2. THE OWNER AGREES TO PAY THE ARCHITECT AS COMPENSATION FOR HIS SERVICES:**2.1 For his basic services ~~(-----%) of the project construction cost, hereinafter referred
to as the Basic Rate, the work to be let under a single lump sum contract.~~2.2 For work let on a cost-plus-fee basis, increase the Basic rate to per cent ~~(-----%)~~2.3 For work let under separate contracts, increase the Basic Rate to per cent ~~(-----%)~~2.4 For Additional Services defined in Article 4 hereinafter, ~~(-----) times~~
the Direct Personnel Expense as defined in Article 7.1 hereinafter.In computing Direct Personnel Expense principal's time shall be computed at \$ 12.00 per hour,
and employees' time shall be at their regular rate of pay plus normal benefits.

2.5 Reimbursable expense as defined in Article 7.2 hereinafter to the amount expended.

TERMS AND CONDITIONS OF AGREEMENT BETWEEN OWNER AND ARCHITECT

ARTICLE 3. ARCHITECT'S BASIC SERVICES

3.1 Schematic Design Phase.

3.1.1 The Architect shall consult with the Owner to ascertain the requirements of the Project and shall confirm such requirements to the Owner.

3.1.2 He shall prepare schematic design studies leading to a recommended solution together with a general description of the Project for approval by the Owner.

3.1.3 He shall submit to the Owner a Statement of Probable Project Construction Cost based on current area, volume or other unit costs.

3.2 Design Development Phase.

3.2.1 The Architect shall prepare from the approved Schematic Design Studies, the Design Development Documents consisting of plans, elevations and other drawings, and outline specifications, to fix and illustrate the size and character of the entire Project in its essentials as to kinds of materials, type of structure, mechanical and electrical systems and such other work as may be required.

3.2.2 He shall submit to the Owner a further Statement of Probable Project Construction cost.

3.3 Construction Documents Phase.

3.3.1 The Architect shall prepare from the approved Design Development Documents, Working Drawings and Specifications setting forth in detail the work required for the architectural, structural, mechanical, electrical, service-connected equipment, and site work, and the necessary bidding information, General Conditions of the Contract, and Supplementary General Conditions of the Contract, and shall assist in the drafting of Proposal and Contract Forms.

3.3.2 He shall keep the Owner informed of any adjustments to previous Statements of Probable Project Construction Cost indicated by changes in scope, requirements or market conditions.

3.3.3 He shall be responsible for filing the required documents to secure approval of governmental authorities having jurisdiction over the design of the Project.

3.4 Construction Phase—General Administration of Construction Contracts.

3.4.1 The Architect shall assist the Owner in obtaining proposals from Contractors and in awarding and preparing construction contracts.

3.4.2 To the extent provided by the contract between the Owner and the Contractor, he shall make decisions on all claims of the Owner and Contractor and on all other matters relating to the execution and progress of the work or the interpretation of the Contract Documents. He shall check and approve samples, schedules, shop drawings and other submissions only for conformance with the design concept of the Project and for compliance with the information given by the Contract Documents, prepare change orders and assemble written guarantees required of the Contractors.

3.4.3 He will make periodic visits to the site to familiarize himself generally with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents. He will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work and he will not be responsible for the Contractors' failure to carry out the construction work in accordance with the Contract Documents. During such visits and on the basis of his observations while at the site, he will keep the Owner informed of the progress of the work, will endeavor to guard the Owner against defects and deficiencies in the work of Contractors, and he may condemn work as failing to conform to the Contract Documents. Based on such observations and the Contractors' Applications for Payment, he will determine the amount owing to the Contractor and will issue Certificates for Payment in such amounts. These Certificates will constitute a representation to the Owner, based on such observations and the data comprising the Application for Payment, that the work has progressed to the point indicated.

By issuing a Certificate for Payment, the Architect will also represent to the Owner that, to the best of his knowledge, information and belief based on what his observations have revealed, the quality of the work is in accordance with the Contract Documents. He will conduct inspections to determine the dates of substantial and final completion and issue a final Certificate for Payment.

3.4.4 If more extensive representation at the site is required, the conditions under which such representation shall be furnished and a Project Representative selected, employed and directed, shall be agreed to by the Owner and the Architect and set forth in an exhibit to this Agreement.

ARTICLE 4. ARCHITECT'S ADDITIONAL SERVICES

The following services cause the Architect extra expense. If any of these services are authorized by the Owner they shall be paid for by the Owner as a Multiple of Direct Personnel Expense:

4.1 Making planning surveys and special analyses of the Owner's needs to clarify requirements of the Project.

4.2 Making measured drawings of existing construction when required for planning additions or alterations thereto.

4.3 Revising previously approved drawings or specifications to accomplish changes.

4.4 Providing Semi-Detailed or Detailed Cost Estimates.

4.5 Preparing documents for Alternate Bids and Change Orders, or for supplemental work initiated after commencement of the construction phase.

4.6 Consultation concerning replacement of any work damaged by fire or other cause during construction and furnishing professional services of the types set forth in Article 3 above as may be required in connection with the replacement of such work.

4.7 Arranging for the work to proceed should the contractor default due to delinquency or insolvency.

4.8 Providing prolonged contract administration and observation of construction should the construction contract time be exceeded by more than 25% due to no fault of the Architect.

4.9 Preparing as-built drawings showing construction changes in the work and final locations of mechanical service lines and outlets on the basis of data furnished by the Contractor.

4.10 Making an inspection of the Project prior to expiration of the guarantee period and reporting observed discrepancies under guarantees provided by the construction contracts.

ARTICLE 5. THE OWNER'S RESPONSIBILITIES

5.1 The Owner shall provide full information as to his requirements for the Project.

5.2 He shall designate, when necessary, representatives authorized to act in his behalf. He shall examine documents submitted by the Architect and render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the Architect's work. He shall observe the procedure of issuing orders to contractors only through the Architect.

5.3 He shall furnish or direct the Architect to obtain at the Owner's expense, a certified survey of the site, giving, as required, grades and lines of streets, alleys, pavements, and adjoining property; rights of way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, and contours of the building site; locations, dimensions, and complete data pertaining to existing buildings, other improvements and trees; full information as to available service and utility lines both public and private; and test borings and pits necessary for determining subsoil conditions.

5.4 He shall pay for structural, chemical, mechanical, soil mechanics or other tests and reports if required.

5.5 He shall arrange and pay for such legal, auditing, and insurance counselling services as may be required for the Project.

5.6 If the Owner observes or otherwise becomes aware of any defect in the Project, he shall give prompt written notice thereof to the Architect.

ARTICLE 6. PROJECT CONSTRUCTION COST

6.1 Project Construction Cost as herein referred to means the total cost of all work designed or specified by the Architect, but does not include any payments made to the Architect or consultants.

6.2 Project Construction Cost shall be based upon one of the following sources with precedence in the order listed:

6.2.1 Lowest acceptable bona fide Contractor's proposal received for any or all portions of the Project.

6.2.2 Semi-Detailed or Detailed Estimate of Project Construction Cost as defined in paragraph 6.4 below.

6.2.3 The Architect's latest Statement of Probable Project Construction Cost based on current area, volume or other unit costs.

6.3 When labor or material is furnished by the Owner, the Project Construction Cost shall include such labor and material at current market cost.

6.4 If a fixed limit of Project Construction Cost is stated herein, or if otherwise authorized by the Owner, Estimates of the Probable Project Construction Cost prepared in Semi-Detailed or Detailed form by an experienced estimator will be secured by the Architect during the Design Development or Construction Documents Phase.

6.5 If the Statement of Probable Project Construction Cost, or the Semi-Detailed or Detailed Cost Estimate, or the lowest bona fide proposal is in excess of any limit stated herein, the Owner shall give written approval of an increase in the limit, or he shall cooperate in revising the project scope or quality, or both, to reduce the cost as required.

6.6 Since the Architect has no control over the cost of labor and materials, or competitive bidding, he does not guarantee the accuracy of any Statements of Probable Construction Cost, or any Semi-Detailed or Detailed Cost Estimates.

ARTICLE 7. DIRECT & REIMBURSABLE EXPENSE

7.1 Direct Personnel Expense includes that of principals and employees engaged on the Project including architects, engineers, designers, job captains, draftsmen, specification writers, typists and Project Representatives, in consultation, research, designing, producing drawing, specifications and other documents pertaining to the Project, and services during construction at the Project site.

7.2 Reimbursable Expense includes actual expenditures made by the Architect in the interest of the Project for the following incidental expenses:

7.2.1 Expense of transportation and living of principals and employees when traveling in connection with the Project; long distance calls and telegrams; ~~reproduction of drawings and specifications, excluding copies for Architect's office use and duplicate sets at each phase for the Owner's review and approval;~~ and fees paid for securing approval of authorities having jurisdiction over the Project.

7.2.2 If authorized in advance by the Owner, the expense of Project Representative, overtime work requiring higher than regular rates, perspectives or models for the Owner's use.

7.2.3 If their employment is authorized in advance by the Owner, fees of special consultants, for other than the normal structural, mechanical and electrical engineering services.

ARTICLE 8. PAYMENTS TO THE ARCHITECT

8.1 Payments on account of the Architect's basic services shall be as follows:

8.1.1 A minimum primary payment of 5 per cent of the compensation for basic services, payable upon the execution of the Agreement, is the minimum payment under the Agreement.

8.1.2 Subsequent payments shall be made monthly in proportion to services performed to increase the compensation for basic services to the following percentages at the completion of each phase of the work:

Schematic Design Phase	15%
Design Development Phase	35%
Construction Documents Phase	75%
Receipt of Bids	80%
Construction Phase	100%

8.2 Payments for Additional Services of the Architect as defined in Article 4 above, and for Reimbursable Expense as defined in Article 7.2, shall be made monthly upon presentation of Architect's detailed invoice.

8.3 No deduction shall be made from the Architect's compensation on account of penalty, liquidated damages, or other sums withheld from payments to contractors.

8.4 If any work designed or specified by the Architect during any phase of service is abandoned or suspended in whole or in part, the Architect is to be paid for the service performed on account of it prior to receipt of written notice from the Owner of such abandonment or suspension, together with reimbursements then due and any terminal expense resulting from abandonment or suspension for more than three months.

ARTICLE 9. ARCHITECT'S ACCOUNTING RECORDS

Records of the Architect's Direct Personnel, Consultant, and Reimbursable Expense pertaining to this Project and records of accounts between the Owner and Contractor shall be kept on a generally recognized accounting basis and shall be available to the Owner or his authorized representative at mutually convenient times.

ARTICLE 10. TERMINATION OF AGREEMENT

This Agreement may be terminated by either party upon seven day's written notice should the other party fail substantially to perform in accordance with its terms through no fault of the other. In the event of termination, due to the fault of others than the Architect, the Architect shall be paid for services performed to termination date, including reimbursements then due, plus terminal expense.

ARTICLE 11. OWNERSHIP OF DOCUMENTS

Drawings and Specifications as instruments of service are the property of the Architect whether the Project for which they are made be executed or not. They are not to be used on other projects except by agreement in writing.

ARTICLE 12. SUCCESSORS AND ASSIGNS

The Owner and the Architect each binds himself, his partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party in respect of all covenants of this Agreement. Neither the Owner nor the Architect shall assign, sublet or transfer his interest in this Agreement without the written consent of the other.

ARTICLE 13. ARBITRATION

Arbitration of all questions in dispute under this Agreement shall be at the choice of either party and shall be in accordance with the provisions, then obtaining, of the Standard Form of Arbitration Procedure of The American Institute of Architects. This Agreement shall be specifically enforceable under the prevailing arbitration law and judgment upon the award rendered may be entered in the court of the forum, state or federal, having jurisdiction. The decisions of the arbitrators shall be a condition precedent to the right of any legal action.

ARTICLE 14. AMENDMENTS AND MISCELLANEOUS

A. Article 2 is amended as follows:

2.1 For his basic services ten per cent (10%) of the cost of the remodeling work and six per cent (6%) of the cost of an addition if erected. If a new building is erected the basic rate shall be six per cent (6%) of the new project construction cost.

Omit 2.2 and 2.3.

B. Article 7 is amended as follows:

7.2.1 Twenty-five (25) complete sets of plans and specifications will be furnished by the Architect. Additional sets required beyond this number will be considered a reimbursable item in this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year first above written.

Owner Board of Directors
Decatur Public Library

Architect John F. Sweetman

BY Mary T. Howe
(Secretary - Treasurer)

Vendor List May 1964

POSTMASTER	22	206	4500✓	564
POSTMASTER	22	206	9000✓	564
POSTMASTER			13500	
DRAWER ACCOUNT				
SEE ATT LIST			8010X	564
MARY T HOWE DRAW			8010	
ALLIED OFFICE	2017	22 205	1415✓	564
ALLIED OFFICE			1415	
AM LIBRARY ASSOC	S027845	402	338✓	564
AM LIBRARY ASSOC			338	
BAKER & TAYLOR M	B15205	402	85128✓	564
BAKER & TAYLOR M	B15424	402	236770✓	564
BAKER & TAYLOR M			321898	
BINFORDS & MORT	S4153	402	1575✓	564
BINFORDS & MORT	S4153	206	40✓	564
BINFORDS & MORT			1615	
BL CR AND SHIELD		100	16200✓	564
BL CR AND SHIELD			16200	
BOWKER R R		422	8000✓	564
BOWKER R R		419	4000✓	564
BOWKER R R			12000	
CHILTON BKS	204805	402	1303✓	564
CHILTON BKS			1303	
CITIZEN INF SERV		402	1200✓	564
CITIZEN INF SERV		206	60✓	564
CITIZEN INF SERV			1260	
CNTR STDY LIB ED	662	402	100✓	564
CNTR STDY LIB ED			100	
DASH OTTO DISPOS		22 304	400✓	564
DASH OTTO DISPOS			400	
DEC CITY CU		100	23500✓	564
DEC CITY CU			23500	
DEC PAPER HOUSE		22 205	822✓	564
DEC PAPER HOUSE		22 205	200✓	564
DEC PAPER HOUSE			622	
DEC WINDOW CLNG		22 311	67500✓	564

DEC WINDOW CLNG		32	311	4300✓	564
DEC WINDOW CLNG		13	311	11500✓	564
DEC WINDOW CLNG		04	311	800✓	564
DEC WINDOW CLNG		07	311	1600✓	564
DEC WINDOW CLNG					
				85700	
DECATUR CLUB	3211		221	9496✓	564
DECATUR CLUB				9496	
DECATUR REFRIG	25470	11	313	1300✓	564
DECATUR REFRIG	25470	12	313	1300✓	564
DECATUR REFRIG	25470	22	208	15460✓	564
DECATUR REFRIG	25478	22	208	5795✓	564
DECATUR REFRIG					
				23855	
DICTAPHONE CORP	688245	06	213	5700✓	564
DICTAPHONE CORP				5700	
FIXMASTERS	1648	22	208	250✓	564
FIXMASTERS				250	
FOLLETT LIB BK	836603		402	4900✓	564
FOLLETT LIB BK	836603		203	190✓	564
FOLLETT LIB BK					
				5090	
H & H DISPOSAL		32	304	750✓	564
H & H DISPOSAL				750	
HAINES & ESSICK			222	846✓	564
HAINES & ESSICK	A17640		205	657✓	564
HAINES & ESSICK					
				1503	
HUSTON PATTERSON			402	27000✓	564
HUSTON PATTERSON				27000	
IBM	33933	09	204	4280✓	564
IBM	1327	08	205	400✓	564
IBM	381285	09	204	57500✓	564
IBM					
				62180	
ILL LIB ASSOC		29	220	2200✓	564
ILL LIB ASSOC				2200	
ILL STATE HIST			402	700✓	564
ILL STATE HIST				700	
ILLINOIS BELL			402	2365✓	564
ILLINOIS BELL		22	209	775✓	564
ILLINOIS BELL					
				3140	
INTNL ART MARKET			419	1200✓	564
INTNL ART MARKET				1200	

INTNL TEXTBOOK	3736R	402	900✓	564
INTNL TEXTBOOK	3736R	206	15✓	564
INTNL TEXTBOOK			915	
KRAEMER HEDDY	617	402	395✓	564
KRAEMER HEDDY			395	
LITTLE BRICK HSE		402	595✓	564
LITTLE BRICK HSE		206	25✓	564
LITTLE BRICK HSE			620	
MCCLURG A C & CO		206	25✓	564
MCCLURG A C & CO		402	455✓	564
MCCLURG A C & CO		402	330✓	564
MCCLURG A C & CO			810	
MCNAUGHTON	124	402	12000✓	564
MCNAUGHTON			12000	
NATL BK DECATUR		100	192020✓	564
NATL BK DECATUR	05	205	500✓	564
NATL BK DECATUR			192520	
NATL CITY TRUCK	104446	12 313	614✓	564
NATL CITY TRUCK	104458	20 313	217✓	564
NATL CITY TRUCK			831	
NEW METHOD	507265	402	1899✓	564
NEW METHOD	511354	402	630✓	564
NEW METHOD			2529	
NORMANS		22 314	145✓	564
NORMANS			145	
PERGANDE PUBL		402	3535✓	564
PERGANDE PUBL		206	65✓	564
PERGANDE PUBL			3600	
PFILES CAMERA	32799	22 205	7250✓	564
PFILES CAMERA	32699	22 205	207✓	564
PFILES CAMERA			7457	
PITNEY BOWES	717048	22 212	1800✓	564
PITNEY BOWES			1800	
PRICE GDE PUBL	7352	402	800✓	564
PRICE GDE PUBL			800	
RECREATION TRAV		402	450✓	564
RECREATION TRAV		206	20✓	564
RECREATION TRAV			470	

RED DUST INC	237	402	263✓	564
RED DUST INC			263	
S M A C C N A		402	500✓	564
S M A C C N A			500	
SCARECROW PRESS	B9345	402	360✓	564
SCARECROW PRESS	D613	402	990✓	564
SCARECROW PRESS			1350	
SMITHS DISPOSAL		13 304	500✓	564
SMITHS DISPOSAL			500	
STUKE SALLY		15 309	936✓	564
STUKE SALLY			936	
SWARTZ HOMES		32 603	17370✓	564
SWARTZ HOMES			17370	
THERMOFAX SALES	SZ08273	22 205	16326✓	564
THERMOFAX SALES	SZ08273	22 203	56✓	564
THERMOFAX SALES			16382	
TREAS CITY DEC		100	107861/	564
TREAS CITY DEC			107861	
U OF I PRESS		419	600✓	564
U OF I PRESS			600	
UNITED FUND		100	1275✓	564
UNITED FUND			1275	
WESTERVELT PAPER	4661	22 301	750✓	564
WESTERVELT PAPER			750	
YORK RADIO & TV		22 205	797✓	564
YORK RADIO & TV			797	
I K C	151368	09 203	441✓	564
CITY OF DECATUR		11 309	733✓	564
CITY OF DECATUR		12 309	700✓	564
CITY OF DECATUR		20 309	442✓	564
ILL POWER CO		307	13853✓	564
			16169	

PAYROLL - MAY, 1964

DECATUR PUBLIC LIBRARY
Decatur, Illinois

NAME		ANNUAL	CODE	MONTHLY	RET. & SS	INC. TAX	CU	BC & BS	UF	TOT. DED.	NET SALARY
ASKINS	J	\$ 3,156.	57	263 00	18 09	297 0				4779	21521
ATCHISON	R M	\$ 4,442.	37	370 17	29 18	532 0	500			8738	28279
BRADSHAW	C	3,180.	53	265 00	18 22	375 0			100	5672	20828
*DOBRINICK	M E	3,792.	29	326 00	22 41	387 0			100	6211	26389
*ENSIGN	E E	3,540.	31	295 00	20 28	342 0		660		6108	23392
GRIFFIN	M R	4,116.	99	343 00	23 60	409 0				6450	27850
HANSEN	J	4,176. (3/4)	77	261 00	17 95	297 0			125	4890	21210
*HATHORNE	R	3,672.	58	306 00	21 04	442 0	1000			7524	23076
HONNOLD	O D	4,992.	20	416 00	28 60	602 0				8880	32720
*HOPPE	I E	3,156.	62	263 00	18 09	375 0				5559	20741
*HOUCK	H E	4,548.	26	379 00	26 06	543 0				8036	29864
HOWE	M T	10,500.	1	875 00	60 15	1027 0	8000	660	500	5445	62055
*HUNK	C E	3,792.	34	346 00	23 80	421 0	5000	660		2250	22350
JONES	E F	5,376.	16	448 00	30 80	580 0		660		9540	35260
KIRCHGRABER	R B	8,505.	11	708 75	55 84	591 0		1788		3282	57593
LARMON	M E	3,912.	30	326 00	22 41	387 0		660		6771	25829
LEONARD	M E	7,404.	7	617 00	42 42	924 0				3482	48218
McMILLAN	H E	4,404.	39	367 00	28 90	54 0				3430	33270
McNABB	N	7,776.	3	648 00	44 55	924 0		660		4355	50445
MC VEY	S K	3,060.	45	255 00	17 53	353 0		660		5943	19557
MILLS	O	3,672.	56	306 00	24 10	209 0				4500	26100
*MITCHELL	F L	3,672.	23	306 00	21 04	442 0		1788		8312	22288
*MORRIS	M	3,984.	76	323 24	22 24	387 0				6094	26230
ODELL	G E	4,019.	21	334 92	23 03	309 0		1788		7181	26311
*PAYNE	M N	3,156.	63	263 00	18 09	364 0				5449	20851
PETERSEN	D H	5,184. (3/4)	47	324 00	22 28	465 0				6878	25522
PUHEK	E B	7,656.	4	638 00	43 86	924 0				3626	50174
REDDEN	I	2,580.	68	215 00	14 78	305 0		1788		6316	15184
RUEDGER	O E	5,376.	19	448 00	30 80	580 0				8880	35920
*SCHULTZ	V M	4,524.	75	377 00	25 92	465 0				7242	30458
SPITTLER	H G	3,672.	49	306 00	21 04	365 0		660		6414	24186
*STUKE	S	3,972.	64	333 00	22 90	476 0				7050	26250
TURNBO	D	3,792.	28	316 00	21 72	209 0				4262	27338

PAYROLL - MAY, 1964

DECATUR PUBLIC LIBRARY
Decatur, Illinois

NAME		ANNUAL	CODE	MONTHLY	RET. & SS	INC. TAX	CU	BC & BS	UF	TOT. DED.	NET SALARY
* V O G L E R	O C	3,408.	35	293 00	20 15	42 00	5 00			67 15	225 85
W E I D N E R	M K	5,304.	25	442 00	30 25	42 50	65 00	178 8	150	157 13	284 87
W H I T E	C L	4,176.	22	348 00	23 94	42 10	10 00	66 0		82 64	265 36
W I L L I A M S	C	5,184.	18	432 00	29 70	55 20				84 90	347 10
W I L L I A M S	N J	3,552.	32	296 00	20 35	35 30		66 0		62 25	233 75
Y A M A M O T O	M C	7,776.	5	648 00	44 55	90 20	10 00	66 0	300	154 35	493 65

TOTAL FULL-TIME EMPLOYEES

\$ 1502708 105066 184350 23500 16200 1275 330391 1172317

M C B R I D E	J L	66h @ 1.35	70	89 10	3 23	5 40				8 63	804 7
M C N A B B	E	\$4,116.	12	343 00	12 44	33 20				45 64	297 36
M U L L E N	D	9-3/4h @ 2.15	43	20 96	7 6					7 6	202 0
O S B A K K E N	M	79 1/2h @ .83	73	65 99	23 9	20 0				43 9	616 0
R O S E	M	76-3/4h @ .83	74	63 71	23 1	9 20				11 51	522 0
S M I T H	V	72-3/4h @ 1.95	72	141 87	5 14	20 40				25 54	1163 3
S T O K E S	N	56h @ .83	80	46 48	1 68	6 50				8 18	383 0

TOTAL PART-TIME EMPLOYEES

\$ 77111 2795 7670 10465 66646

GRAND TOTAL

\$ 1579819 107861 192020 23500 16200 1275 340856 1238963

- * Dobrinick, M. - Raise retroactive to 4/1/64
- * Ensign, E. - Adjustment, 1/E
- * Hathorne, R. - End 6 mo. period, 5/C
- * Hoppe, I. - End 6 mo. period, 1/B
- * Houck, H. - Adjustment, 9/E
- * Hunk, C. - Raise, retroactive to 4/1/64 & adjustment
- * Mitchell, F. Adjustment, 5/C
- * Payne, M. - End 6 mo. period, 1/B
- * Schultz, V. - Regular pay for period
- * Stuke, S. - A.B.Degree, Millikin
- * Vogler, O. - Adjustment, 4/1/64, 1/D

- * Morris, M. - Deduct \$8.76, overpayment Feb., March, April

DECATUR PUB LIB
CIRC STAT
MAY 1964

		Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS		123	24	61	208	208
	*	74	31	73	178	178
001 PHILOSOPHY		287	45	4	336	336
	*	352	40	1	393	393
002 RELIGION		329	10	103	442	442
	*	294	16	86	396	396
003 SOCIAL SCIENCE		1139	125	506	1770	1770 (2)
	*	1037	130	612	1779	1779
004 LANGUAGE		68	4	25	97	97
	*	73	2	25	100	100
005 SCIENCE		489	151	930	1570	1570
	*	463	135	861	1459	1459
006 USEFUL ARTS		1377	178	519	2074	2074 (1)
	*	1320	213	529	2062	2062
007 FINE ARTS		1099	104	372	1575	1575
	*	1276	137	375	1788	1788
008 LITERATURE		1176	81	211	1468	1468
	*	951	37	197	1185	1185
009 HISTORY		939	203	406	1548	1548
	*	860	151	398	1409	1409
010 TRAVEL		512	86	335	933	933
	*	519	71	367	957	957
011 BIOGRAPHY		679	302	664	1645	1645 (3)
	*	649	218	752	1619	1619
012 FOREIGN NON FIC		16		25	41	41
	*	13		27	40	40
013 PERIODICALS		882	97	111	1090	1090
	*	792	101	163	1056	1056
014 PAMPHLETS		55			55	55
	*	110		4	114	114
015 PAPERBACKS		12			12	12
	*	30		1	31	31
Total Non-fiction		9182	1410	4272	14864	14864 -
	*	8813	1282	4471	14566	14566
		369	128	1	298	
115 FICTION		7992	3687	5646	17325	17325
	*	7681	3510	5885	17076	17076
116 FOREIGN FICTION		6		24	30	30 -
	*	21	7	33	61	61
117 J E				9980	9980	9980
	*			10835	10835	10835
Total fiction		7998	3687	15650	27335	27335 -
	*	7702	3517	16753	27972	27972
		17180	5097	19922	42199	42199
	*	16515	4799	21224	42538	42538
		665	298			

*1963 figures

-339

-339

MAIN ADULT	7152	604	258	8014	8014
MAIN YOUTH	4510	1593	3	6106	6106
MAGIC CARPET	3		5391	5394	5394
REFERENCE	128	1		129	129
HOME SERVICE	655	122	16	793	793
ST MARYS HOSP	171	22		193	193
D M C	134	30	347	511	511
T B SAN	133	4		137	137
NURSES RES	85	1		86	86
	12971	2377	6015	21363	21363
B 1	1056	786	4053	5895	5895 ✓
B 2	1123	878	4897	6898	6898 ✓
EVANS BRANCH	1303	527	1689	3519	3519 ✓
DILL BRANCH	727	529	3268	4524	4524 ✓
	4209	2720	13907	20836	20836
	17180	5097	19922	42199	42199

218	BIBLIOGRAPHIES	3			3	3
221	CLASS VISITS		1	20	21	21
223	INSTRUCTION		2	10	12	12
224	STORIES			11	11	11
225	ATTENDANCE		30	478	508	508
226	EXHIBITS	15	2	6	23	23
227	FILMS ATTENDANC	251			251	251
228	SHOWINGS	12			12	12
229	16 MM	12			12	12
232	RECORDAK	242			242	242
235	GROUPS NOT CLAS	5	1	13	19	19
236	ATTENDANCE	40	8	286	334	334
237	HOME SERVICE VI	51			51	51
238	HOME SERVICE PA	81			81	81
240	INTER LIBRARY L	18			18	18
242	MEETINGS IN BLD	10		4	14	14
243	ATTENDANCE	103		23	126	126
244	MENDING	30	3	156	489	489
245	OVERDUE BOOKS	1123	127	782	2032	2032
246	OVERDUE NOTICES	703	96	423	1222	1222
247	PICTURES FRAMED	4			4	4
248	PICTURES MOUNTE	164		338	502	502
249	PROFESSIONAL VI	2		1	3	3
251	RECORDS LP	705		25	730	730
252	RECORDS S	2			2	2
253	RECORDS SR	131			131	131
256	READERS ADVISOR	1261	1156	960	3377	3377
257	REQUESTS	91	16	40	147	147
259	STORY HOURS		4		4	4
260	ATTENDANCE		90		90	90
261	NUM OF STORIES		9		9	9
262	TELEPHONE INCOM	1922		9	1931	1931
264	VISITS IN COMM	3		2	5	5
265	RECORD BAGS	113			113	113
301	MABELS NURSING	2			2	2
305	WAKEFIELDS	16			16	16
306	WAKEFIELD NO 2	56			56	56
307	MABELS NURSING	15			15	15
308	LAKE SHORE MANOR	100			100	100
309	RANKIN NURSING	49			49	49
310	SCOTT NURSING H	56			56	56
311	AMERICANA	56			56	56
401	18TH & E WILLIA	74	110	705	889	889
402	CARDINAL PIPI	31	4	69	104	104
405	FAIRVIEW PLAZA	271	212	584	1067	1067
408	SAWYER & MONROE	230	170	764	1164	1164
411	GRAND & SUMMIT	262	170	1496	1928	1928
502	MACON & LINDEN	53	13	120	186	186
503	FOREST & LINCOL	111	72	302	485	485
504	32ND & DUCHESS	175	77	673	925	925
506	MT CALVARY CHUR	396	361	2033	2790	2790
508	MC CLELLAN	234	202	756	1192	1192
512	22ND & E CLAY	188	120	435	743	743
513	24TH & E WILLIA	46	23	249	318	318
514	EISNERS	172	165	828	1165	1165
601	AP			387	387	387
603	AT	6	44	321	371	371
604	YP			318	318	318
607	JP	1		32	33	33
609	JT			5	5	5

863

(2)

(1)

1114
3377
4491

DECATUR PUB LIB
CIRC STAT
MAY 1964

MAIN ADULT

GENERAL WORKS

		47	3		50	50
001	PHILOSOPHY	176	5		181	181
002	RELIGION	172	2	2	176	176
003	SOCIAL SCIENCE	514	16	4	534	534
004	LANGUAGE	28			28	28
005	SCIENCE	210	49	8	267	267
006	USEFUL ARTS	824	31	2	857	857
007	FINE ARTS	588	13	1	602	602
008	LITERATURE	286	23	4	313	313
009	HISTORY	237	38		275	275
010	TRAVEL	175	23		198	198
011	BIOGRAPHY	218	46	7	271	271
012	FOREIGN NON FIC	10			10	10
013	PERIODICALS	210	8		218	218
014	PAMPHLETS	35			35	35
015	PAPERBACKS	1			1	1

3731	257	28	4016	4016
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115	FICTION	3416	347	86	3849	3849
116	FOREIGN FICTION	5		1	6	6
117	J E			143	143	143

3421	347	230	3998	3998
7152	604	258	8014	8014

235	GROUPS NOT CLAS	5			5	5
236	ATTENDANCE	40			40	40
242	MEETINGS IN BLD	10			10	10
243	ATTENDANCE	103			103	103
244	MENDING	1			1	1
247	PICTURES FRAMED	4			4	4
248	PICTURES MOUNTE	29			29	29
251	RECORDS LP	428		13	441	441
252	RECORDS S	1			1	1
253	RECORDS SR	93			93	93
256	READERS ADVISOR	571	7		578	578
262	TELEPHONE INCOM	160			160	160
265	RECORD BAGS	85			85	85
301	MABELS NURSING	2			2	2

1532	7	13	1552	1552
1532	7	13	1552	1552

DECATUR PUB LIB
CIRC STAT
MAY 1964

MAIN YOUTH						
GENERAL WORKS		29	10	39	39	
001	PHILOSOPHY	67	12	79	79	
002	RELIGION	70	4	74	74	
003	SOCIAL SCIENCE	508	68	576	576	
004	LANGUAGE	24	4	28	28	
005	SCIENCE	207	62	1	270	270
006	USEFUL ARTS	299	65		364	364
007	FINE ARTS	283	36		319	319
008	LITERATURE	626	30		656	656
009	HISTORY	521	76		597	597
010	TRAVEL	163	34		197	197
011	BIOGRAPHY	257	89		346	346
012	FOREIGN NON FIC	6			6	6
013	PERIODICALS	200	19		219	219
014	PAMPHLETS	17			17	17
015	PAPERBACKS	10			10	10
		3287	509	1	3797	3797
115	FICTION	1222	1084		2306	2306
116	FOREIGN FICTION	1			1	1
117	J E			2	2	2
		1223	1084	2	2309	2309
		4510	1593	3	6106	6106
221	CLASS VISITS		1		1	1
223	INSTRUCTION		2		2	2
225	ATTENDANCE		30		30	30
235	GROUPS NOT CLAS		1		1	1
236	ATTENDANCE		8		8	8
248	PICTURES MOUNTE	121			121	121
251	RECORDS LP	119		1	120	120
253	RECORDS SR	11			11	11
256	READERS ADVISOR	74	296		370	370
265	RECORD BAGS	25			25	25
604	YP			235	235	235
		350	338	236	924	924
		350	338	236	924	924

DECATUR PUB LIB
CIRC STAT
MAY 1964
MAGIC CARPET

	GENERAL WORKS		27	27	27
001	PHILOSOPHY		3	3	3
002	RELIGION		46	46	46
003	SOCIAL SCIENCE		192	192	192
004	LANGUAGE		5	5	5
005	SCIENCE		293	293	293
006	USEFUL ARTS		191	191	191
007	FINE ARTS		134	134	134
008	LITERATURE		82	82	82
009	HISTORY		125	125	125
010	TRAVEL		147	147	147
011	BIOGRAPHY		198	198	198
012	FOREIGN NON FIC		9	9	9
013	PERIODICALS		29	29	29
			1481	1481	1481
115	FICTION	3	1566	1569	1569
116	FOREIGN FICTION		5	5	5
117	J E		2339	2339	2339
		3	3910	3913	3913
		3	5391	5394	5394
221	CLASS VISITS		3	3	3
223	INSTRUCTION		2	2	2
224	STORIES		1	1	1
225	ATTENDANCE		83	83	83
235	GROUPS NOT CLAS		5	5	5
236	ATTENDANCE		99	99	99
244	MENDING		33	33	33
245	OVERDUE BOOKS		275	275	275
246	OVERDUE NOTICES		145	145	145
248	PICTURES MOUNTE		144	144	144
256	READERS ADVISOR	4	170	174	174
257	REQUESTS		30	30	30
601	AP		4	4	4
604	YP		1	1	1
607	JP	1	27	28	28
609	JT		5	5	5
		5	1027	1032	1032
		5	1027	1032	1032

DECATUR PUB LIB
CIRC STAT
MAY 1964
REFERENCE

001	PHILOSOPHY	8			8	8
002	RELIGION	2			2	2
003	SOCIAL SCIENCE	8			8	8
004	LANGUAGE	2			2	2
005	SCIENCE	7			7	7
006	USEFUL ARTS	18			18	18
007	FINE ARTS	29			29	29
008	LITERATURE	25			25	25
009	HISTORY	12			12	12
010	TRAVEL	1			1	1
011	BIOGRAPHY	8			8	8
013	PERIODICALS	5	1		6	6
		125	1		126	126
115	FICTION	3			3	3
		3			3	3
		128	1		129	129
232	RECORDAK	242			242	242
240	INTER LIBRARY L	18			18	18
248	PICTURES MOUNTE	14			14	14
251	RECORDS LP	10			10	10
253	RECORDS SR	1			1	1
256	READERS ADVISOR	481	601	8	1090	1090
265	RECORD BAGS	3			3	3
601	AP			366	366	366
603	AT	6	44	314	364	364
604	YP			14	14	14
		775	645	702	2122	2122
		775	645	702	2122	2122

DECATUR PUB LIB
CIRC STAT
MAY 1964
2ND OFFICE

262 TELEPHONE INCOM

702
702
702

702
702
702

702
702
702

DECATUR PUB LIB
CIRC STAT
MAY 1964
TECH PROCESSES

244 MENDING

300	300
300	300
300	300

DECATUR PUB LIB
 CIRC STAT
 MAY 1964
 AUDIO VISUAL

227	FILMS ATTENDANC	251			251	251
228	SHOWINGS	12			12	12
229	16 MM	12			12	12
245	OVERDUE BOOKS	1123	127	507	1757	1757
246	OVERDUE NOTICES	703	96	278	1077	1077
262	TELEPHONE INCOM	784			784	784
		2885	223	785	3893	3893
		2885	223	785	3893	3893

DECATUR PUB LIB
CIRC STAT
MAY 1964

B 1

	GENERAL WORKS		3	10	13	13
001	PHILOSOPHY	7	11		18	18
002	RELIGION	17		4	21	21
003	SOCIAL SCIENCE	24	10	83	117	117
004	LANGUAGE	2		5	7	7
005	SCIENCE	16	8	165	189	189
006	USEFUL ARTS	50	26	118	194	194
007	FINE ARTS	38	14	70	122	122
008	LITERATURE	64	4	28	96	96
009	HISTORY	16	9	18	43	43
009	HISTORY	18	10	45	73	73
010	TRAVEL	26	8	41	75	75
011	BIOGRAPHY	23	40	110	173	173
012	FOREIGN NON FIC			7	7	7
013	PERIODICALS	84	18	39	141	141
014	PAMPHLETS	3			3	3
		388	161	743	1292	1292
115	FICTION	668	625	1119	2412	2412
116	FOREIGN FICTION			1	1	1
117	J E			2190	2190	2190
		668	625	3310	4603	4603
		1056	786	4053	5895	5895
244	MENDING			94	94	94
251	RECORDS LP	8			8	8
256	READERS ADVISOR	43	80	248	371	371
257	REQUESTS	11	11		22	22
		62	91	342	495	495
		62	91	342	495	495
401	18TH & E WILLIA	74	110	705	889	889
402	CARDINAL PIPI	31	4	69	104	104
405	FAIRVIEW PLAZA	271	212	584	1067	1067
408	SAWYER & MONROE	230	170	764	1164	1164
411	GRAND & SUMMIT	262	170	1496	1928	1928
512	22ND & E CLAY	188	120	435	743	743
		1056	786	4053	5895	5895
		1056	786	4053	5895	5895

DECATUR PUB LIB
CIRC STAT
MAY 1964
B 2

	GENERAL WORKS		5	11	16	16
001	PHILOSOPHY	2	5		7	7
002	RELIGION	9		22	31	31
003	SOCIAL SCIENCE	15	13	120	148	148
004	LANGUAGE			9	9	9
005	SCIENCE	7	19	274	300	300
006	USEFUL ARTS	43	30	111	184	184
007	FINE ARTS	30	14	78	122	122
008	LITERATURE	43	4	46	93	93
009	HISTORY	44	25	110	179	179
010	TRAVEL	15	6	74	95	95
011	BIOGRAPHY	35	27	196	258	258
012	FOREIGN NON FIC			8	8	8
013	PERIODICALS	114	28	17	159	159
		357	176	1076	1609	1609
115	FICTION	766	702	1393	2861	2861
116	FOREIGN FICTION			12	12	12
117	J E			2416	2416	2416
		766	702	3821	5289	5289
		1123	878	4897	6898	6898
244	MENDING	4	2	12	18	18
251	RECORDS LP	8			8	8
256	READERS ADVISOR	26	32	160	218	218
257	REQUESTS	44	5	10	59	59
		82	39	182	303	303
		82	39	182	303	303
502	MACON & LINDEN	53	13	120	186	186
503	FOREST & LINCOL	47	37	238	322	322
504	32ND & DUCHESS	175	77	673	925	925
506	MT CALVARY CHUR	396	361	2033	2790	2790
508	MC CLELLAN	234	202	756	1192	1192
513	24TH & E WILLIA	46	23	249	318	318
514	EISNERS	172	165	828	1165	1165
604	YP			5	5	5
607	JP			5	5	5
		1123	878	4907	6908	6908
		1123	878	4907	6908	6908

DECATUR PUB LIB
CIRC STAT
MAY 1964

EVANS BRANCH

	GENERAL WORKS	27	3	4	34	34
001	PHILOSOPHY	20	8		28	28
002	RELIGION	12	4	11	27	27
003	SOCIAL SCIENCE	39	3	54	96	96
004	LANGUAGE	12			12	12
005	SCIENCE	26	5	91	122	122
006	USEFUL ARTS	90	11	30	131	131
007	FINE ARTS	37	4	27	68	68
008	LITERATURE	39	5	21	65	65
009	HISTORY	49	14	32	95	95
010	TRAVEL	50	5	16	71	71
011	BIOGRAPHY	49	23	32	104	104
013	PERIODICALS	152	12	17	181	181
015	PAPERBACKS	1			1	1
		603	97	335	1035	1035
115	FICTION	700	430	497	1627	1627
117	J E			857	857	857
		700	430	1354	2484	2484
		1303	527	1689	3519	3519
221	CLASS VISITS			6	6	6
223	INSTRUCTION			6	6	6
224	STORIES			6	6	6
225	ATTENDANCE			140	140	140
235	GROUPS NOT CLAS			4	4	4
236	ATTENDANCE			93	93	93
244	MENDING	16	1	17	34	34
248	PICTURES MOUNTE			194	194	194
251	RECORDS LP	47		2	49	49
253	RECORDS SR	16			16	16
256	READERS ADVISOR	50	117	158	325	325
259	STORY HOURS		2		2	2
260	ATTENDANCE		54		54	54
261	NUM OF STORIES		4		4	4
262	TELEPHONE INCOM	163			163	163
503	FOREST & LINCOL	64	35	64	163	163
601	AP			13	13	13
603	AT			3	3	3
604	YP			47	47	47
		356	213	753	1322	1322
		356	213	753	1322	1322

DECATUR PUB LIB
CIRC STAT
MAY 1964
HOME SERVICE

	GENERAL WORKS	1			1	1
001	PHILOSOPHY	1			1	1
002	RELIGION	31			31	31
003	SOCIAL SCIENCE	9			9	9
005	SCIENCE	7			7	7
006	USEFUL ARTS	5	1		6	6
007	FINE ARTS	15	2		17	17
008	LITERATURE	33	5		38	38
009	HISTORY	18	1		19	19
010	TRAVEL	52	3	3	58	58
011	BIOGRAPHY	48	41	1	90	90
013	PERIODICALS	26		3	29	29
		246	53	7	306	306
115	FICTION	409	69	9	487	487
		409	69	9	487	487
		655	122	16	793	793
237	HOME SERVICE VI	51			51	51
238	HOME SERVICE PA	81			81	81
251	RECORDS LP	21			21	21
257	REQUESTS	27			27	27
305	WAKEFIELDS	16			16	16
306	WAKEFIELD NO 2	56			56	56
307	MABELS NURSING	15			15	15
308	LAKESHORE MANOR	100			100	100
309	RANKIN NURSING	49			49	49
310	SCOTT NURSING H	56			56	56
311	AMERICANA	56			56	56
		528			528	528
		528			528	528

DECATUR PUB LIB
CIRC STAT
MAY 1964

ST MARYS HOSP

002	RELIGION	3		3	3
005	SCIENCE	1	1	2	2
007	FINE ARTS	20	1	21	21
008	LITERATURE	13		13	13
009	HISTORY	2		2	2
010	TRAVEL	5	1	6	6
011	BIOGRAPHY	7	1	8	8
		51	4	55	55
115	FICTION	120	18	138	138
		120	18	138	138
		171	22	193	193
257	REQUESTS	2		2	2
		2		2	2
		2		2	2

DECATUR PUB LIB
CIRC STAT
MAY 1964
D M C

002	RELIGION	1			1	1
003	SOCIAL SCIENCE	2			2	2
005	SCIENCE			3	3	3
006	USEFUL ARTS	2		11	13	13
007	FINE ARTS	23	3	5	31	31
008	LITERATURE	5		1	6	6
009	HISTORY	1			1	1
010	TRAVEL	3			3	3
011	BIOGRAPHY	7		17	24	24
		44	3	37	84	84
115	FICTION	90	27	135	252	252
117	J E			175	175	175
		90	27	310	427	427
		134	30	347	511	511

DECATUR PUB LIB
CIRC STAT
MAY 1964
T B SAN

002	RELIGION	2		2	2
003	SOCIAL SCIENCE	4		4	4
005	SCIENCE	3	1	4	4
006	USEFUL ARTS	5	1	6	6
007	FINE ARTS	9		9	9
008	LITERATURE	8		8	8
009	HISTORY	11	1	12	12
010	TRAVEL	11		11	11
011	BIOGRAPHY	4	1	5	5
013	PERIODICALS	36		36	36
		93	4	97	97
115	FICTION	40		40	40
		40		40	40
		133	4	137	137
257	REQUESTS	7		7	7
		7		7	7
		7		7	7

DECATUR PUB LIB
CIRC STAT
MAY 1964
ASST LIBRARIAN

218 BIBLIOGRAPHIES
264 VISITS IN COMM

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3
4
4

1
3
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4

DECATUR PUB LIB
 CIRC STAT
 MAY 1964
 JUV COORDINATOR

221	CLASS VISITS		9	9	9
224	STORIES		4	4	4
225	ATTENDANCE		192	192	192
226	EXHIBITS		1	1	1
235	GROUPS NOT CLAS		3	3	3
236	ATTENDANCE		69	69	69
242	MEETINGS IN BLD		4	4	4
243	ATTENDANCE		23	23	23
249	PROFESSIONAL VI		1	1	1
259	STORY HOURS	1		1	1
260	ATTENDANCE	19		19	19
261	NUM OF STORIES	3		3	3
264	VISITS IN COMM		2	2	2
		23	308	331	331
		23	308	331	331

DECATUR PUB LIB
CIRC STAT
MAY 1964
HELEN SPITTLER

226 EXHIBITS

15

2

5

22

22

15

2

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22

22

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DECATUR PUB LIB

CIRC STAT

MAY 1964

NURSES RESIDENC

001	PHILOSOPHY	1		1	1
002	RELIGION	1		1	1
003	SOCIAL SCIENCE	2		2	2
006	USEFUL ARTS	2		2	2
008	LITERATURE	11		11	11
		17		17	17
115	FICTION	68	1	69	69
		68	1	69	69
		85	1	86	86

DECATUR PUB LIB
CIRC STAT
MAY 1964

DILL BRANCH

	GENERAL WORKS	19		9	28	28
001	PHILOSOPHY	5	4	1	10	10
002	RELIGION	9		18	27	27
003	SOCIAL SCIENCE	14	15	53	82	82
004	LANGUAGE			6	6	6
005	SCIENCE	5	6	95	106	106
006	USEFUL ARTS	39	13	56	108	108
007	FINE ARTS	27	17	57	101	101
008	LITERATURE	23	10	29	62	62
009	HISTORY	10	29	76	115	115
010	TRAVEL	11	6	54	71	71
011	BIOGRAPHY	23	34	103	160	160
012	FOREIGN NON FIC			1	1	1
013	PERIODICALS	55	11	6	72	72
		240	145	564	949	949
115	FICTION	487	384	841	1712	1712
116	FOREIGN FICTION			5	5	5
117	J E			1858	1858	1858
		487	384	2704	3575	3575
		727	529	3268	4524	4524
221	CLASS VISITS			2	2	2
223	INSTRUCTION			2	2	2
225	ATTENDANCE			63	63	63
235	GROUPS NOT CLAS			1	1	1
236	ATTENDANCE			25	25	25
244	MENDING	9			9	9
251	RECORDS LP	64		9	73	73
252	RECORDS S	1			1	1
253	RECORDS SR	10			10	10
256	READERS ADVISOR	12	23	216	251	251
259	STORY HOURS		1		1	1
260	ATTENDANCE		17		17	17
261	NUM OF STORIES		2		2	2
262	TELEPHONE INCOM	113		9	122	122
601	AP			4	4	4
603	AT			4	4	4
604	YP			16	16	16
		209	43	351	603	603
		209	43	351	603	603

DECATUR PUB LIB
CIRC STAT
MAY 1964
ADM ASSIST

218	BIBLIOGRAPHIES	2	2	2
249	PROFESSIONAL VI	2	2	2
		4	4	4
		4	4	4

DECATUR PUB LIB
CIRC STAT
MAY 1964
GENERAL WORKS

	Adult	Youth	Juv.	Total	Y-Date
	123	24	61	208	208
	74	31	73	178	178
* 001 PHILOSOPHY	287	45	4	336	336
* 002 RELIGION	352	40	1	393	393
* 003 SOCIAL SCIENCE	329	10	103	442	442
* 004 LANGUAGE	294	16	86	396	396
* 005 SCIENCE	1139	125	506	1770	1770
* 006 USEFUL ARTS	1037	130	612	1779	1779
* 007 FINE ARTS	68	4	25	97	97
* 008 LITERATURE	73	2	25	100	100
* 009 HISTORY	489	151	930	1570	1570
* 010 TRAVEL	463	135	861	1459	1459
* 011 BIOGRAPHY	1377	178	519	2074	2074
* 012 FOREIGN NON FIC	1320	213	529	2062	2062
* 013 PERIODICALS	1099	104	372	1575	1575
* 014 PAMPHLETS	1276	137	375	1788	1788
* 015 PAPERBACKS	1176	81	211	1468	1468
	951	37	197	1185	1185
	939	203	406	1548	1548
	860	151	398	1409	1409
	512	86	335	933	933
	519	71	367	957	957
	679	302	664	1645	1645
	649	218	752	1619	1619
	16		25	41	41
	13		27	40	40
	882	97	111	1090	1090
	792	101	163	1056	1056
	55			55	55
	110		4	114	114
	12			12	12
	30		1	31	31
Total Non-fiction	9182	1410	4272	14864	14864
*	8813	1282	4471	14566	14566
15 FICTION	7992	3637	5646	17325	17325
*	7681	3510	5835	17076	17076
16 FOREIGN FICTION	6		24	30	30
*	21	7	33	61	61
17 J E			9980	9980	9980
*			10835	10835	10835
Total fiction	7998	3637	15650	27335	27335
*	7702	3517	16753	27972	27972
Total Books	17180	5097	19922	42199	42199
*	16515	4799	21224	42538	42538
63 figures				-339	-339
MAIN ADULT	7152	604	258	8014	8014
MAIN YOUTH	4510	1593	3	6106	6106
MAGIC CARPET	3		5391	5394	5394
REFERENCE	128	1		129	129
HOME SERVICE	655	122	16	793	793
ST MARYS HOSP	171	22		193	193
D M C	134	30	347	511	511
T D SAN	133	4		137	137
NURSES RES	85	1		86	86
	12971	2377	6015	21363	21363
B 1	1056	786	4053	5895	5895
B 2	1123	878	4897	6898	6898
EVANS BRANCH	1303	527	1689	3519	3519
DILL BRANCH	727	529	3268	4524	4524
	4209	2720	13907	20836	20836
	17180	5097	19922	42199	42199

218	BIBLIOGRAPHIES	3			3	3
221	CLASS VISITS		1	20	21	21
222	INSTRUCTION		2	10	12	12
224	STORIES			11	11	11
225	ATTENDANCE		30	478	508	508
226	EXHIBITS	15	2	6	23	23
227	FILMS ATTENDANCE	251			251	251
228	SHOWINGS	12			12	12
229	16 MM	12			12	12
232	RECORDAK	242			242	242
235	GROUPS NOT CLAS	5	1	13	19	19
236	ATTENDANCE	40	8	286	334	334
237	HOME SERVICE VI	51			51	51
238	HOME SERVICE PA	81			81	81
240	INTER LIBRARY L	18			18	18
242	MEETINGS IN BLD	10		4	14	14
243	ATTENDANCE	103		23	126	126
244	MENDING	30	3	156	489	489
245	OVERDUE BOOKS	1123	127	782	2032	2032
246	OVERDUE NOTICES	703	96	423	1222	1222
247	PICTURES FRAMED	4			4	4
248	PICTURES MOUNTE	164		338	502	502
249	PROFESSIONAL VI	2		1	3	3
251	RECORDS LP	705		25	730	730
252	RECORDS S	2			2	2
253	RECORDS SR	131			131	131
256	READERS ADVISOR	1261	1156	960	3377	3377
257	REQUESTS	91	16	40	147	147
259	STORY HOURS		4		4	4
260	ATTENDANCE		90		90	90
261	NUM OF STORIES		9		9	9
262	TELEPHONE INCOM	1022		9	1931	1931
264	VISITS IN COMM	3		2	5	5
265	RECORD BAGS	113			113	113
301	MADELS NURSING	2			2	2
305	WAKEFIELDS	16			16	16
306	WAKEFIELD NO 2	56			56	56
307	MADELS NURSING	15			15	15
308	LAKE SHORE MANOR	100			100	100
309	RANKIN NURSING	49			49	49
310	SCOTT NURSING H	56			56	56
311	AMERICANA	56			56	56
401	18TH & E WILLIA	74	110	705	889	889
402	CARDINAL PIPI	31	4	69	104	104
405	FAIRVIEW PLAZA	271	212	584	1067	1067
408	SAWYER & MONROE	230	170	764	1164	1164
411	GRAND & SUMMIT	262	170	1496	1928	1928
502	MACON & LINDEN	53	13	120	186	186
503	FOREST & LINCOL	111	72	302	485	485
504	32ND & DUCHESS	175	77	673	925	925
506	MT CALVARY CHUR	396	361	2033	2790	2790
508	MC CLELLAN	234	202	756	1192	1192
512	22ND & E CLAY	188	120	435	743	743
513	24TH & E WILLIA	46	23	249	318	318
514	EISNERS	172	165	828	1165	1165
601	AP			387	387	387
603	AT	6	44	321	371	371
604	YP			318	318	318
607	JP	1		32	33	33
609	JT			5	5	5

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, MAY 29, 1964

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois, on May 29, 1964.

Members Present:

Mr. Hart Mr. Koslofski
Mrs. Pogue Mrs. Russell
Mrs. Nelson Mr. Sappington

Members Absent:

Mrs. Stern
Mr. Burnett
Mr. Pilcher

Others Present:

Mrs. Mary T. Howe
Mrs. E. McNabb
Mrs. J. Hansen
Mr. N. Weimholt

The meeting was called to order at 4:33 P.M. by Mr. Francis Hart, president.

The Minutes of the April 24, 1964 meeting were approved as mailed. There were no additions or corrections.

The Librarian reported the American Library Association meeting will be coming up the end of June with a Pre-Conference on building. Mrs. Howe asked if any reservations could be made for directors since Decatur Public Library should be represented. It was decided one reservation would be made for a Board member and either Mrs. Pogue, Mrs. Nelson or Mr. Sappington will try to make it.

Mrs. Howe had just come back from an IBM Seminar at Endicott, New York, and said everyone should be very proud because Decatur was held up as an example to 55 librarians from 22 states.

The publication of accounts will be at the end of the month and the Taxpayers group is going to use copies as examples to the rest of the Illinois Municipalities to show them how their financial accounts should be published.

The Librarian reported ^{employees} four attended the District Meeting in Charleston and they found out it was criteria to be a member of Systems in order to receive Federal Construction Act funds. Mr. Byron Merris, and the Properties and Policy Committees have all looked at the Systems 17 contract and the consensus is that it is vague but adequate for the first two years. Four libraries plus Decatur have signed and four more are thinking seriously about it. State will send over some kind of a sample contract which just says DPL will see to it that services are given, and the maximum amount of money will be allocated. Mrs. Howe suggested the Board elect a representative and a discussion followed regarding the advantages of membership in Systems 17.

Mr. Koslofski gave the report for the Finance Committee, which met Wednesday, May 27th. Mr. Koslofski moved the bills for May be approved for payment. Mrs. Pogue seconded the motion and roll call vote was taken. Mr. Hart, Mrs. Nelson, Mrs. Pogue, Mrs. Russell, Mr. Sappington and Mr. Koslofski voted aye. Motion carried.

Salaries:	\$ 15,798.19
Operating Expenses:	6,672.71
Total Expenditures:	<u>\$ 22,470.90</u>

Mrs. Howe stated there was no money last month so the city loaned us \$22,000 without interest. She also mentioned the budget items were remade and they total up to \$285,800. Mr. Dever's letter indicated the \$9,000 the library will get is not included in the budget.

Mrs. Nelson gave the report for the Policy Committee. She stated Equitable Life Insurance Company had approached Mrs. Howe to see if the employees would like to be under the tax sheltered insurance plan. This payment would not be included in their income tax. There will be no expense to the library other than the bookkeeping. It would be up to the individual person - voluntary participation. It is the same plan the Decatur public schools have and should be checked out with Sam Kohr, Business Manager of public schools. Mrs. Nelson moved the Board make available to the employees of Decatur Public Library the opportunity to accept or reject the proposed insurance policy, without recommendation from the Board. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mrs. Nelson reported the Policy Committee went over the contract between John Sweetnam and the library and felt some of the wording should be changed as follows:

Page 4, Article 14, A.2.1 should read "For his basic services 10% of the cost of the remodeling work and 6% of the cost of an addition if erected....."

Page 1, "WITNESSETH that whereas the Owner intends to remodel the existing Main library building, or erect a new library building at a cost not to exceed \$1,500,000.00."

Page 1, Article 2, 2.4....."In computing Direct Personnel Expense principal's time shall be computed at \$12.00 per hour....."

Page 4, Article 14, B.7.2.1, "Twenty-five complete sets of plans and specifications will be furnished by the Architect. Additional sets required beyond this number will be considered a reimbursable item in this Agreement."

Mrs. Nelson moved the Board approve the Architectural Contract contingent upon Mr. Sweetnam's acceptance of the changes and Mr. Byron Merris' approval. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mrs. Nelson then moved the Board approve and sign the application for Advance for Public Works Planning and forward it through proper channels in order to obtain the \$9,000 from Community Facilities Administration. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mr. Sappington reported on the ^{Properties} ~~Policy~~ Committee meeting and said the committee considered the two contracts just approved. In addition, Mrs. Howe had requested the committee recommend the purchase of an IBM card tub and she was asked to get bids on the tub. Mrs. Howe also requested permission to get another typewriter on a trade-in (IBM Selectric - includes 3 additional fonts - cost, \$240.50). Mr. Sappington moved that Mrs. Howe be given authority to purchase an IBM typewriter with proper type and model. Mr. Koslofski seconded the motion. All present voted aye. Motion carried. Mr. Sappington then moved the Properties Committee be given permission to review bids and act on purchase of data storage tub.

OK change
M. Howe

Mrs. Nelson seconded the motion. All present voted aye. Motion carried.

A lengthy discussion followed regarding System 17 and the staffing of the State Bookmobile, method of purchasing books, the book budget and collection, etc. Mrs. Howe will be administrator along with elected representative from each participating library and this will comprise the Board of System 17. Mrs. Nelson moved the Board sign the contract for Library System 17. Mrs. Russell seconded the motion. Mr. Hart, Mrs. Pogue, Mrs. Nelson, Mr. Koslofski and Mrs. Russell voted aye, Mr. Sappington voted nay, no abstentions. Motion carried.

The Board then discussed appointing or electing a representative to System 17 Board. System 17 will run from July 1 to July 1. Mr. Sappington volunteered to serve until July 1, 1964, attend the first meeting and report on the nature of the duties involved.

Mrs. Nelson moved adjournment. Mrs. Russell seconded the motion. The meeting was adjourned at 5:40 P.M.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary