

DECATUR PUBLIC LIBRARY

DECATUR, ILLINOIS

REPORT OF EXAMINATION

APRIL 30, 1964

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

DECATUR PUBLIC LIBRARY

STATEMENT of BUDGET APPROPRIATIONS and EXPENDITURES

Year ended April 30, 1964

	<u>Budget appropriations</u>	<u>Actual expenditures</u>	<u>Expenditures over (-) or under budget</u>
Salaries	\$ 187,520.00	\$ 191,515.63	\$ 3,995.63-
Library supplies and administrative expense:			
Binding supplies	\$ 469.00	\$ 392.32	\$ 76.68
Catalog material	832.00	872.40	40.40-
Freight, express and drayage	94.00	170.93	76.93-
IBM rental and supplies	6,550.00	9,589.76	3,039.76-
Office supplies and stationery	2,160.00	1,810.09	349.91
Postage	1,350.00	1,384.15	34.15-
Printing	810.00	1,166.85	356.85-
Equipment repairs and service contracts	1,366.00	1,445.69	79.69-
Telephone and telegraph	1,565.00	66.15	1,498.85
Office machine rental	672.00	672.00	0
Professional development	1,738.00	1,866.36	128.36-
Community, special services and other expense	<u>1,101.00</u>	<u>839.50</u>	<u>261.50</u>
Total library supplies and administrative expense	\$ 18,707.00	\$ 20,276.20	\$ 1,569.20-
Building and bookmobile maintenance:			
Building supplies	\$ 1,100.00	\$ 1,238.38	\$ 138.38-
Cleaning services and supplies	4,695.00	10,276.13	5,581.13-
Contractual repairs and improvements	3,500.00	285.00	3,215.00
Other repairs and maintenance	904.00	664.57	239.43
Insurance	4,658.00	4,546.13	111.87
Light and power	2,208.00	2,005.11	202.89
Travel	460.00	606.78	146.78-
Repairs to automotive equipment	1,930.00	2,171.57	241.57-
Miscellaneous	<u>165.00</u>	<u>459.56</u>	<u>294.56-</u>
Total building and bookmobile maintenance	\$ 19,620.00	\$ 22,253.23	\$ 2,633.23-
Books, periodicals, records, etc.:			
Books	\$ 38,191.00	\$ 30,191.14	\$ 7,999.86
Binding	2,855.00	2,847.55	7.45
Films and records	3,390.00	2,579.76	810.24
Pamphlets, periodicals and services	<u>4,207.00</u>	<u>4,673.44</u>	<u>466.44-</u>
Total books, periodicals, records, etc.	\$ 48,643.00	\$ 40,291.89	\$ 8,351.11
Other:			
Furniture and fixtures purchases	\$ 1,500.00	\$ 1,649.92	\$ 149.92-
Rent - Dill Branch	<u>2,010.00</u>	<u>2,034.80</u>	<u>24.80-</u>
Total other	\$ 3,510.00	\$ 3,684.72	\$ 174.72-
Total	<u>\$ 278,000.00</u>	<u>\$ 278,021.67</u>	<u>\$ 21.67-</u>

DECATUR PUBLIC LIBRARY

SCHEDULE of TAXES LEVIED, COLLECTED and SETTLEMENTS

Tax levy years 1959 through 1962

	<u>1962</u>	<u>1961</u>	<u>1960</u>	<u>1959</u>
Property taxes, current year levy (includes payment by Decatur Housing Authority)	\$ 284,496.28	\$ 259,232.67	\$ 273,186.56	\$ 306,558.69
Back taxes collected, prior years	<u>6,492.96</u>	<u>6,849.91</u>	<u>5,279.97</u>	<u>6,371.88</u>
Total to be accounted for	<u>\$ 290,989.24</u>	<u>\$ 266,082.58</u>	<u>\$ 278,466.53</u>	<u>\$ 312,930.57</u>
Deductions -				
Errors and abatements	\$ 1,409.36	\$ 484.67	\$ 799.00	\$ 1,346.93
Real estate tax objections pending	7,629.32	4,747.58	6,804.66	5,394.98
Collection and extension fees	9,055.95	8,344.71	8,646.87	9,576.08
Personal property taxes unpaid	<u>6,074.40</u>	<u>6,558.80</u>	<u>7,288.33</u>	<u>12,488.48</u>
Total deductions	<u>\$ 24,169.03</u>	<u>\$ 20,135.76</u>	<u>\$ 23,538.86</u>	<u>\$ 28,806.47</u>
Net taxes available for Decatur Public Library	\$ 266,820.21	\$ 245,946.82	\$ 254,927.67	\$ 284,124.10
Prior years' tax in custody of City Treasurer	<u>0</u>	<u>201.31</u>	<u>3,201.14</u>	<u>1,265.33</u>
Total taxes available	\$ 266,820.21	\$ 246,148.13	\$ 258,128.81	\$ 285,389.43
Taxes distributed to Decatur Public Library	<u>266,820.21</u>	<u>246,148.13</u>	<u>257,927.50</u>	<u>282,188.29</u>
Amount in custody of City Treasurer at end of period	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 201.31</u>	<u>\$ 3,201.14</u>

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

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

Agency:	1963/64	1962/63
Main Adult	120,735	110,981
Main Youth	80,462	72,274
Magic Carpet	85,156	77,234
Reference	143	70
2nd Office	60	15
Juvenile Coordinator	327	634
Total Main	286,883	261,208

Bookmobile One	72,003	70,098
Bookmobile Two	88,449	87,996
Evans Branch	46,487	46,100
Dill Branch	47,329	38,311
Total Extension	254,268	242,505

Home Service	7,682	6,998
St. Mary's Hospital	2,032	2,315
D.M.C. Hospital	5,823	6,653
T.B. San.	1,782	1,131
Nurses Residence	851	741
Total Special Serv.	18,170	17,838

Total for Main	286,883	261,208
Total for Extension	254,268	242,505
Total for Library	559,321	521,551

Circulation:	1963/64	1962/63	1961/62	1960/61	1959/60	1958/59
Books	559,321	521,551	518,810	482,121	482,363	421,621
Non-Book Materials	24,115	22,624	19,742	16,887	15,800	15,359
Total Library Materials	583,436	544,175	538,552	499,008	498,163	436,980

Collection:	1963/64	1962/63	1961/62	1960/61	1959/60	1958/59
Books Added	10,422	13,285	13,376	10,476	18,022	20,868
Total on Hand	163,979	164,234	165,461	163,150	158,875	149,099

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

* Estimate



DECATUR PUBLIC LIBRARY

STATEMENT OF REVENUE, EXPENDITURES AND BALANCE - CASH BASIS Year Ended April 30, 1964

REVENUE:

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

EXPENDITURES:

Operating -		
Salaries	\$191,515.63	
Library supplies & adm.exp.	20,276.20	
Building & bookmobile maint.	22,253.23	
Books, periodicals, records, etc.	40,291.89	
Other	3,684.72	\$278,021.67
Non-operating -		
Cash shortage (request for reimbursement has been made to the bonding company)	197.18	
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

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

Decatur, Illinois
May 6, 1964

Murphey, Jenne & Jones
Certified Public Accountants

PAYROLL - APRIL 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	3,672.	29	247 24	27 02	275 0			100	5552	19172
- ENSIGN	E E	3,432.	31	286 00	19 66	331 0		660		5936	22664
- 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	3,540.	53	295 00	20 28	420 0	1000			7228	22272
- HONNOLD	O D	4,992.	20	416 00	28 60	602 0				8880	32720
- HOPPE	I D E E	3,036.	62	253 00	17 40	468 0				6420	18880
- HOUCK	H E T	4,404.	26	367 00	25 23	521 0				7733	28967
- HOWE	M T E	10,500.	1	875 00	60 15	1027 0	8000	660	500	25445	62055
- HUNK	C E F	3,432.	34	286 00	19 66	331 0	5000	660		10936	17664
- JONES	E B	5,376.	16	448 00	30 80	580 0		660		9540	35260
- KIRCHGRABER	R B E E	8,505.	11	708 75	55 84	591 0		1788		13282	57593
LARMON	M E 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				13482	48218
MCMILLAN	H E	4,404.	39	367 00	28 90	540				3430	33270
MCNABB	N	7,776.	3	648 00	44 55	924 0		660		14355	50445
MC VEY	S K	3,060.	45	255 00	17 53	353 0		660		5943	19557
MILLS	O F L	3,672.	56	306 00	24 10	209 0				4500	26100
MITCHELL	M F	3,552.	23	296 00	20 35	420 0		1788		8023	21577
MORRIS	M E	3,984.	76	334 92	23 03	398 0				6283	27209
ODELL	G E	4,019.	21	334 92	23 03	309 0		1788		7181	26311
PAYNE	M N	3,036.	63	253 00	17 40	353 0				5270	20030
PETERSEN	D H B	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				13626	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 G	4,524.	75	462 20	31 80	608 0				9260	36960
SPITTLER	H G	3,672.	49	306 00	21 04	365 0		660		6414	24186
STAFFORD	M	8,415.	2	701 25	48 23	1014 0		510	500	15973	54152
STUKE	S	3,852.	64	321 00	22 07	387 0				6077	26023
TURNBO	D	3,792.	28	316 00	21 72	209 0				4262	27338
VOGLER	O C	3,300.	35	275 00	18 90	398 0	500			6370	21130

NAME		ANNUAL	CODE	MONTHLY	RET. & SS	INC. TAX	CU	BC & BS	UF	TOT. DED.	NET SALARY
WEIDNER	M K	5,304.	25	44200	3025	4278	6500	1788	150	15713	38487
WHITE	C L	4,176.	32	34800	2394	4236	1000	660		8264	26536
WILLIAMS	C	5,184.	18	43200	2970	5542				8490	34710
WILLIAMS	N J	3,552.	42	29600	2035	3554		660		6225	23375
YAMAMOTO	M C	7,776.	5	64800	4455	9048	1000	660	300	15435	49365
TOTAL FULL TIME EMPLOYEES				1559445109967		192950	23500	16710	1775	3449021214543	
COX	R	20h @ 1.00	92	2000	73					73	1927
* GILLESPIE	P	30-3/4h @ .83	71	2552	93	357				450	2102
MCBRIDE	J L	75h @ 1.35	70	10193	369	710				1079	9114
MC NABB	E	\$4,116.	12	34300	1244	3320				4564	29736
MULLEN	D	13h @ 2.15	43	2795	101					101	2694
OSBAKKEN	M	103h @ .83	73	8591	311	480				791	7800
* ROBBINS	J	36h @ 1.00	44	3600	131					131	3469
ROSE	M	88h @ .83	74	7304	265	1090				1355	5949
SMITH	V	92-3/4h @ 1.95	72	18086	656	2600				3256	14830
STOKES	N	90h @ .83	80	7470	271	1090				1361	6109
TOTAL PART TIME & SPECIAL EMPLOYEES				\$96891	3514	9647				13161	83730
GRAND TOTAL				\$1656336113481		202597	23500	16710	1775	3580631298273	

- * Gillespie, P. - March 28, 1964 last day of work
- * Robbins, J. - March 31, 1964 last day of work
- * Schultz, V. - April check includes \$85.20 shortage in March check
- * Dobrinick, M. - Regular check less 4 Fridays

DECATUR PUBLIC LIBRARY, Decatur, Illinois

BUDGET AND BILL LIST - April 1964

CODE	ALLOCATION	AMOUNT FOR THE YEAR	FOR APRIL	YEAR-TO-DATE	BALANCE
100	SALARIES S	18752000		17495227	1256773
	TREAS CIT		1298273		
	BL CR AND		113481		
	DEC CITY C		16710		
	NATL BK DE		23500		
	UNITED FUN		202597		
			1775		
100		18752000	1656336	19151563	399563*CR
		18752000	1656336	19151563	399563*CR
201	BINDING SU	46900		39232	7668
201		46900		39232	7668*
202	CAT MATERI	83200		87240	4040
202		83200		87240	4040*CR
203	FREIGHT EX	9400		15026	5626
	I K C		1767		
	IBM		200		
	R E A EXPR		365		
	TEMPLE CLA		365CR		
	U CHICAGO		100		
203		9400	2067	17093	7693*CR
204	IBM SUPPLI	655000		879727	224727
	GEN PAPER		1452CR		
	I K C		441		
	IBM		20600		
	IBM		57500		
	IBM		2160		
204		655000	79249	958976	303976*CR
205	OFFICE SUP	216000		173648	42352
	BLACK & CO		524		
	DEC PAPER		1688		
	DEC PAPER		1232		
	IBM		200		
	NAT LIBRAR		1570		
	PFILES CAM		100		
	PFILES CAM		5000		
	PFILES CAM		545		

205	PLASTIC BA VERIFAX	216000	148CR 3350CR 7361	181009	34991*
206	POSTAGE	135000		124633	10367
	AMERICANA		40		
	FR OF LIBR		1333CR		
	HACKER ART		30		
	MCCLURG A		30		
	MISC POSTA		5747CR		
	MISC POSTA		105CR		
	NOMA		194CR		
	POSTMASTER		467		
	POSTMASTER		5158		
	POSTMASTER		5000		
	POSTMASTER		2500		
	POSTMASTER		9000		
	RESERVES		1209CR		
	U CHICAGO		15		
	U CHICAGO		85		
	VOCATIONAL		45		
206		135000	13782	138415	3415*CR
207	PRINTING	81000		113360	32360
	INDUSTRIAL		3325		
207		81000	3325	116685	35685*CR
208	REP TO EQU	106900		48198	58702
208		106900		48198	58702*
209	TEL TOLLS	9000		6360	2640
	ILLINOIS B		205		
209		9000	205	6565	2435*
210	TEL SERVIC	147500		3412CR	150912
	PUB TEL RE		1042CR		
210		147500	1042CR	4454CR	151954*
212	RENT OF MA	67200		67200	
212		67200		67200	*CR
213	SERV CONTR	29700		51450	21750
213		29700		51450	21750*CR
214	SERV CONTR			44921	44921
214				44921	44921*CR
220	PROF DEVEL	173800		184436	10636
	BRADSHAW C		2200		
220		173800	2200	186636	12836*CR

221	COMM SERVI	18200		7484	10716
	A OF C DEC		600		
	N O M A		300		
221		18200	900	8384	9816*
222	EXHIBIT EX	4100		409	3691
	MCNABB EDI		150		
222		4100	150	559	3541*
223	HANDLING C	2800		2606	194
	I K C		10		
	R E A EXPR		10		
223		2800	20	2626	174*
224	ADVERTISIN	24000		8415	15585
224		24000		8415	15585*
225	AUDITING	50000		49620	380
225		50000		49620	380*
299	MISC	11000		14766	3766
	VEND MACH		624CR		
	YAMAMOTO M		204		
299		11000	420CR	14346	3346*CR
		1870700	107797	2023116	152416*CR
301	BLDG SUPPL	110000		110679	679
	CONSUMER S		25CR		
	DEC PAPER		660		
	F HUBBARD		7350		
	HEISE ELEC		4799		
	WESTERVELT		375		
301		110000	13159	123838	13838*CR
302	CLEANING S	13500		7133	6367
302		13500		7133	6367*
303	CONTRACT R	300000		28500	271500
303		300000		28500	271500*
304	GARBAGE &	20400		11700	8700
	DASH OTTO		400		
304		20400	400	12100	8300*
306	INSURANCE	465800		454613	11187
	CITY OF DE		5500		
	FEDERAL MU		5500CR		
306		465800	CR	454613	11187*

307	LIGHT & PO ILL POWER ILLINOIS P	220800	20676 13370 34046	166465	54335
307		220800		200511	20289*
308	BLDG REPAI BURDICK PL	70000	2360	51997	18003
308		70000	2360	54357	15643*
309	TRAVEL CITY OF DE	46000	623	56277	10277
	CITY OF DE		638		
	CITY OF DE		442		
	CITY OF DE		446		
	CITY OF DE		488		
	CITY OF DE		416		
	HOWE MRS M		100		
	STUKE SALL		1008		
	STUKE SALL		240		
309		46000	4401	60678	14678*CR
310	HEALTH & S	1500		313	1187
310		1500		313	1187*
311	CONTRACT C DEC WINDOW DEC WINDOW DEC WINDOW	448000	67500 4300 11500 83300	919978	471978
311		448000		1003278	555278*CR
312	ARCHITECT	50000			50000
312		50000			50000*
313	REP AUTO E EL BAUER EL BAUER EL BAUER EL BAUER F HUBBARD F HUBBARD F HUBBARD NATL CITY NATL CITY NATL CITY NATL CITY NATL CITY NATL CITY	193000	250 250 250 250 3070 3070 1400 652 435 1007 888 1918 1414 14854	202303	9303
313		193000		217157	24157*CR
314	CLEANING S	8000		13864	5864

	DEC INDUST		1525		
	DEC INDUST		1813		
314		8000	3338	17202	9202*CR
315	APPRAISAL	15000		15000	
315		15000		15000	*CR
320	APPRAISAL			30611	30611
320	<i>Lawn Serv</i>			30611	30611*CR
399	MISC			32	32
399				32	32*CR
		1962000	155858	2225323	263323*CR
401	BINDING	285500		284755	745
401		285500		284755	745*
402	BOOKS	3819100		2973560	845540
	AMERICANA		600		
	BAKER & TA		400		
	CHILTON BK		1181		
	CHILTON BK		960		CR
	DOUBLEDAY		1440		
	DOUBLEDAY		830		
	FUNK WAGN		750		
	HACKER ART		700		
	ILLINOIS B		1050		
	IMPERIAL B		5948		
	IMPERIAL B		315		CR
	L & D		6533		CR
	MCCLURG A		1485		
	MCCLURG A		626		
	MCCLURG A		7523		
	MCCLURG A		2070		
	MCNAUGHTON		12000		
	MENTAL HEA		300		CR
	MEMORIAL B		400		CR
	NATL CAMP		125		
	ORAL HIST		300		
	RIVER PLAT		375		
	SCARECROW		850		
	SCARECROW		878		
	SCARECROW		720		
	THOMAS PUB		2000		
	U CHICAGO		5207		
	U CHICAGO		300		
	U CHICAGO		4749		
	WEST PUB C		2000		

WITHDRAWN		45 CR			
402		3819100	45554	3019114	799986*
405	FILMS 16MM	47000		55380	8380
405		47000		55380	8380*CR
406	FILMS SLID			124	124
406				124	124*CR
408	FILMS MICR DEC HERLD	177000	150435	40244CR	217244
408		177000	150435	110191	66809*
409	FILMS RENT AUDIO VISU FILM RENT		555 1555CR 1000CR	6580CR 7580CR	6580 7580*
410	PAMPHLETS VOCATIONAL	10700		22283	11583
410		10700	696 696	22979	12279*CR
412	PICTURES	10000		6770	3230
412		10000		6770	3230*
414	RECORDS LP	115000		35338	79662
414		115000		35338	79662*
415	RECORDS S			64523	64523
415				64523	64523*CR
419	PERIODICAL CGO SUNTIM CHAMPAIGN DEC HERLD GEN PAPER ILL ST JOU ILL ST JOU	100000	2340 800 630 129CR 520CR 1820	154860	54860
419		100000	4941	159801	59801*CR
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP ADULT EDUC	70000	1500	68800	1200
421		70000	1500	70300	300*CR
422	SERVICES	225000		191794	33206
422		225000		191794	33206*
499	MISCELLANE			15700	15700
499				15700	15700*CR
		4864300	202126	4029189	835111*

502	ADD TO EQU	150000		149444	556
	PFILES CAM		15548		
502		150000	15548	164992	14992*CR
		150000	15548	164992	14992*CR
603	RENTALS	201000		186110	14890
	SWARTZ HOM		17370		
603		201000	17370	203480	2480*CR
		201000	17370	203480	2480*CR
		27800000	2155035	27797663	2337*

Balance in checking account: \$1,602.15

Bills presented for payment *Mary T. Howe*

Approved for payment:

700	BAL LAST M	311400
	ERROR OCT	10000CR
	NATIONAL B	1700000
	FINES	115407
	FINES AUG	1736CR
	NON RES FE	14000
	NON RES FE	105CR
	L & D	6533
	RESERVES	1209
	MEMORIAL B	400
	FILM RENT	1555
	VERIFAX	3350
	PUB TEL RE	1042
	PLASTIC BA	148
	MISC POSTA	5747
	MISC POSTA	105
	VEND MACH	624
	CITY OF DE	100
	CONSUMER S	25
	FR OF LIBR	1333
	GEN PAPER	1452
	GEN PAPER	129
	ILL ST JOU	520
	MENTAL HEA	300
	NOMA	194
	TEMPLE CLA	365
	WITHDRAWN	45
	BILL LIST	2119286CR
	CASH CREDI	25076CR
700		9780

+ 1504.35

\$1602.15

DECATUR PUBLIC LIBRAR
DECATUR ILL
BUDGET BILL LIST 04 6

To be revised

100	SALARIES S	18752000	1298273 ✓	17495227	1256773
	TREAS CIT		113481 ✓		
	BL CR AND		16710 ✓		
	DEC CITY C		23500 ✓		
	NATL BK DE		202597 ✓		
	UNITED FUN		1775 ✓		
100		18752000	1656336	19151563	399563*CR
		18752000	1656336	19151563	399563*CR
201	BINDING SU	46900		39232	7668
201		46900		39232	7668*
202	CAT MATERI	83200		87240	4040
202		83200		87240	4040*CR
203	FREIGHT EX	9400		15026	5626
	I K C		1767 ✓		
	IBM		200 ✓		
	R E A EXPR		365 ✓		
	TEMPLE CLA		365CR		
	U CHICAGO		100 ✓		
203		9400	2067	17093	7693*CR
204	IBM SUPPLI	655000		879727	224727
	GEN PAPER		1452CR		
	I K C		441 ✓		
	IBM		20600 ✓		
	IBM		57500 ✓		
	IBM		2160 ✓		
204		655000	79249	958976	303976*CR
205	OFFICE SUP	216000		173648	42352
	BLACK & CO		524 ✓		
	DEC PAPER		1688 ✓		
	DEC PAPER		1232 ✓		
	IBM		200 ✓		
	NAT LIBRAR		1570 ✓		
	PFILES CAM		100 ✓		
	PFILES CAM		5000 ✓		
	PFILES CAM		545 ✓		
	PLASTIC BA		148CR		
	VERIFAX		3350CR		
205		216000	7361	181009	34991*
206	POSTAGE	135000		124633	10367
	AMERICANA		40		

	FR OF LIBR		1333CR		
	HACKER ART		30 ✓		
	MCCLURG A		30 ✓		
	MISC POSTA		5747CR		
	NOMA		194CR		
	POSTMASTER		467 ✓		
	POSTMASTER		5158 ✓		
	POSTMASTER		5000 ✓		
	POSTMASTER		2500 ✓		
	POSTMASTER		9000 ✓		
	RESERVES		1209CR		
	U CHICAGO		15 ✓		
	U CHICAGO		85 ✓		
	VOCATIONAL		45 ✓		
206		135000	13887	138520	3520*CR
207	PRINTING	81000		113360	32360
	INDUSTRIAL		3325 ✓		
207		81000	3325	116685	35685*CR
208	REP TO EQU	106900		48198	58702
208		106900		48198	58702*
209	TEL TOLLS	9000		6360	2640
	ILLINOIS B		205 ✓		
209		9000	205	6565	2435*
210	TEL SERVIC	147500		3412CR	150912
	PUB TEL RE		1042CR		
210		147500	1042CR	4454CR	151954*
212	RENT OF MA	67200		67200	
212		67200		67200	*CR
213	SERV CONTR	29700		51450	21750
213		29700		51450	21750*CR
214	SERV CONTR			44921	44921
214				44921	44921*CR
220	PROF DEVEL	173800		184436	10636
	BRADSHAW C		2200 ✓		
220		173800	2200	186636	12836*CR
221	COMM SERVI	18200		7484	10716
	A OF C DEC		600 ✓		
	N O M A		300 ✓		
221		18200	900	8384	9816*
222	EXHIBIT EX	4100		409	3691

222	MCNABB EDI	4100	150 ✓ 150	559	3541*
223	HANDLING C	2800		2606	194
	I K C		10 ✓		
	R E A EXPR		10 ✓		
223		2800	20	2626	174*
224	ADVERTISING	24000		8415	15585
224		24000		8415	15585*
225	AUDITING	50000		49620	380
225		50000		49620	380*
299	MISC	11000		14766	3766
	VEND MACH		624CR		
	YAMAMOTO M		204 ✓		
299		11000	420CR	14346	3346*CR
		1870700	107902	2023221	152521*CR
301	BLDG SUPPL	110000		110679	679
	DEC PAPER		660 ✓		
	F HUBBARD		7350 ✓		
	HEISE ELEC		4799 ✓		
	WESTERVELT		375 ✓		
301		110000	13184	123863	13863*CR
302	CLEANING S	13500		7133	6367
302		13500		7133	6367*
303	CONTRACT R	300000		28500	271500
303		300000		28500	271500*
304	GARBAGE &	20400		11700	8700
	DASH OTTO		400 ✓		
304		20400	400	12100	8300*
306	INSURANCE	465800		454613	11187
	CITY OF DE		5500 ✓		
	FEDERAL MU		5500CR		
306		465800	CR	454613	11187*
307	LIGHT & PO	220800		166465	54335
	ILL POWER		20676 ✓		
	ILLINOIS P		13370 ✓		
307		220800	34046	200511	20289*
308	BLDG REPAI	70000		51997	18003

308	BURDICK PL	70000	2360 ✓ 2360	54357	15643*
309	TRAVEL	46000		56277	10277
	CITY OF DE		17.03 { 623 ✓		
	CITY OF DE		638 ✓		
	CITY OF DE		442 ✓		
	CITY OF DE		446 ✓		
	CITY OF DE		April { 488 ✓		
	CITY OF DE		13.50 { 416 ✓		
	CITY OF DE		613 ✓		
	CITY OF DE		14.8 { 627 ✓		
	CITY OF DE		242 ✓		
	HOWE MRS M		100 ✓		
	STUKE SALL		1008 ✓		
	STUKE SALL		240 ✓		
309		46000	5883	62160	16160*CR
310	HEALTH & S	1500		313	1187
310		1500		313	1187*
311	CONTRACT C	448000		919978	471978
	DEC WINDOW		67500 ✓		
	DEC WINDOW		4300 ✓		
	DEC WINDOW		11500 ✓		
311		448000	83300	1003278	555278*CR
312	ARCHITECT	50000			50000
312		50000			50000*
313	REP AUTO E	193000		202303	9303
	EL BAUER		250 ✓		
	EL BAUER		250 ✓		
	EL BAUER		250 ✓		
	EL BAUER		250 ✓		
	F HUBBARD		3070 ✓		
	F HUBBARD		3070 ✓		
	F HUBBARD		1400 ✓		
	NATL CITY		652 ✓		
	NATL CITY		435 ✓		
	NATL CITY		1007 ✓		
	NATL CITY		888 ✓		
	NATL CITY		1918 ✓		
	NATL CITY		1414 ✓		
313		193000	14854	217157	24157*CR
314	CLEANING S	8000		13864	5864
	DEC INDUST		1525 ✓		
	DEC INDUST		1813 ✓		
314		8000	3338	17202	9202*CR

315	APPRAISAL	15000		15000	
315		15000		15000	*CR
320	APPRAISAL			30611	30611
320				30611	30611*CR
399	MISC			32	32
399				32	32*CR
		1962000	157365	2226830	264830*CR
401	BINDING	285500		284755	745
401		285500		284755	745*
402	BOOKS	3819100		2973560	845540
	AMERICANA		600 ✓		
	BAKER & TA		400 ✓		
	CHILTON BK		1181 ✓		
	CHILTON BK		960 CR		
	DOUBLEDAY		1440 ✓		
	DOUBLEDAY		830 ✓		
	FUNK WAGN		750 ✓		
	HACKER ART		700 ✓		
	ILLINOIS B		1050 ✓		
	IMPERIAL B		5948 ✓		
	IMPERIAL B		315 CR		
	L & D		6533 CR		
	MCCLURG A		1485 ✓		
	MCCLURG A		626 ✓		
	MCCLURG A		7523 ✓		
	MCCLURG A		2070 ✓		
	MCNAUGHTON		12000 ✓		
	MEMORIAL B		400 CR		
	NATL CAMP		125 ✓		
	ORAL HIST		300 ✓		
	RIVER PLAT		375 ✓		
	SCARECROW		850 ✓		
	SCARECROW		878 ✓		
	SCARECROW		720 ✓		
	THOMAS PUB		2000 ✓		
	U CHICAGO		5207 ✓		
	U CHICAGO		300 ✓		
	U CHICAGO		4749 ✓		
	WEST PUB C		2000 ✓		
	WITHDRAWN		45 CR		
402		3819100	45854	3019414	799686*
405	FILMS 16MM	47000		55380	8380
405		47000		55380	8380*CR

406	FILMS SLID			124	124
406				124	124*CR
408	FILMS MICR	177000		40244CR	217244
	DEC HERLD		150435 ✓		
408		177000	150435	110191	66809*
409	FILMS RENT			6580CR	6580
	AUDIO VISU		555 ✓		
	FILM RENT		1555CR		
409			1000CR	7580CR	7580*
410	PAMPHLETS	10700		22283	11583
	VOCATIONAL		696 ✓		
410		10700	696	22979	12279*CR
412	PICTURES	10000		6770	3230
412		10000		6770	3230*
414	RECORDS LP	115000		35338	79662
414		115000		35338	79662*
415	RECORDS S			64523	64523
415				64523	64523*CR
419	PERIODICAL	100000		154860	54860
	CGO SUNTIM		2340 ✓		
	CHAMPAIGN		800 ✓		
	DEC HERLD		630 ✓		
	GEN PAPER		129CR		
	ILL ST JOU		520CR		
	ILL ST JOU		1820 ✓		
419		100000	4941	159801	59801*CR
420	MAPS	5000			5000
420		5000			5000*
421	MEMBERSHIP	70000		68800	1200
	ADULT EDUC		1500 ✓		
421		70000	1500	70300	300*CR
422	SERVICES	225000		191794	33206
422		225000		191794	33206*
499	MISCELLANE			15700	15700
499				15700	15700*CR
		4864300	202426	4029489	834811*

1731 - Release
1.05 -
3.95 - 407 + 209
into postage

502	ADD TO EQU	150000		149444	556
	PFILES CAM		15548 ✓		
502		150000	15548	164992	14992*CR
		150000	15548	164992	14992*CR
603	RENTALS	201000		186110	14890
	SWARTZ HOM		17370 ✓		
603		201000	17370	203480	2480*CR
		201000	17370	203480	2480*CR
		27800000	2156947	27799575	425*

Balance in checking account

Bills presented for payment

Approved for payment

Mary T. Howe

x *Louise H. Nelson*

Harold W. Koslofski

Finance Committee

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

CIRCULATION STATISTICS April 1964

		Adult	Youth	Juv.	Total	Y-Date
GENERAL WORKS		148	38	94	280	2532
	*	109	34	95	238	2095
001 PHILOSOPHY		400	55	3	458	5664
	*	376	45	2	423	5325
002 RELIGION		413	7	73	493	5764
	*	404	13	84	501	5985
003 SOCIAL SCIENCE		1409	137	584	2130	23764
	*	1165	127	696	1988	22075
004 LANGUAGE		93	5	33	131	1625
	*	86	2	34	122	1528
005 SCIENCE		660	133	1188	1981	21107
	*	546	142	1083	1771	19499
006 USEFUL ARTS		1851	221	626	2698	29019
	*	1462	215	699	2376	27469
007 FINE ARTS		1491	134	416	2041	24310
	*	1294	169	385	1848	22094
008 LITERATURE		1426	67	246	1739	15962
	*	1007	53	230	1290	14134
009 HISTORY		1209	248	526	1983	20615
	*	1225	161	483	1869	18728
010 TRAVEL		661	105	448	1214	11954
	*	576	87	456	1119	11530
011 BIOGRAPHY		947	365	935	2247	23308
	*	911	284	858	2053	21970
012 FOREIGN NON FIC		25	2	28	55	529
	*C	21	1	28	50	720
013 PERIODICALS		1041	84	157	1282	13448
	*	938	83	174	1195	12412
014 PAMPHLETS		86		1	87	926
	*	71	1	10	82	867
015 PAPERBACKS		16			16	456
	*	26			26	800
Total Non-fiction		11876	1601	5358	18835	200983
	*	10217	1417	5317	16951	187231
115 FICTION		9425	3962	6398	19785	235944
	*	7874	3792	6108	17774	217372
116 FOREIGN FICTION		8		31	39	680
	*	19		44	63	1049
117 J E				11806	11806	121714
	*			10935	10935	115899
Total Fiction		9433	3962	18235	31630	358338
	*	7893	3792	17087	28772	334320
Total Books		21309	5563	23593	50465	559321
	*	18110	5209	22404	45723	521551
Increase					+4742	+37,770
*1963 figures						

218	BIBLIOGRAPHIES	1			1	142
219	BOOKTALKS			8	8	16
220	CEILING PROJECT					2
221	CLASS VISITS			17	17	124
222	BOOK TALKS					42
223	INSTRUCTION			6	6	65
224	STORIES			15	15	109
225	ATTENDANCE			458	458	3352
226	EXHIBITS	22	2	2	26	217
227	FILMS ATTENDANC	455			455	8677
228	SHOWINGS	10			10	183
229	16 MM	8			8	167
230	C PROJECTOR					2
231	FILM STRIPS					4
232	RECORDAK	301			301	2422
235	GROUPS NOT CLAS	5		13	18	206
236	ATTENDANCE	65		308	373	3533
237	HOME SERVICE VI	57			57	587
238	HOME SERVICE PA	84			84	860
239	HOME SERVICE PA	4			4	17
240	INTER LIBRARY L	25			25	231
241	MAPS	2			2	31
242	MEETINGS IN BLD	7		7	14	197
243	ATTENDANCE	50		32	82	1837
244	MENDING	57	14	142	587	6152
245	OVERDUE BOOKS	1276	135	718	2129	15626
246	OVERDUE NOTICES	799	99	451	1349	9997
247	PICTURES FRAMED	7			7	100
248	PICTURES MOUNTE	174		326	500	4623
249	PROFESSIONAL VI	37			37	52
250	RADIO					111
251	RECORDS LP	992		51	1043	12871
252	RECORDS S	2			2	63
253	RECORDS SR	214			214	2275
254	RECORDS 16					1
256	READERS ADVISOR	1506	1271	1245	4022	42060
257	REQUESTS	98	12	59	169	1170
258	SCHOOL VISITS					22
259	STORY HOURS		11		11	84
260	ATTENDANCE		259		259	982
261	NUM OF STORIES		26		26	145
262	TELEPHONE INCOM	2049			2049	19380
263	TV	1			1	21
264	VISITS IN COMM	3		1	4	46
265	RECORD BAGS	133			133	1327
301	MABELS NURSING					25
302	VELWYN	10			10	291
305	WAKEFIELDS	8			8	8
306	WAKEFIELD NO 2	62			62	509
307	MABELS NURSING					522
308	LAKE SHORE MANOR	76			76	641
309	RANKIN NURSING	41			41	366
310	SCOTT NURSING H	74			74	208
401	18TH E WILLIA	79	109	593	781	8330
402	CARDINAL & PIPI	23	4	47	74	1882
405	FAIRVIEW PLAZA	308	192	809	1309	14565
407	GARFIELD & WATE					303
408	SAWYER & MONROE	337	183	882	1402	15014
411	GRAND SUMMIT	180	124	1123	1427	23747
501	BLUE MILL					145
502	MACON LINDEN	49	13	180	242	2879
503	FOREST & LINCOL	49	46	226	321	4969
504	32ND DUCHESS	138	92	701	931	9657

15210

506	MT	CALVARY	CHUR	537	391	2277	3205	35811
508	MC	CLELLAN		319	173	1095	1587	16913
510	MC	CLELLAN						289
512	22ND	E	CLAY	309	132	739	1180	8176
513	24TH	E	WILLIA	63	26	256	345	3708
514	EISNERS			166	207	786	1159	14064
601	AP					366	366	4770
602	AM							47
603	AT			13	59	356	428	4878
604	YP				1	359	360	3663
605	YM					1	1	46
606	YT					12	12	61
607	JP			1		30	31	165
609	JT					4	4	35

14

60

1128

1202

13,665

April

Circ

MAIN ADULT	9305	642	302	10249	120735
MAIN YOUTH	5882	1827	3	7712	80462
MAGIC CARPET	3		7602	7605	85156
REFERENCE	11			11	143
2ND OFFICE					60
JUV COORD			1	1	327
	15201	2469	7908	25578	286883
B 1	1236	744	4193	6173	72003
B 2	1321	948	5521	7790	88449
EVANS BRANCH	1593	647	2045	4285	46487
HOME SERVICE	610	145	14	769	7682
ST MARYS HOSP	152	24		176	2032
D M C	169	49	423	641	5823
T B SAN	100	7		107	1782
NURSES RES	107			107	851
DILL BRANCH	820	530	3489	4839	47329
	6108	3094	15685	24887	272438
	21309	5563	23593	50465	559321

208 - 481.98
213 - 514.50
308 - 543.57
313 - 2171.57

21309
5563
23593

DECATUR PUB
CIRC STAT
APRIL 1964

MAIN ADULT Desk		Adult	Youth	Juvenile	April	Total 63/64	62/63
	GENERAL WORKS	63	4		67	630	422
001	PHILOSOPHY	251	3		254	3101	2,972
002	RELIGION	212		1	213	2424	2,535
003	SOCIAL SCIENCE	660	27	10	697	8189	7,625
004	LANGUAGE	26	1		27	568	554
005	SCIENCE	296	33	4	333	3802	3,293
006	USEFUL ARTS	1091	25	5	1121	12221	11,306
007	FINE ARTS	790	31	2	823	9404	8,813
008	LITERATURE	417	14	7	438	5205	4,762
009	HISTORY	345	47	1	393	4962	4,436
010	TRAVEL	276	11		287	3637	3,199
011	BIOGRAPHY	349	55	6	410	4022	3,992
012	FOREIGN NON FIC	13			13	121	146
013	PERIODICALS	325	15		340	3461	3,622
014	PAMPHLETS	42			42	476	4,64
015	PAPERBACKS	4			4	296	603
	<u>Total Non-Fiction</u>	5160	266	36	5462	62519	58,744
115	FICTION	4139	376	97	4612	56246	50,706
116	FOREIGN FICTION	6			6	60	104
117	J E			169	169	1910	1,427
	<u>Total Fiction</u>	4145	376	266	4787	58216	52,237
	<u>Total Circulation</u>	9305	642	302	10249	120735	110,981
218	BIBLIOGRAPHIES					18	10
219	BOOKTALKS					1	3
226	EXHIBITS					77	87
229	16 MM					6	
235	GROUPS NOT CLAS	4			4	83	50
236	ATTENDANCE	37			37	786	114
240	INTER LIBRARY L	12			12	12	
241	MAPS	2			2	21	14
242	MEETINGS IN BLD	7			7	93	160
243	ATTENDANCE	50			50	1161	1,361
244	MENDING					16	
247	PICTURES FRAMED	7			7	93	86
248	PICTURES MOUNTE	55			55	1190	1,394
250	RADIO					88	5
251	RECORDS LP	662		28	690	8794	8,349
252	RECORDS S	2			2	16	34
253	RECORDS SR	156			156	1698	1,297
256	READERS ADVISOR	589			589	7489	3,546
257	REQUESTS					1	
259	STORY HOURS					25	
262	TELEPHONE INCOM	191			191	2231	2,989
263	TV					1	1
265	RECORD BAGS	106			106	989	1,152
601	AP					11	22
604	YP					10	5
	<u>Total Units</u>	1880		28	1908	24910	20,783
		1880		28	1908	24910	20,783
603	AT						23

DECATUR PUB
CIRC STAT
APRIL 1964

	REFERENCE Room	Adult	April	Total 63/64	62/63
001	PHILOSOPHY	3	3	3	7
002	RELIGION	1	1	5	4
003	SOCIAL SCIENCE	2	2	25	20
004	LANGUAGE			5	9
005	SCIENCE			7	5
006	USEFUL ARTS	1	1	30	6
007	FINE ARTS			17	3
008	LITERATURE			3	7
009	HISTORY	3	3	33	1
010	TRAVEL			7	5
013	PERIODICALS			3	2
011	Biography	Total 10	10	138	69
115	FICTION	1	1	5	1
116	Foreign Fiction				179
		11	11	143	
218	BIBLIOGRAPHIES			1	8
229	16 MM			1	3
230	C PROJECTOR			2	
232	RECORDAK	301	301	2422	2,323
240	INTER LIBRARY L	13	13	219	159
248	PICTURES MOUNTE			2	10
250	RADIO			1	6
251	RECORDS LP	1	1	50	25
256	READERS ADVISOR	632	632	18	1282
263	TV			1	9582
601	AP			356	4317
602	AM				27
603	AT	13	59	352	424
606	YT				13
604	YP				
		960	691	726	2377
		960	691	726	2377
	Total units	960	691	726	2377
					21442
					18,976
					18,976

DECATUR PUB

CIRC STAT

APRIL 1964

Adult

Youth

MAGIC CARPET Children's Room

		Juvenile	April	Total 63/64	62/63
	GENERAL WORKS	49	49	416	302
001	PHILOSOPHY	2	2	23	6
002	RELIGION	38	38	520	500
003	SOCIAL SCIENCE	209	209	3288	3,061
004	LANGUAGE	11	11	141	71
005	SCIENCE	453	453	4848	4,073
006	USEFUL ARTS	251	251	2953	2,664
007	FINE ARTS	145	145	2215	1,755
008	LITERATURE	102	102	1163	1,075
009	HISTORY	178	178	2191	1,675
010	TRAVEL	221	221	1812	1,648
011	BIOGRAPHY	335	335	3535	3,200
012	FOREIGN NON FIC	15	15	152	180
013	PERIODICALS	51	51	453	528
014	PAMPHLETS	1	1	20	31
	Total Non-Fiction	2061	2061	23730	20,770
115	FICTION	3	1902	23699	21,283
116	FOREIGN FICTION		9	117	378
117	J E		3630	37610	34,803
	Total Fiction	3	5541	61426	56,464
	Total Fiction & non-fiction	3	7602	85156	77,234
218	BIBLIOGRAPHIES			3	3
219	BOOKTALKS			1	109
221	CLASS VISITS	12	12	78	66
223	INSTRUCTION	1	1	22	16
224	STORIES	11	11	93	38
225	ATTENDANCE	337	337	2087	1,989
226	EXHIBITS			6	8
227	FILMS ATTENDANC			420	1,010
229	16 MM			6	15
235	GROUPS NOT CLAS	12	12	96	23
236	ATTENDANCE	290	290	2130	615
242	MEETINGS IN BLD			20	10
243	ATTENDANCE			2	190
244	MENDING	30	30	614	1,100
245	OVERDUE BOOKS	312	312	2075	1,624
246	OVERDUE NOTICES	158	158	1162	873
248	PICTURES MOUNTE	168	168	752	579
249	PROFESSIONAL VI			9	1
250	RADIO			2	4
256	READERS ADVISOR	4	2	247	253
257	REQUESTS	1	1	33	35
259	STORY HOURS		4		20
260	ATTENDANCE		94		94
261	NUM OF STORIES		12		12
262	TELEPHONE INCOM				3
601	AP		1		68
603	AT		2		25
604	YP				23
605	YM		1		1
607	JP		22		127
609	JT		4		35
	Total units	5	113	1641	1759
		5	113	1641	1759
				13397	13,787
				13397	13,787

DECATUR PUB
CIRC STAT
APRIL 1964

	MAIN YOUTH ROOM	Adult	Youth	Juvenile	April	Total 63/64	62/6
	GENERAL WORKS	49	19		68	557	471
001	PHILOSOPHY	114	23		137	1707	1,451
002	RELIGION	94	5		99	937	1,022
003	SOCIAL SCIENCE	614	64		678	6013	4,622
004	LANGUAGE	51	4		55	518	452
005	SCIENCE	292	61		353	3570	3,382
006	USEFUL ARTS	465	95		560	5581	4,608
007	FINE ARTS	422	50		472	6047	5,011
008	LITERATURE	748	35		783	4822	3,735
009	HISTORY	631	96		727	7091	6,665
010	TRAVEL	234	48		282	2232	1,999
011	BIOGRAPHY	401	131		532	5072	4,859
012	FOREIGN NON FIC	5			5	86	129
013	PERIODICALS	287	13		300	2229	1,809
014	PAMPHLETS	39			39	371	289
015	PAPERBACKS	12			12	115	160
	<u>Total Non-Fiction</u>	4458	644		5102	46948	40,664
115	FICTION	1423	1183	1	2607	33400	31,489
116	FOREIGN FICTION	1			1	84	58
117	J E			2	2	30	63
	<u>Total Fiction</u>	1424	1183	3	2610	33514	31,610
	<u>Total Circulation</u>	5882	1827	3	7712	80462	72,274
218	BIBLIOGRAPHIES						1
219	BOOKTALKS						2
221	CLASS VISITS						15
223	INSTRUCTION						15
225	ATTENDANCE					502	55
226	EXHIBITS					7	5
241	MAPS					5	10
242	MEETINGS IN BLD					1	2
244	MENDING					440	
247	PICTURES FRAMED					7	5
248	PICTURES MOUNTE	119			119	1069	1,265
249	PROFESSIONAL VI	37			37	37	
250	RADIO					1	4
251	RECORDS LP	201		6	207	2324	2,341
252	RECORDS S					33	16
253	RECORDS SR	32			32	329	211
254	RECORDS 16					1	2
256	READERS ADVISOR	137	367		504	6315	3,796
257	REQUESTS	2			2	16	2
262	TELEPHONE INCOM					14	88
265	RECORD BAGS	27			27	338	359
601	AP					141	11
602	AM					19	6
603	AT					1	
604	YP			300	300	3135	1,676
605	YM					43	7
606	YT			10	10	43	
222	BOOK TALKS					41	
228	SHOWINGS					12	
	<u>Total units</u>	555	367	316	1238	14907	10,009
		555	367	316	1238	14907	10,009

DECATUR PUB
CIRC STAT
APRIL 1964

	JUV COORDINATOR	Juvenile	April	Total 63/64	62/63
002	RELIGION			34	24
003	SOCIAL SCIENCE			29	106
006	USEFUL ARTS			24	86
008	LITERATURE			2	20
011	BIOGRAPHY	1	1	84	49
014	PAMPHLETS			1	2
015	PAPERBACKS			40	14
	<u>Total Non-Fiction</u>	1	1	214	393
115	FICTION			113	190
	<u>Total Fiction</u>			113	241
	<u>Total Circulation</u>	1	1	327	634
218	BIBLIOGRAPHIES			1	4
219	BOOKTALKS	8	8	8	
226	EXHIBITS	1	1	5	2
235	GROUPS NOT CLAS			5	
236	ATTENDANCE			78	
242	MEETINGS IN BLD	7	7	73	32
243	ATTENDANCE	32	32	497	284
249	PROFESSIONAL VI			3	4
250	RADIO			2	3
259	STORY HOURS			4	
260	ATTENDANCE			81	
261	NUM OF STORIES			17	
264	VISITS IN COMM	1	1	5	4
	<u>Total Units</u>	49	49	779	333
		49	49	779	333
001	Philosophy				3
005	Science				86
007	Fine Arts				32
010	Travel				24
117	JE				51

DECATUR PUB
CIRC STAT
APRIL 1964
HELEN SPITTLER

	Adult	Youth	Juvenile	April	Total 63/64	62/6
226 EXHIBITS	22	2	1	25	92	
	22	2	1	25	92	
	22	2	1	25	92	

DECATUR PUB
CIRC STAT
APRIL 1964
COMM INFORMATIO

264 VISITS IN COMM

Total 63/64 62/64

18

18

18

DECATUR PUB
CIRC STAT
APRIL 1964
ADM ASSIST

Total 63/64 62/63

218	BIBLIOGRAPHIES	6	7
219	BOOKTALKS	1	
235	GROUPS NOT CLAS	1	
236	ATTENDANCE	16	
242	MEETINGS IN BLD	3	
243	ATTENDANCE	12	
249	PROFESSIONAL VI	3	3
250	RADIO	8	5
264	VISITS IN COMM	5	12
	Total Units	55	27
		55	27

	2ND OFFICE	Adult	April	Total 63/64	62/
001	PHILOSOPHY			2	
002	RELIGION			1	
003	SOCIAL SCIENCE			11	
005	SCIENCE			10	
006	USEFUL ARTS			9	
007	FINE ARTS			14	
008	LITERATURE			1	
009	HISTORY			7	
010	TRAVEL			5	
				60	
				60	
226	EXHIBITS			6	
262	TELEPHONE INCOM	804	804	4804	6,939
		804	804	4810	6,940
		804	804	4810	6,940

DECATUR PUB
 CIRC STAT
 APRIL 1964
 ASST LIBRARIAN

	Adult	April	Total 63/63	62/63
218 BIBLIOGRAPHIES			8	2
219 BOOKTALKS			3	1
263 TV	1	1	3	2
264 VISITS IN COMM	3	3	18	27
Total Units	4	4	32	38
	4	4	32	38
249 Professional Visits				2
250 Radio				4

DECATUR PUB
CIRC STAT
APRIL 1964

NURSES RESIDENC		Adult	April	Total 63/64	62/63
001	PHILOSOPHY			7	10
002	RELIGION			16	51
003	SOCIAL SCIENCE	4	4	20	11
006	USEFUL ARTS	2	2	17	23
007	FINE ARTS			3	21
008	LITERATURE	8	8	36	4
009	HISTORY			1	1
011	BIOGRAPHY	3	3	35	104
	<u>Total Non-Fiction</u>	17	17	135	230
115	FICTION	90	90	716	511
	<u>Total Fiction</u>	90	90	716	511
	<u>Total Circulation</u>	107	107	851	741
257	REQUESTS			7	4
	<u>Total Units</u>			7	4
				7	4
005	Science				1
010	Travel				4

DECATUR PUB
CIRC STAT
APRIL 1964

	T B SAN	Adult	Youth	April	Total 63/64	62/63
002	RELIGION	3		3	21	14
003	SOCIAL SCIENCE	1		1	9	13
004	LANGUAGE				3	4
005	SCIENCE	6		6	53	37
006	USEFUL ARTS				13	16
007	FINE ARTS	11	3	14	152	49
008	LITERATURE	3		3	46	38
009	HISTORY	11	1	12	93	66
010	TRAVEL	14		14	157	126
011	BIOGRAPHY	2		2	97	54
013	PERIODICALS	22		22	406	111
	<u>Total Non-Fiction</u>	73	4	77	1050	535
115	FICTION	27	3	30	732	596
	<u>Total Fiction</u>	27	3	30	732	596
	<u>Total Circulation</u>	100	7	107	1782	1131
257	REQUESTS	3		3	62	58
	<u>Total Units</u>	3		3	62	58
		3		3	62	58
001	General Works					2
	Philosophy					5

DECATUR PUB

CIRC STAT

APRIL 1964

	ST MARYS HOSP	Adult	Youth	April	Total 63/63	62/63
001	PHILOSOPHY				2	3
002	RELIGION				35	47
003	SOCIAL SCIENCE				6	14
006	USEFUL ARTS				15	15
007	FINE ARTS	8	3	11	38	34
008	LITERATURE	13		13	110	180
009	HISTORY				30	54
010	TRAVEL	1		1	31	16
011	BIOGRAPHY	9	1	10	117	80
013	PERIODICALS				2	49
	<u>Total Non-Fiction</u>	31	4	35	386	515
115	FICTION	121	20	141	1640	1768
117	J E				6	10
	<u>Total Fiction</u>	121	20	141	1646	1800
	<u>Total Circulation</u>	152	24	176	2032	2315
257	REQUESTS	5		5	38	44
	<u>Total Units</u>	5		5	38	44
		5		5	38	44
	General Works					6
004	Language					1
005	Science					16
116	Foreign Fiction					22

DECATUR PUB
CIRC STAT
APRIL 1964

	D M C	Adult	Youth	Juvenile	April	Total 63/64	62/63
	GENERAL WORKS					4	2
001	PHILOSOPHY					13	23
002	RELIGION	3			3	62	69
003	SOCIAL SCIENCE	4			4	42	130
004	LANGUAGE					3	
005	SCIENCE			12	12	180	274
006	USEFUL ARTS	7		16	23	207	275
007	FINE ARTS	32			32	224	488
008	LITERATURE	7		4	11	95	139
009	HISTORY	1	1	1	3	52	80
010	TRAVEL	4	1	2	7	84	136
011	BIOGRAPHY	3	2	37	42	309	267
013	PERIODICALS					3	45
	Total Non-Fiction	61	4	72	137	1278	1931
014	Pamphlets						3
115	FICTION	108	45	129	282	2776	3227
116	FOREIGN FICTION					66	87
117	J E			222	222	1703	1408
	Total Fiction	108	45	351	504	4545	4722
	Total Circulation	169	49	423	641	5823	6653
220	CEILING PROJECT					2	2
257	REQUESTS	3			3	40	64
	Total Units	3			3	42	118
		3			3	42	118
227	Films Attendance						10
228	Showings						21
230	C Projector						21

DECATUR PUB
CIRC STAT
APRIL 1964
TECHNICAL PROCE

	April	Total 63/64	62/63
218 BIBLIOGRAPHIES		1	2
221 CLASS VISITS		1	
225 ATTENDANCE		6	
243 ATTENDANCE		1 2 3	
244 MENDING	3 7 4	2 2 0 5	3,587
250 RADIO		1	1
231 FILM STRIPS		4	
	3 7 4	2 3 4 1	3,590
	3 7 4	2 3 4 1	3,590

DECATUR PUB
 CIRC STAT
 APRIL 1964
 AUDIO VISUAL

	Adult	Youth	Juvenile	April	Total 63/64	62/63
227 FILMS ATTENDANC	455			455	7643	4,202
228 SHOWINGS	10			10	155	114
229 16 MM	8			8	141	107
245 OVERDUE BOOKS	1276	135	406	1817	13544	11,467
246 OVERDUE NOTICES	799	99	293	1191	8835	6,589
262 TELEPHONE INCOM	785			785	9015	5,928
	3333	234	699	4266	39333	28,408
	3333	234	699	4266	39333	28,408
250 Radio						1

DECATUR PUB

CIRC STAT

APRIL 1964

	DILL BRANCH	Adult	Youth	Juvenile	"April	Total 63/64	62/63
	GENERAL WORKS	13	4	14	31	291	210
001	PHILOSOPHY	5	3		8	117	111
002	RELIGION	4	1	5	10	181	209
003	SOCIAL SCIENCE	22	12	77	111	1092	904
004	LANGUAGE	2		4	6	72	75
005	SCIENCE	10	3	104	117	1301	1141
006	USEFUL ARTS	29	23	46	98	1203	1052
007	FINE ARTS	25	12	66	103	1251	1015
008	LITERATURE	20	5	22	47	655	447
009	HISTORY	16	27	90	133	1404	1112
010	TRAVEL	7	7	74	88	820	805
011	BIOGRAPHY	25	30	120	175	1666	1362
012	FOREIGN NON FIC					2	8
013	PERIODICALS	62		11	73	878	576
014	PAMPHLETS	1			1	5	9
015	PAPERBACKS					2	4
	<u>Total Non-Fiction</u>	241	127	633	1001	10940	9040
115	FICTION	579	403	789	1771	19090	15052
116	FOREIGN FICTION			7	7	59	46
117	J E			2060	2060	17240	14173
	<u>Total Fiction</u>	579	403	2856	3838	36389	29271
	<u>Total Circulation</u>	820	530	3489	4839	47329	38311
218	BIBLIOGRAPHIES					1	3
221	CLASS VISITS			2	2	7	13
223	INSTRUCTION			2	2	6	5
224	STORIES			1	1	1	1
225	ATTENDANCE			48	48	197	348
235	GROUPS NOT CLAS	1			1	10	33
236	ATTENDANCE	28			28	302	176
241	MAPS					2	
244	MENDING	35			35	226	526
245	OVERDUE BOOKS					2	
250	RADIO					1	3
251	RECORDS LP	49		10	59	789	
252	RECORDS S					7	
253	RECORDS SR	13			13	134	
256	READERS ADVISOR	3	16	231	250	1828	1345
257	REQUESTS					4	21
259	STORY HOURS		4		4	8	
260	ATTENDANCE		90		90	159	
261	NUM OF STORIES		8		8	18	
262	TELEPHONE INCOM	106			106	1264	427
263	TV					7	
601	AP			1	1	20	26
603	AT					14	6
604	YP			7	7	40	65
606	YT					1	
607	JP			1	1	15	34
	<u>Total Units</u>	235	118	303	656	5063	3043
		235	118	303	656	5063	3043

DECATUR PUB
CIRC STAT
APRIL 1964

	B 1	Adult	Youth	Juvenile	April	Total 63/64	62/63
000	GENERAL WORKS	2	3	13	18	152	155
001	PHILOSOPHY	5	10		15	236	228
002	RELIGION	12		6	18	244	242
003	SOCIAL SCIENCE	28	13	82	123	1446	1,460
004	LANGUAGE	4		4	8	96	90
005	SCIENCE	11	13	219	243	2265	2,296
006	USEFUL ARTS	66	30	130	226	2470	2,640
007	FINE ARTS	66	16	72	154	1762	1,685
008	LITERATURE	57	2	32	91	1091	951
009	HISTORY	27	19	83	129	1359	1,399
010	TRAVEL	22	4	47	73	805	853
011	BIOGRAPHY	26	30	124	180	2218	2,244
012	FOREIGN NON FIC			3	3	52	85
013	PERIODICALS	86	25	46	157	1574	1,308
014	PAMPHLETS	3			3	21	28
	<u>Total Non-Fiction</u>	415	165	861	1441	15791	15,664
115	FICTION	821	579	1239	2639	32530	29,602
116	FOREIGN FICTION			2	2	14	117
117	J E			2091	2091	23668	24,715
	<u>Total Fiction</u>	821	579	3332	4732	56212	54,434
	<u>Total Circulation</u>	1236	744	4193	6173	72003	70,098
244	MENDING			89	89	871	1,249
245	OVERDUE BOOKS					1	63
251	RECORDS LP	4			4	83	33
256	READERS ADVISOR	52	91	303	446	5101	4,847
257	REQUESTS	16	4	2	22	251	264
258	SCHOOL VISITS					22	3
	<u>Total units</u>	72	95	394	561	6329	6,492
		72	95	394	561	6329	6,492
401	18TH & E WILLIA	79	109	593	781	8330	8,198
402	CARDINAL & PIPI	23	4	47	74	1882	
405	FAIRVIEW PLAZA	308	192	809	1309	14565	14,047
407	GARFIELD & WATE					303	7,191
408	SAWYER MONROE	337	183	882	1402	15014	15,122
411	GRAND & SUMMIT	180	124	1123	1427	23747	24,946
512	22ND & E CLAY	309	132	739	1180	8162	
	<u>Total B 1 Circulation</u>	1236	744	4193	6173	72003	70,098
		1236	744	4193	6173	72003	70,098
508	South Taylor & West William						362

DECATUR PUB
CIRC STAT
APRIL 1964

	HOME SERVICE	Adult	Youth	Juvenile	April	Total 63/64	62/63
	GENERAL WORKS	1			1	11	3
001	PHILOSOPHY	3			3	26	27
002	RELIGION	43	1		44	367	339
003	SOCIAL SCIENCE	9			9	54	88
004	LANGUAGE	1			1	1	
005	SCIENCE	4	2		6	117	141
006	USEFUL ARTS	7	1		8	62	151
007	FINE ARTS	14	1	1	16	128	60
008	LITERATURE	27	1		28	460	614
009	HISTORY	21	4		25	164	199
010	TRAVEL	38	13	3	54	382	558
011	BIOGRAPHY	40	46	2	88	971	671
013	PERIODICALS	32		1	33	492	513
	<u>Total Non-fiction</u>	240	69	7	316	3235	3364
115	FICTION	370	76	7	453	4421	3475
116	FOREIGN FICTION					2	9
117	J E					24	150
	<u>Total Fiction</u>	370	76	7	453	4447	3634
	<u>Total Circulation</u>	610	145	14	769	7682	6998
237	HOME SERVICE VI	57			57	587	591
238	HOME SERVICE PA	84			84	860	752
239	HOME SERVICE PA	4			4	17	11
251	RECORDS LP					3	
257	REQUESTS	20			20	120	146
301	MABELS NURSING					25	
302	VELWYN	10			10	291	558
305	WAKEFIELDS	8			8	8	
306	WAKEFIELD NO 2	62			62	509	72
307	MABELS NURSING					522	653
308	LAKESHORE MANOR	76			76	641	502
309	RANKIN NURSING	41			41	366	130
310	SCOTT NURSING H	74			74	208	
	<u>Total Units</u>	436			436	4157	3420
		436			436	4157	3420
250	Radio						1
256	Readers Advison						3

DECATUR PUB
CIRC STAT
APRIL 1964

EVANS BRANCH		Adult	Youth	Juvenile	April	Total 63/64	
GENERAL WORKS		20	2	5	27	288	
001	PHILOSOPHY	12	9		21	248	
002	RELIGION	29		5	34	387	
003	SOCIAL SCIENCE	39	6	69	114	1293	
004	LANGUAGE	7		1	8	84	
005	SCIENCE	31	13	120	164	1475	
006	USEFUL ARTS	125	19	51	195	1909	
007	FINE ARTS	63	5	34	102	1306	
008	LITERATURE	61	4	18	83	992	
009	HISTORY	76	21	26	123	1122	
010	TRAVEL	28	10	33	71	718	
011	BIOGRAPHY	48	31	44	123	1586	
012	FOREIGN NON FIC			1	1	42	
013	PERIODICALS	140	7	19	166	2043	
014	PAMPHLETS	1			1	19	
015	PAPERBACKS					2	
Total Circulation <u>Non-fiction</u>		680	127	426	1233	13514	13439
115	FICTION	912	520	637	2069	22161	21491
116	FOREIGN FICTION	1		1	2	10	13
117	J E			981	981	10802	11157
Total <u>Fiction</u>		913	520	1619	3052	32973	32661
Total <u>Circulation</u>		1593	647	2045	4285	46487	46100
218	BIBLIOGRAPHIES	1			1	8	5
221	CLASS VISITS			3	3	23	18
222	BOOK TALKS					1	
223	INSTRUCTION			3	3	22	9
224	STORIES			3	3	15	18
225	ATTENDANCE			73	73	560	409
226	EXHIBITS					24	6
227	FILMS ATTENDANC					614	818
228	SHOWINGS					16	17
229	16 MM					13	13
235	GROUPS NOT CLAS			1	1	8	3
236	ATTENDANCE			18	18	178	45
241	MAPS					3	13
242	MEETINGS IN BLD					7	10
243	ATTENDANCE					42	62
244	MENDING	13		13	26	354	422
248	PICTURES MOUNTE			158	158	1610	2124
250	RADIO					7	7
251	RECORDS LP	63		7	70	680	565
252	RECORDS S					3	1
253	RECORDS SR	13			13	112	62
256	READERS ADVISOR	55	123	187	365	2533	2808
257	REQUESTS	2			2	31	60
259	STORY HOURS		3		3	27	22
260	ATTENDANCE		75		75	399	274
261	NUM OF STORIES		6		6	51	56
262	TELEPHONE INCOM	163			163	2045	2120
263	TV					9	
601	AP			7	7	212	125
603	AT			2	2	34	15
604	YP			43	43	442	289
605	YM					2	
606	YT			2	2	4	11
607	JP					15	5
Total Units		310	207	520	1037	10104	11594
		310	207	520	1037	10104	11594

245 Overdue Books
246 Overdue Notices
247 Pictures Framed

754
427
1

DECATUR PUB
CIRC STAT
APRIL 1964

	B 2	Adult	Youth	Juvenile	April	Total 63/64	62/63
	GENERAL WORKS		6	13	19	183	274
001	PHILOSOPHY	7	7	1	15	179	254
002	RELIGION	12		18	30	530	626
003	SOCIAL SCIENCE	26	15	137	178	2247	2,489
004	LANGUAGE	2		13	15	134	180
005	SCIENCE	10	8	276	294	3479	3,317
006	USEFUL ARTS	58	28	127	213	2305	2,850
007	FINE ARTS	60	13	96	169	1749	1,877
008	LITERATURE	65	6	61	132	1281	1,207
009	HISTORY	78	32	147	257	2106	2,009
010	TRAVEL	37	11	68	116	1264	1,430
011	BIOGRAPHY	41	39	266	346	3596	3,528
012	FOREIGN NON FIC	7	2	9	18	74	100
013	PERIODICALS	87	24	29	140	1904	1,699
014	PAMPHLETS					13	12
015	PAPERBACKS					1	11
	Total Circulation N-Fict.	490	191	1261	1942	21045	21,858
115	FICTION	831	757	1597	3185	38415	37,982
116	FOREIGN FICTION			12	12	268	214
117	J E			2651	2651	28721	27,942
	Total Fiction	831	757	4260	5848	67404	66,138
	Total Circulation	1321	948	5521	7790	88449	87,996
218	BIBLIOGRAPHIES					94	68
235	GROUPS NOT CLAS					3	984
236	ATTENDANCE					43	1,444
244	MENDING	9	14	10	33	1426	1,153
245	OVERDUE BOOKS					4	162
251	RECORDS LP	12			12	148	2
252	RECORDS S					4	9,086
253	RECORDS SR					2	159
256	READERS ADVISOR	34	40	259	333	6427	
257	REQUESTS	46	7	24	77	270	
262	TELEPHONE INCOM					4	
	Total units	101	61	293	455	8425	13,828
		101	61	293	455	8425	13,828
501	BLUE MILL					145	6,646
502	MACON & LINDEN	49	13	180	242	2879	5,184
503	FOREST LINCOL	49	46	226	321	4969	30,770
504	32ND & DUCHESS	138	92	701	931	9657	17,851
506	MT CALVARY CHUR	537	391	2277	3205	35811	5,829
508	MC CLELLAN	319	173	1095	1587	16913	1,832
510	MC CLELLAN					289	3,993
512	22ND & E CLAY					14	14,855
513	24TH & E WILLIA	63	26	256	345	3708	
514	EISNERS	166	207	786	1159	14064	
601	AP			1	1	1	1
602	AM					1	1
604	YP		1	9	10	13	
607	JP	1		7	8	8	
		1322	949	5538	7809	88472	87,998
	Total Circulation F & NF	1322	949	5538	7809	88472	87,998

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, APRIL 24, 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 April 24, 1964.

Members Present:

Mr. Hart Mrs. Russell
Mr. Pilcher Mr. Sappington
Mrs. Stern Mr. Koslofski
Mrs. Nelson

Members Absent:

Mrs. Pogue
Mr. Burnett

Others Present:

Mrs. Mary T. Howe
Mrs. E. McNabb
Mrs. J. Hansen
Mike Waller

The meeting was called to order at 4:11 P.M. by Mr. Francis Hart, president.

The Minutes of the March 27, 1964 meeting were read and Mrs. Nelson said the Policy Committee made no report or suggestions as stated. The minutes of the March 27, 1964 meeting were then approved as corrected.

The Librarian gave the report for April. She said a close watch was being kept on final expenditures and there is about \$230 left in the appropriation for the current year. The Finance Committee's final meeting of the fiscal year was considered. It was set for April 30, 1964 at 4 P.M. Mr. Pilcher moved the Board empower whichever members of the Finance Committee attend the April 30th meeting to approve the final bills. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mrs. Howe reported there are approximately 100 people who have volunteered their services to the library in the past year. Mrs. Howe proposed certificates of service be given to deserving persons. After a discussion of the wording on the certificates, Mr. Sappington moved the following resolution be adopted:

" _____ has contributed services to the advancement of reading for information, education, inspiration and recreation, in the City of Decatur, Illinois, by encouraging the use of the Decatur Public Library."

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

Millikin University's Greek Week is coming up and Mrs. Howe said they are sending over volunteers on May 2nd to mow and trim the lawns at Main, Evans and Dill.

This year's Annual Report will contain a lot of pictures and Mrs. Howe plans to write a summary, signing her name. She felt the Board should have a page also. The Librarian, as Secretary of the Board, was requested to write their page.

On May 25, 26 and 27 Mrs. Howe is going to Endicott, New York for an IBM Seminar on Public Library and University Mechanization. All her expenses will be paid by IBM. There will be a complete installation of IBM at the ALA Convention in St. Louis.

Mrs. Howe reported the Decatur Club will not be available for the Annual Meeting on May 8th. She suggested it be held on Monday, May 11, 1964, which met with the Board's approval.

The Librarian stated the auditors are ready to finish and arrangements have been made for publication of the Annual Report. She also mentioned State reports are combined with Health, Education & Welfare report this year and from now on.

Mrs. Nelson gave the report for the Finance Committee. She said she checked over the bills and recommended the bills be paid up to the 22nd of April, 1964. Mr. Koslofski seconded the motion and roll call vote was taken. Mr. Hart, Mrs. Stern, Mrs. Nelson, Mr. Pilcher, Mrs. Russell, Mr. Sappington and Mr. Koslofski voted aye. Motion carried.

April bills presented for payment - up to April 22, 1964

Salaries:	\$ 16,563.36
Operating Expenses:	3,240.19
Total Expenditures:	<u>\$ 19,803.55</u>

After a discussion on how the operating budget should be re-arranged to keep in line with the appropriation, the Board agreed unanimously that the \$7,000 for the architectural survey should stay. They instructed Mrs. Howe to make a proportionate reduction in budget items and not take all of the reduction from the book fund. It was also noted there will be an additional \$4,500 in bills for power and telephone in 64/65.

Mrs. Nelson reported the Policy Committee did not meet due to lack of quorum, however, she mentioned the League of Women Voters will probably start studying the library sometime this summer.

Properties and Personnel Committees did not meet. Mrs. Howe indicated the library will be short about three professional librarians this year. Mrs. Howe also reported the floor in the Reference Room is sagging and that Mr. Sweetnam said all their file cabinets have to be moved to an outside wall.

The City has promised an electrical inspection and Mrs. Howe was requested to find out when they would take care of this matter.

Mr. Sappington reported on Library System 17. There were 26 people representing 9 libraries at the April 22nd meeting. A contract was presented to the representatives and for the most part they were very receptive to the program. A separate fund, separate bank account will be set up and payments made to Library System 17. The idea is to make a larger collection available to not only all of our patrons but all the patrons in the surrounding area. The librarian of DPL will serve as administrator of Library System 17. Mr. Sappington felt the majority of the group present at the meeting were in favor of some of the services.

Mr. Pilcher moved adjournment. Mrs. Stern seconded the motion. The meeting was adjourned at 5:58 P.M.

Respectfully submitted,

Mary T. Howe
Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, APRIL 24, 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 April 24, 1964.

Members Present:

Mr. Hart Mrs. Russell
Mr. Pilcher Mr. Sappington
Mrs. Stern Mr. Koslofski
Mrs. Nelson

Members Absent:

Mrs. Pogue
Mr. Burnett

Others Present:

Mrs. Mary T. Howe
Mrs. E. McNabb
Mrs. J. Hansen
Mike Waller

The meeting was called to order at 4:11 P.M. by Mr. Francis Hart, president.

The Minutes of the March 27, 1964 meeting were read and Mrs. Nelson said the Policy Committee made no report or suggestions as stated. The minutes of the March 27, 1964 meeting were then approved as corrected.

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The Librarian stated the auditors are ready to finish and arrangements have been made for publication of the Annual Report. She also mentioned State reports are combined with Health, Education & Welfare report this year and from now on.

Mrs. Nelson gave the report for the Finance Committee. She said she checked over the bills and recommended the bills be paid up to the 22nd of April, 1964. Mr. Koslofski seconded the motion and roll call vote was taken. Mr. Hart, Mrs. Stern, Mrs. Nelson, Mr. Pilcher, Mrs. Russell, Mr. Sappington and Mr. Koslofski voted aye. Motion carried.

April bills presented for payment - up to April 22, 1964

Salaries:	\$ 16,563.36
Operating Expenses:	<u>3,240.19</u>
Total Expenditures:	\$ 19,803.55

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Mr. Pilcher moved adjournment. Mrs. Stern seconded the motion. The meeting was adjourned at 5:58 P.M.

Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING, MARCH 27, 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, March 27, 1964.

Members Present:

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

Members Absent:

Mrs. Pogue

Others Present:

Mrs. Mary T. Howe
Rex Spires

The meeting was called to order at 4:08 P.M. by Mr. Francis Hart, president.

The minutes of the February 28, 1964 meeting were considered. Mr. Burnett moved the minutes be approved as they were presented. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

The librarian gave the report for March. She noted our circulation keeps going up. National Library Week is coming up April 12 through April 18 and is receiving a good deal of publicity from radio, TV, newspapers, etc. Mrs. Howe mentioned some excellent articles written about libraries and recommended one particularly for us written by Oscar Handlin, which appears in the April, 1964 issue of ATLANTIC.

The auditor will be in April 15 or 16, as soon as their tax work is over. Mrs. Howe indicated that \$307.00 was deducted from the total balance in allocation to spend as we did not collect all of our tax money. Although we have \$21,573.72 in our appropriation we won't be able to spend it all unless we take in some money, and it is unlikely we will take in any more than \$900 in fines. We have \$21,266.00 to spend in the month of April. This will meet the payroll and most of the major bills. Almost all of the book bills are in now. We have heard it might be June before we will receive any tax money and we assume we will have the privilege of borrowing from the Water Department as all the other city agencies will.

Mrs. Howe thanked Rex Spires who will cover sports for the newspaper from now on and mentioned Mike Waller will be with us in the future.

During National Library Week we will have three big programs. On Tuesday, April 14, there will be a Friends of the Library Meeting and Mr. Sappington has agreed to re-present the budget slide talk which he gave at the City Council meeting. Miss Yamamoto will give a demonstration of the children's story hour and the Senior Great Books group will demonstrate their discussions. There will be a tour of the library and building followed by coffee served by the Friends. Mr. Engdale, president of the Friends of the Library, is publishing a quarterly bulletin for the Friends (at no expense to the library). There is a "How to Use the Library" Seminar coming up April 20 through the 23rd, and there will be half-hour telecasts on April 5 and April 12 in conjunction with the Seminar.

Mr. Burnett reported the Finance Committee met on March 25, 1964 and examined the bills presented for payment. He moved the bills for March be approved for payment. Mr. Sappington seconded the motion. Roll call vote was taken. Mr. Hart, Mr. Pilcher, Mrs. Stern, Mrs. Russell, Mrs. Nelson, Mr. Burnett, Mr. Koslofski and Mr. Sappington voted aye. Motion carried.

March bills presented for payment:

Salaries:	\$ 16,157.07
Operating Expense:	3,099.07
Total Expenditures:	<u>\$ 19,256.14</u>

Mrs. Nelson reported the Policy Committee met on March 19, 1964 and suggested the building and trades assembly combine their tour of the library with the Friends of the Library meeting to be held on April 14th. Mr. Sappington agreed to give the budget slide talk.

The librarian reported on the Regional Library System 17. A meeting was held March 24th with Mr. Miller Board of State Library. She stated there were 20 returns out of the 30 questionnaires sent out. A run down of non-resident Y and Adult cards was made and there are 1200 or 1300 cards from 58 towns. This does not include children's cards. The town with the most cards was Macon and Blue Mound was second. There will be an area meeting in April with all the libraries so that they can discuss this project with their trustees. Details should be ironed out by July 1st.

Mrs. Howe also reported the International Fair will be at the Armory this year. All exhibits will be up at 1 P.M. on April 16 and there will be over 25 foreign exhibits. The Rotary Club invited Mrs. Howe and Mr. Kirchgraber to be their guests at the dinner at St. Patrick's that evening. The Board was cordially invited-- tickets \$3.00 per person.

Mrs. Howe distributed copies of Dr. McKay's talk at the Staff Institute last October.

Mr. Burnett moved the meeting be adjourned at 4:55 P.M. Mrs. Nelson seconded the motion. Meeting adjourned.

Respectfully submitted,

Mary T. Howe
Secretary

Decatur Public Library
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING, FEBRUARY 28, 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, February 28, 1964.

Members Present:

Mr. Hart
Mr. Burnett
Mr. Sappington
Mrs. Pogue

Mr. Pilcher
Mr. Koslofski
Mrs. Stern
Mrs. Nelson

Members Absent:

Mrs. Russell

Others Present:

Mrs. Hansen Mrs. Edith McNabb
Mrs. Howe Mr. Rex Spires

The meeting was called to order at 4:05 PM by Mr. Francis Hart, president.

The minutes of the January 31, 1964 meeting were considered. Mr. Burnett moved the minutes be accepted as mailed. Mr. Sappington seconded the motion. All present voted aye. Motion carried.

Mr. Burnett reported the Finance Committee met on February 26, 1964 and examined the bills presented for payment. He moved the bills for February be approved for payment. Mrs. Stern seconded the motion. Roll call was taken. Mr. Hart, Mr. Burnett, Mr. Koslofski, Mr. Sappington, Mrs. Stern, Mrs. Pogue, and Mrs. Nelson voted aye. Motion carried.

February bills presented for payment:

Salaries.....	\$16,163.99
Operating Exp.	<u>5,108.24</u>
Total	\$21,272.23

The librarian gave the report for February. She noted the year-to-date increase in circulation over last year was 18,000 books. She called attention to the new Decatur Reads in which Mrs. Erika Schedel's exhibit was listed. At the request of Mr. Hart she secured verifaxed copies of the article on Vandalism of library books which was published in the January 1964 issue of Reader's Digest. Several examples of mutilated books in the Decatur Public Library were shown.

A general discussion of vandalism and the need for an ordinance to recover books overdue and recover damages for mutilated books was held. It was pointed out that the policy committee had been trying to secure such an ordinance for several years. The librarian was instructed to secure reprints of the Reader's Digest article and help the policy committee draw up an ordinance to be sent to the City Council.

Mrs. Howe showed examples of published writings from former members of the Creative Writer's group.

Mr. Burnett presented the matter of the 1964/65 budget and reported the Finance Committee had decided we would submit the budget as originally passed. Mrs. Howe said there was a possibility of receiving other funds to make up the total amount

asked: \$310,278. She said Mr. Dever complimented Mr. Sappington and Mr. Pilcher on the budget presentation at the City Council meeting.

The librarian reported no books had been ordered since December 1963 and about \$8,000 worth of orders were waiting to be placed May 1st. The \$10,000 unexpended book funds were needed to cover operating expenses.

A discussion was held on the possibility of cutting services if the full amount of the budget was not given in the new appropriation. Mr. Pilcher thought we should just stretch the budget and not cut services. Mr. Burnett pointed out the increased costs today over 3, 5, 10 years ago and yet the budget had been reduced. This increased appropriation the library is asking is the only way we can ever get the levy up. He further pointed to the fact the City Council could appropriate the money if we can raise the additional amount from other sources. The City Council must give us permission to spend it. The library may have up to 2 mils tax levy. Mr. Pilcher said that what we have to do we will have to do but not out of spite.

Mr. Hart noted the Library Services Act was signed and we must be prepared to go out with "hat in hand". March 21, 1964 the Washington officials will meet with the State Library officials and instruct them as to how the new Library Services and Construction Act will be implemented.

Mrs. Nelson reported she had turned over a request to the League of Women Voters to have the library studied during 1964/65. Mrs. Edith McNabb's plan for a Library Committee was approved by the Policy Committee and the Committee recommended the Board approve the formation of this citizen's group. Mr. Sappington seconded the motion. The original organization of such a committee was given to Mrs. McNabb. All members of the Board present voted aye. Motion carried.

Mrs. Howe noted that Mrs. McNabb should be commended for the expert way she was able to prepare the tape for WSOY's Decatur Reads. It took her four hours to splice the tape for five weeks of broadcasts.

Mrs. Stern asked to defer the report of the Personnel Committee.

Mr. Pilcher reported the head of Decatur Window Cleaners met with Mrs. Howe and himself and found the Library is getting a real good deal. The service comes to under \$2 an hour including supplies. He also said Mr. Ball would like another \$500 for doing the same thing next year. We have a verbal contract for \$10,000 per year and the Cleaners are willing to do the same next year. Mr. Pilcher said there was no question in his mind but that the Cleaners should have the additional amount if the money was available. He said he would see Mr. Ball unofficially and tell him unless there is a change in what he reads in the paper there will be no money.

Mr. Sappington moved adjournment at 5:40 PM. Mr. Pilcher seconded the motion. Meeting adjourned. An informal meeting followed.

Mrs. Stern, chairman of the Personnel Committee reported on the subject of Mr. Kirchgraber's continuance in the position of assistant librarian. After discussion by the Board members it was agreed that Mr. Hart should talk with Mr. Kirchgraber and possibly arrange for him to meet with the Board.

Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING, JANUARY 31, 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 January 31, 1964.

Members Present:

Mr. Hart
Mr. Burnett
Mr. Koslofski
Mrs. Stern
Mrs. Russell (late)
Mr. Sappington
~~Mrs. Nelson~~
Mr. Pilcher (late)

Members Absent:

Mrs. Pogue

Others Present:

Mrs. Hansen
Mrs. Edith McNabb
Mr. Rex Spires (newspaper reporter)
Mrs. Howe

The meeting was called to order at 4:03 PM by Mr. Francis Hart, president.

Mrs. Howe read the minutes of the November 29, 1963 meeting. As there were no additions or corrections the minutes were approved as read.

Mr. Burnett, chairman of the Finance Committee moved the bills for January be approved for payment. Mrs. Nelson seconded the motion. Roll call vote was taken. Mr. Hart, Mr. Burnett, Mr. Koslofski, Mrs. Stern, Mr. Sappington and Mrs. Nelson voted aye. Motion carried.

Bills for January 1964

Salaries:	\$16,120.71
Operating Expend.	6,482.81
Total	\$22,603.52

Mrs. Nelson, chairman of the Policy Committee made a report on their meeting. It was recommended the audio-visual presentation of the budget be revised and made shorter - confusing terms should be eliminated.

Mr. Sappington reported on the Heritage Committee (tourism). The group met twice, the first time to decide whether it should continue. The Mayor appointed a committee without Council approval so the Heritage Committee operates unofficially. The Illinois Tourist Commission publishes a brochure entitled "The Lincoln Heritage Trail". Cities list Lincoln lore items which may be seen in each city. To get Decatur into the booklet would cost \$300 per page. The Association of Commerce also did not give approval for booklet expenditures. However the Committee decided to continue operations and seek the \$300 elsewhere. The newspaper reported a demand for 100,000 copies of the booklet. The committee is hopeful the banks will contribute towards the project.

Mrs. Edith McNabb reported on an idea reported previously to the Policy Committee.

"The idea I had is this-- is there anything we could do to make more effective our fine library service? Maybe it would be best if we don't consider any action today on this - it is new and different, and there is no hurry. Why not think about it a bit. We have a fine library with a professional librarian at the head who has had long experience and knows what she is doing. We have a fine Board, we have a fine group of Friends of the Library. There is a lot of influence represented in the group of Friends, and I am fully aware of the fact that Friends of the Library is an important group. We have Board, Friends of the Library and the City Council. It seems whenever I think about this new idea in communication, I think that vertical communication is fine---we all need a good, strong chain of command, but the new idea and the one being stressed so much is that any successful system of communication has to have horizontal as well as vertical. We do have the vertical but do we have the horizontal? I have read that Friends of the Library in some localities were reluctant to take an active part in affairs. They were afraid they would usurp the power of the Board. I cannot conceive of that situation happening here.

"It isn't anything that is going to be done overnight - it will have to start at grass roots. If we had a sizable group--- more people than we could possibly hope to have in a small organized group as the Friends--- a sizable segment of the people of Decatur whether they are patrons or not. If we could bring into being a large group of persons well-informed about our library services, might there not be some kind of logical reasoning which would say that if we had such a group, the Friends of the Library would be strengthened. If we really had any sort of definite project we wanted to further, might it not be helpful to have a group already committed to the interest of the library?

"How to do this? I would be the first to admit I am not exactly sure how to do it. I am sure of one thing, I am sure that there is more interest in the Decatur Public Library than is being articulated.

"How to go about this--- just as a trial flight, in my own thinking, we could begin with the people who have recorded for "Decatur Reads." The people who are already committed to record for us will take us up to January of 1965. There are certainly people who are constant users of the library. All of this would probably total 450 people. It might be decreased to 300, but surely we have a nucleus of 300.

"All the obligation would be to read material sent to them from time to time. When the President of the Board and Mrs. Howe had decided the group was large enough, an organization of sorts could be developed by having members of the group nominate those whom they wish to be their officers. An executive board could consist of Mrs. Howe, the president of the Board, the president of the Friends, the officers elected by the committee and others if desired. It would be the responsibility of this group, should such a group be organized, to determine the number of communications sent to the committee together with their content.

"Is it premature if we are not going to take action on this to release it to the public? There seems to me to be a need to make articulate the needs of the Decatur Public Library in this community. Would this plan or some similar plan be effective? I am not thinking of something necessarily that would be perpetuated forever. No dues - no regularly scheduled meetings - no big job to be done. If they would be interested enough to read communications - that is all. It should be done quietly and without fanfare. Its effectiveness could not be measured for almost a year."

Mr. Sappington thought it would be worthwhile if we could get communications from the people who use the library. This would justify the committee's existence. Mr. Burnett said if the people in the group are really interested they will respond in one way or another as a result of normal procedure. He felt the idea had a lot of merit. Mrs. McNabb thought it might be a project of the Friends to back this and they might pay for the postage on the material sent out. "It will not be a success unless both the Friends of the Library and the City Council pull together. It is a common meeting ground."

After further discussion, Mr. Hart suggested that the Board might request the plan be solidified and put into a neat package. Perhaps the plan could be ready for Policy to bring before the Board by the February meeting.

Mrs. Nelson reported the League of Women Voters will have a meeting on February 11, and she will bring the library study before their Board prior to the meeting.

Mr. Burnett reported from the Finance Committee on the revised budget which Mrs. Howe prepared. Mrs. Howe commented on the new figures as being unrealistic. She reminded the Board the Council can only levy on a prior appropriation.

Mrs. Howe gave the audio-visual presentation of the appropriation request for 1964/65. She played the tape on Mrs. Frances Clarke Sayer's talk: "Young Feet on the Road." The Board members thought the two conflicted and were disconcerting. She then showed the slides without comment. The members thought the Budget Manual might be enough to send to the Council.

Mrs. Nelson moved that this presentation or one very similar to it be presented to the City Council. Mr. Sappington seconded the motion. After discussion, Mr. Burnett made a second motion, "I move that a committee of two made of the Board members of the Decatur Public Library appear before the City Council with the summarized budget. I would like to suggest Mr. Pilcher and Mr. Sappington make up the committee." Mrs. Russell seconded the motion. After much discussion as to which Board members should be present, the motion was called. All present voted aye. Motion carried. The vote on the audio-visual presentation was called. There were four ayes, one nay and two abstentions. Motion carried. Mr. Pilcher and Mr. Sappington were to have the authority to present the budget request in the manner they saw fit. An additional motion was made by Mr. Burnett and seconded by Mrs. Nelson that the committee have freedom of presentation, including audio-visual if they deem it advisable, but the content should remain the same. All present voted aye. Motion carried.

Mr. Burnett asked if the Board had to take action on the reduced budget made by Mrs. Howe. It was agreed that the original budget of \$310,278. was passed in July and this would not be reduced. The additional amount was put into the budget to procure a higher levy in August, 1964.

Mr. Sappington moved adjournment at 5:55 P.M.

Respectfully submitted,

Mary T. Howe
Secretary