

public

library

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

MONTHLY PAPERS

BOARD OF DIRECTOR'S MINUTES

BUDGET AND BILL LIST

VENDOR LIST

LIBRARIAN'S FINANCIAL REPORT

GIFT LIST FOR THE MONTH

OFFICIAL LETTERS

ROLLING PRAIRIE LIBRARIES MATERIALS
FILED WITH DECATUR - UNDER APPROPRIATE
SECTION

APPROPRIATION ORDINANCE FILED AT END OF
JULY PAPERS

August 1964

JOHN F. SWEETNAM

ARCHITECT • STRUCTURAL ENGINEER • 759 WEST MACON ST. • DECATUR, ILL. • PHONE 423-4322

August 21, 1964

Board of Directors
Decatur Public Library
457 North Main
Decatur, Illinois

Re: Termites

Gentlemen:

A rather extensive examination and search needs to be conducted to determine whether or not any other termites than those recently exposed down in the Staff Room are in the building.

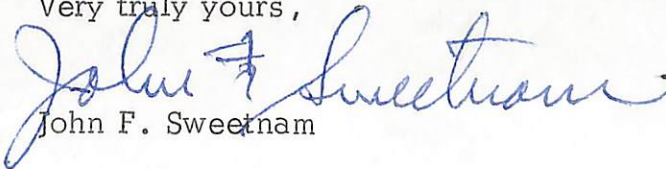
In view of the type of construction that was used for the wood nailers for all of the plaster surfaces on the exterior walls of the basement of the library building, it will be necessary to expose about six to eight inches of the wall at the floor line to determine if any termites have come up through the nailers from the ground below.

The nailers extend down the wall to the ground, and the concrete floor was poured around them, thereby providing an avenue of access from the ground to the wood above.

Mr. Traughber and I estimate that the cost of investigation and repair for the various areas is as follows:

Staff Room (including work already done)	\$ 300.00
Technical Process - south wall	200.00
Miss Stafford's office	150.00
Janitor's room	150.00
Men's Toilet	100.00
Women's Toilet	<u>100.00</u>
Total	\$1,000.00.

Very truly yours,


John F. Sweetnam

JFS:R
cc: Mr. Blankenship

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS
August 21, 1964

The Board of Directors of the Decatur Public Library met in special session to consider the report on the termite investation found in basement, at the Main Library, 457 North Main Street, Decatur, Illinois, August 21, 1964.

The meeting was called to order by Mr. Francis Hart, president at 4:10 pm.

Members Present:

Mr. Francis Hart, president
Mr. W.A. Sappington, vice-president
Mrs. Dwight Nelson
Mrs. Jos. Russell
Mr. David Pilcher

Members Absent:

Mr. Harold Koslofski
Mr. Robert West
Mrs. Erich Stern
Mrs. Roger Pogue

Others Present:

Mrs. Mary T. Howe, secretary
Mrs. Edith McNabb
Mr. Jon Woods, reporter Herald newspaper

Mr. John Sweetnam, architect made a report on the termite investigation. See attached letter. It was estimated that the cost would be about \$1000. Mr. Pilcher moved the library proceed immediately with the investigation in line with Mr. Sweetnam's recommendation. Mr. Sappington seconded the motion. Roll call vote was taken. Mr. Hart, Mr. Sappington, Mrs. Nelson, Mrs. Russell, and Mr. Pilcher voted aye. Motion carried.

Mr. Pilcher moved the Board authorize the Finance Committee to check the bill list for August and pay the August bills. Mrs. Russell seconded the motion. Roll call vote was taken: Mr. Hart, Mr. Sappington, Mrs. Nelson, Mrs. Russell, and Mr. Pilcher voted aye. Motion carried.

Meeting adjourned at 4:30 pm.

Respectfully submitted,
Mary T. Howe
Mary T. Howe
Secretary

Decatur
public library

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

August, 1964

GIFT LIST

Mrs. William Bliler
No. 8 Ewing Place
Decatur, Illinois

7 children's recordings

Johnson Meyer Co.
850-A Brewster Avenue
Redwood City, California

8-19-64

Margaret Keane - art book
Walter Keane - art book

Eastern Illinois University
Charleston, Illinois

8-19-64

Lincoln-Douglas Debate at
Charleston, Illinois, Sept. 18,
1858

Mrs. Laura Bailey
264 Victoria Court
Decatur, Illinois

8-24-64

Miscellaneous books from
Ruth Cade's library

Mrs. Edith Brockway
1440 West Sunset Avenue
Decatur, Illinois

8-28-64

Range doctor - autographed

Ford Motor Company
Attention: E. Bordinat
21175 Oakwood Boulevard
Dearborn, Michigan

8-28-64

The Ford book of styling

Fund for the Advancement of
Education
477 Madison Avenue
New York, N.Y.
10022

8-28-64

Four case studies of
programed instruction

DECATUR PUB LI
 DECATUR ILL
 BUDGET BILL LI
 AUGUST 1964

CODE	ALLOCATION	AMOUNT FOR THE YEAR	FOR AUGUST	YEAR TO DATE	BALANCE
100	SALARIES S	19000000		4835632	14164368
	BL CR AND		1324219		
	DEC CITY C		14922		
	NATL BK DE		21500		
	TREAS CIT		215309		
	UNITED FUN		108748		
			1175		
100		19000000	1685873	6521505	12478495*
		19000000	1685873	6521505	12478495*
201	BINDING SU	39000		66325	27325
201		39000		66325	27325*CR
202	CAT MATER I	90000		22470	67530
202		90000		22470	67530*
203	FREIGHT EX	12500		4506	7994
	I K C		1289		
	IBM		276		
	A & B TRAN		534		
203		12500	2099	6605	5895*
204	IBM SUPPLI	960000		198044	761956
	HAINES & E		157		
	IBM		13540		
	IBM		57500		
	I B M		300CR		
204		960000	70897	268941	691059*
205	OFFICE SUP	80000		99346	19346
	CHILDRENS		3400		
	DEC PAPER		136		
	DEC PAPER		390		
	GAYLORD BR		5000		
	GAYLORD BR		3745		
	HAINES & E		567		
	HOWE MRS M		129		
	IBM		1080		
	IBM		600		
	PFILES CAM		5650		
	PLASTIC JA		10CR		
	VERIFAX		1124CR		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BUDGET AND BILL LIST - AUGUST, 1964

CODE	ALLOCATION	AMOUNT FOR THE YEAR	FOR AUGUST	YEAR TO DATE	BALANCE
	PLASTIC BA		46 CR		
205		80000	19517	118863	38863 * CR
206	POSTAGE	135000		34831	100169
	POSTMASTER		9000		
	BEST ALFRE		50		
	COLLIER MA		1200		
	CROWN PUB		19		
	CUSTOM HSE		100		
	STECHECH H		35		
	STECHECH H		31		
	U CHICAGO		75		
	WHITE JAME		50		
	POSTMASTER		4500		
	POSTMASTER		375		
	POSTMASTER		47		
	POSTMASTER		85		
	POSTMASTER		375		
	POSTMASTER		130		
	RESERVES		1028 CR		
	POSTAGE		5037 CR		
206		135000	10007	44838	90162 *
207	PRINTING	120000		77630	42370
	INDUSTRIAL		2975		
	INDUSTRIAL		3150		
207		120000	6125	83755	36245 *
208	REP TO EQU	40000		33629	6371
208		40000		33629	6371 *
209	TEL TOLLS	9000		2423	6577
	ILLINOIS B		15		
	ILLINOIS B		435		
209		9000	450	2873	6127 *
210	TEL SERVIC	185960		34973	150987
	ILLINOIS B		1100		
	ILLINOIS B		1392		
	ILLINOIS B		16905		
210		185960	19397	54370	131590 *
211	TEL ALARM			590	590
	ILLINOIS B		300		
211			300	890	890 * CR
212	RENT OF MA	67200		31800	35400
	PITNEY BOW		1800		
212		67200	1800	33600	33600 *
213	SERV CONTR	40000		26200	13800
213		40000		26200	13800 *

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BUDGET AND BILL LIST - AUGUST, 1964

CODE	ADLOCATION	AMOUNT FOR YEAR	FOR AUGUST	YEAR TO DATE	BALANCE
220	PROF DEVEL	150000		41565	108435
220		150000		41565	108435*
221	COMM SERVI	7500		6496	1004
	N O M A		300 ✓		
	N O M A		175 ✓		
221		7500	475 ✓	6971	529*
222	EXHIBIT EX	1500		846	654
222		1500		846	654*
223	HANDLING C	2500		40	2460
223		2500		40	2460*
224	ADVERTISIN	8500		12960	4460
224		8500		12960	4460*CR
225	AUDITING	50000			50000
	MURPHY JEN		87040 ✓		
225		50000	87040 ✓	87040	37040*CR
229	R O E			2213	2213
229				2213	2213*CR
299	MISC	10000		1320	8680
	T COX		150CR ✓		
299		10000	150CR ✓	1170	8830*
		2008660	217957 ✓	916164	1092496*
301	BLDG SUPPL	120000		43638	76362
	BLACK & CO		67 ✓		
	DEC PAPER		602 ✓		
	HAINES & E		50 ✓		
	SEARS ROEB		5384 ✓		
301		120000	6103 ✓	49741	70259*
302	CLEANING S	7000		39	6961
302		7000		39	6961*
304	GARBAGE &	12500		3550	8950
	BLACK & CO		104 ✓		
	DASH OTTO		400 ✓		
	H & H DISP		750 ✓		
	ROHMAN FRE		600 ✓		
304		12500	1854 ✓	5404	7096*
306	INSURANCE	454600		3500	451100
	BENNETT SH		2300 ✓		
	BENNETT SH		13200 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
BUDGET AND BILL LIST - AUGUST 1964

CODE	ALLOCATION	AMOUNT FOR YEAR	FOR AUGUST	YEAR TO DATE	BALANCE
	SANKS INS		5200		
306		454600	20700	24200	430400*
307	LIGHT & PO	250000		29396	220604
	ILL POWER		27245		
307		250000	27245	56641	193359*
308	BLDG REPAI	60000		2521	57479
	DECATUR RE		1050		
	DECATUR RE		5000		
	F HUBBARD		1750		
	F HUBBARD		782		
	F HUBBARD		782		
	F HUBBARD		3130		
	F HUBBARD		595		
	F HUBBARD		595		
	F HUBBARD		595		
	F HUBBARD		1913		
	KINGLAR CO		775		
308		60000	16967	19488	40512*
309	TRAVEL	60000		8231	51769
	CITY OF DE		485		
	CITY OF DE		506		
	CITY OF DE		477		
	CITY OF DE		1410		
	CITY OF DE		867		
	CITY OF DE		543		
	CITY OF DE		597		
	CITY OF DE		579		
	CITY OF DE		363		
	STANDARD O		398		
	STANDARD O		370		
	HART FRANC		10		
309		60000	6605	14836	45164*
310	HEALTH & S	1500		72	1428
310		1500		72	1428*
311	CONTRACT C	1000000		252300	747700
	DEC WINDOW		67500		
	DEC WINDOW		4300		
	DEC WINDOW		11500		
311		1000000	83300	335600	664400*
313	REP AUTO E	220000		32434	187566
	DEC GENERA		475		
313		220000	475	32909	187091*
314	CLEANING S	17500		2655	14845

DECATUR PUBLIC LIBRARY

Decatur, Illinois

BUDGET AND BILL LIST - AUGUST 1964
~~YEAR~~ AMT. FOR YEAR FOR AUGUST

CODE	ALLOCATION			YEAR TO DATE	BALANCE
	DEC INDUST		1 1 5 9 ✓		
	NORMANS		1 5 9 ✓		
3 1 4		1 7 5 0 0	1 3 1 8 ✓	3 9 7 3	1 3 5 2 7 *
3 1 5	APPRAISAL	1 5 0 0 0			1 5 0 0 0
3 1 5		1 5 0 0 0			1 5 0 0 0 *
3 2 0	APPRAISAL	3 0 0 0 0			3 0 0 0 0
	MCMANUS FL		3 2 9 0 ✓		
	MCMANUS FL		3 5 5 0 ✓		
	KROWS FRED		3 0 0 ✓		
3 2 0		3 0 0 0 0	7 1 4 0 ✓	7 1 4 0	2 2 8 6 0 *
3 9 9	MISC			3 2 7	3 2 7
3 9 9				3 2 7	3 2 7 * CR
		2 2 4 8 1 0 0	1 7 1 7 0 7 ✓	5 5 0 3 7 0	1 6 9 7 7 3 0 *
4 0 1	BINDING	3 0 0 0 0 0		5 5 7 8 5	2 4 4 2 1 5
	CUSTOM HSE		7 5 ✓		
4 0 1		3 0 0 0 0 0	7 5 ✓	5 5 8 6 0	2 4 4 1 4 0 *
4 0 2	BOOKS	3 6 0 2 3 0 0		1 4 0 2 0 5 7	2 2 0 0 2 4 3
	BAKER & TA		3 4 1 CR ✓		
	BAKER & TA		6 1 6 6 ✓		
	BAKER & TA		7 6 4 5 ✓		
	BAKER & TA		9 7 5 ✓		
	BAKER & TA		1 1 6 1 8 ✓		
	BAKER & TA		8 0 3 0 ✓		
	BAKER & TA		3 7 6 4 ✓		
	BAKER & TA		1 7 7 5 5 ✓		
	BAKER & TA		1 2 2 5 2 ✓		
	BAKER & TA		4 4 4 0 ✓		
	BAKER & TA		3 7 2 6 ✓		
	BAKER & TA		6 6 0 ✓		
	BAKER & TA		8 6 4 7 ✓		
	BEST ALFRE		3 5 0 0 ✓		
	BOWKER R R		4 0 0 0 ✓		
	CHILTON BK		9 5 1 ✓		
	COLLIER MA		3 5 9 0 0 ✓		
	CUSTOM HSE		3 5 0 0 ✓		
	ENG INDEX		8 5 0 0 ✓		
	IMPERIAL B		4 4 8 4 ✓		
	IMPERIAL B		3 5 3 9 8 ✓		
	LEIGH R A		4 9 5 ✓		
	MCCLURG A		2 2 1 4 ✓		
	MCCLURG A		8 1 0 ✓		
	MCNAUGHTON		1 2 0 0 0 ✓		
	MCNAUGHTON		1 8 6 8 ✓		

DECATUR PUBLIC LIBRARY

Decatur, Illinois

BUDGET AND BILL LIST - AUGUST 1964

CODE	ALLOCATION	AMT. FOR YEAR	FOR AUGUST	YEAR TO DATE	BALANCE
	DEC INDUST		1159		
	NORMANS		159		
314		17500	1318	3973	13527*
315	APPRAISAL	15000			15000
315		15000			15000*
320	APPRAISAL	30000			30000
	MCMANUS FL		3290		
	MCMANUS FL		3550		
	KROWS FRED		300		
320		30000	7140	7140	22860*
399	MISC			327	327
399				327	327*CR
		2248100	171707	550370	1697730*
401	BINDING	300000		55785	244215
	CUSTOM HSE		75		
401		300000	75	55860	244140*
402	BOOKS	3602300		1402057	2200243
	BAKER & TA		341CR		
	BAKER & TA		6166		
	BAKER & TA		7645		
	BAKER & TA		975		
	BAKER & TA		11618		
	BAKER & TA		8030		
	BAKER & TA		3764		
	BAKER & TA		17755		
	BAKER & TA		12252		
	BAKER & TA		4440		
	BAKER & TA		3726		
	BAKER & TA		660		
	BAKER & TA		8647		
	BEST ALFRE		3500		
	BOWKER R R		4000		
	CHILTON BK		951		
	COLLIER MA		35900		
	CUSTOM HSE		3500		
	ENG INDEX		8500		
	IMPERIAL B		4484		
	IMPERIAL B		35398		
	LEIGH R A		495		
	MCCLURG A		2214		
	MCCLURG A		810		
	MCNAUGHTON		12000		
	MCNAUGHTON		1868		

DECATUR PUBLIC LIBRARY

Decatur, Illinois

BUDGET AND BILL LIST - AUGUST 1964
AMOUNT FOR YEAR FOR AUGUST

CODE	ALLOCATION	AMOUNT FOR YEAR	FOR AUGUST	YEAR TO DATE	BALANCE
	NEW METHOD		2205 ✓		
	NEW METHOD		770 ✓		
	NEW METHOD		2220 ✓		
	RELIGIOUS		800 ✓		
	SCARECROW		450 ✓		
	SCARECROW		315 ✓		
	STECHERT H		1400 ✓		
	STECHERT H		450 ✓		
	U CHICAGO		3205 ✓		
	WATSON DAV		450 ✓		
	WHITE JAME		1940 ✓		
	WITHDRAWN		58 CR ✓		
	L & D		7411 CR ✓		
	STAFF BOOK		5258 CR ✓		
	NEWARK PUB		500 CR ✓		
402		3602300	199935 ✓	16019,92	2000308 *
405	FILMS 16MM	150000			150000
405		150000			150000 *
406	FILMS SLID	2500			2500
406		2500			2500 *
408	FILMS MICR	112500		13059	99441
	CONGRESS D		30100 ✓		
	UNIV MICRO		13265 ✓		
408		112500	43365 ✓	56424	56076 *
409	FILMS RENT			2464 CR	2464
	FILM RENTA		280 CR ✓		
409			280 CR ✓	2744 CR	2744 *
410	PAMPHLETS	10000		1150	8850
410		10000		1150	8850 *
412	PICTURES	7500			7500
412		7500			7500 *
414	RECORDS LP	110000			110000
	CHESTERFIE		14904 ✓		
	CHESTERFIE		10092 ✓		
	CHESTERFIE		7161 ✓		
	CHESTERFIE		839 CR ✓		
	CROWN PUB		200 ✓		
414		110000	31518 ✓	31518	78482 *
419	PERIODICAL	400000		44414	355586
	AM LIBRARY		800 ✓		
	CANADIAN F		535 ✓		
	DATA PROC		500 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
BUDGET AND BILL LIST - AUGUST, 1964

CODE	ALLOCATION	AMOUNT FOR YEAR	FOR AUGUST	YEAR TO DATE	BALANCE
	DEC HERLD		425 ✓		
	DEC HERLD		175 ✓		
419		400000	2435 ✓	46849	353151 *
421	MEMBERSHIP	70000		19700	50300
421		70000		19700	50300 *
422	SERVICES	200000		14500	185500
	WEST PUB C		5000 ✓		
422		200000	5000 ✓	19500	180500 *
401		4964800	282048 ✓	1830249	3134551 *
502	ADD TO EQU	150000		2175	147825
	RECORDAK C		18400 ✓		
502		150000	18400 ✓	20575	129425 *
		150000	18400 ✓	20575	129425 *
603	RENTALS	208440		52110	156330
	SWARTZ HOM		17370 ✓		
603		208440	17370 ✓	69480	138960 *
		208440	17370 ✓	69480	138960 *
		28580000	2393355 ✓	99,083,43	18671657 *

Balance in Checking Account \$ 5,045.55

Bills presented for payment: Mary T. Howe

Approved for payment: Louise H. Nelson

Oliver B. Speer
WASappington

700	BAL LAST M	3930657
	TAX INCOME	5300000
	NATL BK DE	2400000
	NATL BK DE	1496025 CR ✓
	NATL BK DE	2484653 CR ✓
	NATL BK DE	1487602 CR ✓
	NATL BK DE	995004 CR ✓
	NATL BK DE	2394204 CR ✓
	FINES	81346
	NON RES FE	7700
	L & D	7411 ✓
	RESERVES	1028 ✓
	STAFF BOOK	5258 ✓
	FILM RENTA	280 ✓
	VERIFAX	1124 ✓
	PLASTIC BA	46 ✓
	POSTAGE	5037 ✓
	T COX	150 ✓
	I B M	300 ✓
	MISC TEL R	2152
	MISC TEL R	471
	NEWARK PUB	500 ✓
	PLASTIC JA	10 ✓
	WITHDRAWN	58 ✓
	CASH CREDI	21202 CR ✓
	BILL LIST	2393355 CR
	CITY BILLS	33072
700		504555

Bal. in checking acct.

AM LIBRARY ASSOC
AM LIBRARY ASSOC

✓ random list aug 1964

22 419

00000800

864

800

BAKER & TAYLOR	M	B21585	402	0000341	CR	864
BAKER & TAYLOR	M	B22517	402	00006166		864
BAKER & TAYLOR	M	B21585	402	00007645		864
BAKER & TAYLOR	M	C9964	402	00000975		864
BAKER & TAYLOR	M	B21588	402	00011618		864
BAKER & TAYLOR	M	B15246	402	00008030		864
BAKER & TAYLOR	M	B15249	402	00003764		864
BAKER & TAYLOR	M	B22142	402	00017755		864
BAKER & TAYLOR	M	B17158	402	00012252		864
BAKER & TAYLOR	M	B15180	402	00004440		864
BAKER & TAYLOR	M	B15179	402	00003726		864
BAKER & TAYLOR	M	C4499	402	00000660		864
BAKER & TAYLOR	M	C19872	402	00008647		864
BAKER & TAYLOR	M					

85337

BENNETT SHADE	CO		306	00002300		864
BENNETT SHADE	CO	22	306	00013200		864
BENNETT SHADE	CO					

15500

BEST ALFRED	M	114690	402	00003500		864
BEST ALFRED	M	114690	206	00000050		864
BEST ALFRED	M					

3550

BLACK & COMPANY		122888	05 301	67		864
BLACK & COMPANY		124891	22 304	104		864
BLACK & COMPANY						

171

BOWKER R R			402	4000		864
BOWKER R R						

4000

CANADIAN FORUM			419	535		864
CANADIAN FORUM						

535

CHESTERFIELD	MUS	ED21561	414	14904		864
CHESTERFIELD	MUS	ED21466	414	10092		864
CHESTERFIELD	MUS	ED21549	414	7161		864
CHESTERFIELD	MUS	17542	414	839	CR	864
CHESTERFIELD	MUS					

31318

CHILDRENS BK	CL		03 205	3400		864
CHILDRENS BK	CL					

3400

CHILTON BKS		207670	402	951		864
CHILTON BKS						

951

COLLIER MACMILLA		231987	402	35900		864
COLLIER MACMILLA		231987	206	1200		864
COLLIER MACMILLA						

37100

CONGRESS DIGEST			408	30100		864
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CROWN PUB INC	RS4740	414	200	864
CROWN PUB INC	RS4740	206	19	864
CROWN PUB INC			219	
CUSTOM HSE GDE		402	3500	864
CUSTOM HSE GDE		401	75	864
CUSTOM HSE GDE		206	100	864
CUSTOM HSE GDE			3675	
DASH OTTO DISPOS		22 304	400	864
DASH OTTO DISPOS			400	
DATA PROC MGMT		22 419	500	864
DATA PROC MGMT			500	
DEC GENERAL TIRE	40577	11 313	475	864
DEC GENERAL TIRE			475	
DEC INDUST TOWEL		22 314	1159	864
DEC INDUST TOWEL			1159	
DEC PAPER HOUSE		301	602	864
DEC PAPER HOUSE		205	136	864
DEC PAPER HOUSE	22	205	390	864
DEC PAPER HOUSE			1128	
DEC WINDOW CLNG		22 311	67500	864
DEC WINDOW CLNG		32 311	4300	864
DEC WINDOW CLNG		13 311	11500	864
DEC WINDOW CLNG			83300	
DECATUR REFRIG	25691	09 308	5000	864
DECATUR REFRIG	25691	09 308	1050	864
DECATUR REFRIG		03	6050	
ENG INDEX INC	6351340	402	8500	864
ENG INDEX INC			8500	
F HUBBARD ELEC		04 308	1750	864
F HUBBARD ELEC		09 308	782	864
F HUBBARD ELEC		09 308	782	864
F HUBBARD ELEC		12 308	3130	864
F HUBBARD ELEC		03 308	595	864
F HUBBARD ELEC		04 308	595	864
F HUBBARD ELEC		07 308	595	864
F HUBBARD ELEC		11 308	1913	864
F HUBBARD ELEC			10142	
GAYLORD BROS	74423	22 205	5000	864
GAYLORD BROS	75156	205	3745	864
GAYLORD BROS			8745	

H & H DISPOSAL		32	304	750-	864
H & H DISPOSAL				750	
HAINES & ESSICK	13648	22	205	567-	864
HAINES & ESSICK	13415		204	157-	864
HAINES & ESSICK	00670	22	301	50-	864
HAINES & ESSICK				774	
HOWE MRS MARY T		08	205	129-	864
HOWE MRS MARY T				129	
IBM		9	204	13540-	864
IBM	381358	09	204	57500-	864
IBM	49162	22	205	1080-	864
IBM	49162	22	203	276-	864
IBM	2516	22	205	600-	864
IBM				72996	
ILLINOIS BELL		32	210	1100-	864
ILLINOIS BELL		22	211	300-	864
ILLINOIS BELL		13	210	1392-	864
ILLINOIS BELL		13	209	15-	864
ILLINOIS BELL			210	16905-	864
ILLINOIS BELL			209	435-	864
ILLINOIS BELL				20147	
IMPERIAL BOOK CO	191193		402	4484-	864
IMPERIAL BOOK CO	190942		402	35398-	864
IMPERIAL BOOK CO				39882	
INDUSTRIAL PRNT	G1690	22	207	2975-	864
INDUSTRIAL PRNT	G1860	22	207	3150-	864
INDUSTRIAL PRNT				6125	
KINGLAR CO	2397	13	308	775-	864
KINGLAR CO				775	
LEIGH R A			402	495-	864
LEIGH R A				495	
MCCLURG A C & CO			402	2214-	864
MCCLURG A C & CO			402	810-	864
MCCLURG A C & CO				3024	
MCMANUS FLORIST	64188	32	320	3290-	864
MCMANUS FLORIST	64190	22	320	3550-	864
MCMANUS FLORIST				6840	
MCNAUGHTON			402	12000-	864
MCNAUGHTON	56949		402	1868-	864
MCNAUGHTON				13868	
MURPHY JENNE JON		22	225	87040-	864

NEW METHOD	803203	402	2205-	864
NEW METHOD	717166	402	770-	864
NEW METHOD	817236	402	2220-	864
NEW METHOD			5195	

NORMANS		22 314	159-	864
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NORMANS			159	
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PFILES CAMERA	95179	05 205	5650-	864
PFILES CAMERA			5650	

PITNEY BOWES	678942	22 212	1800-	864
PITNEY BOWES			1800	

POSTMASTER		22 206	4500-	864
POSTMASTER		22 206	9000-	864
POSTMASTER			13500	

RECORDAK CORP	21945	04 502	18400-	864
RECORDAK CORP			18400	

RELIGIOUS PUB CO	2170	402	800-	864
RELIGIOUS PUB CO			800	

SANKS INS AGCY	15934	22 306	5200-	864
SANKS INS AGCY			5200	

SCARECROW PRESS	D1577	402	450-	864
SCARECROW PRESS	E1471	402	315-	864
SCARECROW PRESS			765	

SEARS ROEBUCK		06 301	5384-	864
SEARS ROEBUCK			5384	

STANDARD OIL	0936122	20 309	398-	864
STANDARD OIL	0321117	20 309	370-	864
STANDARD OIL			768	

STECHELT HAFNER	G76580	402	1400-	864
STECHELT HAFNER	G76580	206	35-	864
STECHELT HAFNER	G77123	402	450-	864
STECHELT HAFNER	G77123	206	31-	864
STECHELT HAFNER			1916	

SWARTZ HOMES		32 603	17370-	864
SWARTZ HOMES			17370	

U CHICAGO PRESS	20018	402	3205-	864
U CHICAGO PRESS	20018	206	75-	864

U CHICAGO PRESS				
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UNIV MICROFILMS 73785 408 13265 ✓ 864
UNIV MICROFILMS

13265

WATSON DAVID O 402 450 ✓ 864
WATSON DAVID O

450

WEST PUB CO 4 422 5000 ✓ 864
WEST PUB CO

5000

WHITE JAMES T CO 402 1940 ✓ 864
WHITE JAMES T CO 206 50 ✓ 864
WHITE JAMES T CO

1990

CITY OF DECATUR 11 309 485 ✓ 864
CITY OF DECATUR 12 309 506 ✓ 864
CITY OF DECATUR 20 309 477 ✓ 864
CITY OF DECATUR 11 309 1410 ✓ 864
CITY OF DECATUR 12 309 867 ✓ 864
CITY OF DECATUR 20 309 543 ✓ 864
CITY OF DECATUR 11 309 597 ✓ 864
CITY OF DECATUR 12 309 579 ✓ 864
CITY OF DECATUR 20 309 363 ✓ 864
ILL POWER CO 22 307 27245 ✓ 864
I K C 6267BF 09 203 1289 ✓ 864
34361

A & B TRANSFER 09 203 534 ✓ 864
DEC HERLD & REVW 22 419 425 ✓ 864
DEC HERLD & REVW 13 419 175 ✓ 864
HART FRANCIS 29 309 10 ✓ 864
KROWS FRED 32 320 300 ✓ 864
N O M A 6 221 300 ✓ 864
N O M A 6 221 175 ✓ 864
POSTMASTER 4 206 375 ✓ 864
POSTMASTER 1 206 47 ✓ 864
POSTMASTER 8 206 85 ✓ 864
POSTMASTER 7 206 375 ✓ 864
POSTMASTER 34 206 130 ✓ 864
ROHMAN FRED 22 304 600 ✓ 864
3531

728684

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
AUGUST 1964

		<i>adult</i>	<i>Youth</i>	<i>children</i>	<i>Aug 1964</i>	<i>Year to date May 1 - Aug 31</i>
GENERAL WORKS	*	51	4	11	66	449
		42	18	17	77	411
001 PHILOSOPHY	*	321	61	3	385	1680
		354	85	1	440	1697
002 RELIGION	*	327	10	84	421	1766
		297	20	77	394	1676
003 SOCIAL SCIENCE	*	908	201	613	1722	7507
		809	205	664	1678	7105
004 LANGUAGE	*	133	6	41	180	591
		127	7	26	160	473
005 SCIENCE	*	547	222	1084	1853	7394
		527	160	985	1672	6387
006 USEFUL ARTS	*	1430	268	494	2192	8714
		1493	340	661	2494	9201
007 FINE ARTS	*	1420	226	397	2043	7818
		1320	243	472	2035	7974
008 LITERATURE	*	724	48	185	957	4544
		779	57	162	998	4228
009 HISTORY	*	610	195	365	1170	5527
		645	199	412	1256	5381
010 TRAVEL	*	511	81	186	778	3716
		471	75	155	701	3175
011 BIOGRAPHY	*	518	282	634	1434	6563
		565	386	629	1580	6330
012 FOREIGN NON FIC	*	19		18	37	152
		29		26	55	218
013 PERIODICALS	*	791	138	156	1085	4101
		756	121	147	1024	3980
014 PAMPHLETS	*	26		1	27	207
		65	3		68	286
015 PAPERBACKS	*	52		1	53	171
		33			33	103

Total Non-fiction	*	8388	1742	4273	14403	60900
		8312	1919	4434	14665	58625

115 FICTION	*	10340	6232	6426	22998	89667
		10672	6199	6937	23808	86066
116 FOREIGN FICTION	*	25		20	45	164
		7		37	44	188
117 J E	*			9918	9918	43178
				9908	9908	42227

Total Fiction	*	10365	6232	16364	32961	133009
		10679	6199	16882	33760	128481

Total Books	*	18753	7974	20637	47364	193909
		18991	8118	21316	48425	187106

- 1061 + 6803

MAIN ADULT	9911	554	277	10742	39462
MAIN YOUTH	2931	2939	5	5875	27125
MAGIC CARPET	1		6521	6522	28479
REFERENCE	10			10	149
HOME SERVICE	302	46	7	355-	2755
ST MARYS HOSP	92	24		116-	725
D M C	128	33	180	341-	1616
T B SAN	94	2		96	476
JUV COORD			86	86	86
NURSES RES	38			38-	294
	13507	3598	7076	24181	101167
B 1	1349	1180	4238	6767	26325
B 2	1600	1603	4955	8158	31516
EVANS BRANCH	1453	813	1625	3891	16059-
DILL BRANCH	844	780	2743	4367	18842-
	5246	4376	13561	23183	92742
	18753	7974	20637	47364	193909

MAIN ADULT	9911	554	277	10742	39462
MAIN YOUTH	2931	2939	5	5875	27125
MAGIC CARPET	1		6521	6522	28479
REFERENCE	10			10	149
HOME SERVICE	302	46	7	355-	2755
ST MARYS HOSP	92	24		116-	725
D M C	128	33	180	341-	1616
T B SAN	94	2		96	476
JUV COORD			86	86	86
NURSES RES	38			38-	294
	13507	3598	7076	24181	101167
B 1	1349	1180	4238	6767	26325
B 2	1600	1603	4955	8158	31516
EVANS BRANCH	1453	813	1625	3891	16059-
DILL BRANCH	844	780	2743	4367	18842-
	5246	4376	13561	23183	92742
	18753	7974	20637	47364	193909

218	BIBLIOGRAPHIES	4			4	14
221	CLASS VISITS					22
223	INSTRUCTION					13
224	STORIES					11
225	ATTENDANCE					528
226	EXHIBITS	18	2	2	22	91
227	FILMS ATTENDANC	171			171	1180
228	SHOWINGS	7			7	44
229	16 MM	7			7	44
232	RECORDAK	75			75	784
235	GROUPS NOT CLAS	5			5	38
236	ATTENDANCE	48			48	539
237	HOME SERVICE VI	25			25	184
238	HOME SERVICE PA	39			39	280
239	HOME SERVICE PA					3
240	INTER LIBRARY L	13			13	50
241	MAPS	6			6	8
242	MEETINGS IN BLD	5		3	8	42
243	ATTENDANCE	44		7	51	324
244	MENDING	74	18	201	913	2716
245	OVERDUE BOOKS	568	67	464	1099-	5997-
246	OVERDUE NOTICES	354	45	260	659-	3677-
247	PICTURES FRAMED	3			3	20
248	PICTURES MOUNTE	24		108	132	790
249	PROFESSIONAL VI					4
251	RECORDS LP	890		43	933	3374
252	RECORDS S					9
253	RECORDS SR	200			200	621
256	READERS ADVISOR	1208	478	779	2465	11630
257	REQUESTS	89	26	59	174	615
259	STORY HOURS					4
260	ATTENDANCE					90
261	NUM OF STORIES					9
262	TELEPHONE INCOM	2334		98	2432	7388
263	TV					1
264	VISITS IN COMM					5
265	RECORD BAGS	130			130	494
301	MABELS NURSING					2
305	WAKEFIELDS	17			17	102
306	WAKEFIELD NO 2	21			21	212
307	MABELS NURSING					15
308	LAKESHORE MANOR	41			41	304
309	RANKIN NURSING	8			8	105
310	SCOTT NURSING H	23			23	117
311	SCOTT NURSING H	39			39	111
401	18TH & E WILLIA	67	79	411	557	2921
402	CARDINAL & PIPI	36	39	266	341	1199
405	FAIRVIEW PLAZA	339	229	666	1234	5119
408	SAWYER & MONROE	219	324	1018	1561	6300
411	GRAND & SUMMIT	415	285	1323	2023	7209
502	MACON & LINDEN	158	163	542	863	2069
503	FOREST & LINCOL	122	151	421	694	2092
504	32ND & DUCHESS	250	259	754	1263	4739
506	MT CALVARY CHUR	601	485	2032	3118	12310
508	MC CLELLAN					3799
509	N FORK RD	52	64	116	232	276
510	MT ZION RD	4	14	98	116	116
512	22ND & E CLAY	273	224	554	1051	3577
513	24TH & E WILLIA	61	79	225	365	1304
514	EISNERS	352	388	767	1507	4811
601	AP	8		458	466	1995
602	AM			30	30	32
603	AT	2	66	345	413	1679
604	YP		1	159	160	837

31st
Garfield

392

4543

607 JP
609 JT
610 JT
611 JT

11

24

35

109

18

43

23

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 AUGUST 1964
 MAIN ADULT

	GENERAL WORKS	33	1		34	173
001	PHILOSOPHY	246	3		249	990
002	RELIGION	229	2	1	232	826
003	SOCIAL SCIENCE	628	35	12	675	2763
004	LANGUAGE	60	3		63	181
005	SCIENCE	264	19	6	289	1148
006	USEFUL ARTS	977	32	2	1011	3766
007	FINE ARTS	783	32	1	816	2979
008	LITERATURE	384	9	3	396	1475
009	HISTORY	353	18		371	1338
010	TRAVEL	344	19		363	1203
011	BIOGRAPHY	259	27	8	294	1243
012	FOREIGN NON FIC	10			10	36
013	PERIODICALS	311	10		321	1109
014	PAMPHLETS	5			5	104
015	PAPERBACKS	45			45	104
		4931	210	33	5174	19438
115	FICTION	4975	344	74	5393	19336
116	FOREIGN FICTION	5			5	41
117	J E			170	170	647
		4980	344	244	5568	20024
		9911	554	277	10742	39462
218	BIBLIOGRAPHIES	2			2	3
235	GROUPS NOT CLAS	5			5	19
236	ATTENDANCE	48			48	173
241	MAPS	4			4	6
242	MEETINGS IN BLD	3			3	27
243	ATTENDANCE	29			29	261
244	MENDING					1
247	PICTURES FRAMED	3			3	19
248	PICTURES MOUNTE	24			24	120
251	RECORDS LP	525		26	551	2122
252	RECORDS S					4
253	RECORDS SR	125			125	405
256	READERS ADVISOR	624	5		629	2555
262	TELEPHONE INCOM	205			205	849
263	TV					1
265	RECORD BAGS	88			88	354
301	MABELS NURSING					2
		1685	5	26	1716	6921
		1685	5	26	1716	6921

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 AUGUST 1964
 MAIN YOUTH
 GENERAL WORKS

		9	1		10	88
001	PHILOSOPHY	43	23		66	390
002	RELIGION	29	5		34	231
003	SOCIAL SCIENCE	180	97		277	1548
004	LANGUAGE	52	2		54	216
005	SCIENCE	163	99		262	1097
006	USEFUL ARTS	272	131		403	1800
007	FINE ARTS	387	122		509	1912
008	LITERATURE	108	25		133	1207
009	HISTORY	132	90		222	1590
010	TRAVEL	35	28		63	486
011	BIOGRAPHY	74	129		203	1186
012	FOREIGN NON FIC	9			9	32
013	PERIODICALS	49	32		81	463
014	PAMPHLETS	19			19	62
015	PAPERBACKS	7			7	64
		1568	784		2352	12372
115	FICTION	1362	2155	3	3520	14728
116	FOREIGN FICTION	1			1	9
117	J E			2	2	16
		1363	2155	5	3523	14753
		2931	2939	5	5875	27125
218	BIBLIOGRAPHIES	1			1	2
221	CLASS VISITS					1
223	INSTRUCTION					2
225	ATTENDANCE					30
235	GROUPS NOT CLAS					1
236	ATTENDANCE					8
241	MAPS	2			2	2
244	MENDING					8
247	PICTURES FRAMED					1
248	PICTURES MOUNTE					122
251	RECORDS LP	202		2	204	633
252	RECORDS S					3
253	RECORDS SR	32			32	93
256	READERS ADVISOR	77	215		292	1373
262	TELEPHONE INCOM					1
265	RECORD BAGS	42			42	137
604	YP			155	155	726
		356	215	157	728	3143
		356	215	157	728	3143

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 AUGUST 1964
 MAGIC CARPET
 GENERAL WORKS

001	PHILOSOPHY			8	8	48
				1	1	5
002	RELIGION			27	27	168
003	SOCIAL SCIENCE			250	250	1128
004	LANGUAGE			16	16	38
005	SCIENCE			378	378	1527
006	USEFUL ARTS			250	250	976
007	FINE ARTS			166	166	687
008	LITERATURE			83	83	359
009	HISTORY			105	105	542
010	TRAVEL			91	91	433
011	BIOGRAPHY			280	280	1073
012	FOREIGN NON FIC			7	7	39
013	PERIODICALS			62	62	160
014	PAMPHLETS			1	1	1
015	PAPERBACKS			1	1	1
				1726	1726	7185

115	FICTION	1		2036	2037	8650
116	FOREIGN FICTION			5	5	30
117	J E			2754	2754	12614
		1		4795	4796	21294
		1		6521	6522	28479

218	BIBLIOGRAPHIES					1
221	CLASS VISITS					3
223	INSTRUCTION					2
224	STORIES					1
225	ATTENDANCE					83
235	GROUPS NOT CLAS					6
236	ATTENDANCE					105
244	MENDING			71	71	227
245	OVERDUE BOOKS			158	158	899
246	OVERDUE NOTICES			84	84	470
248	PICTURES MOUNTE			5	5	153
256	READERS ADVISOR	6	7	117	130	750
257	REQUESTS	1	1	34	36	139
262	TELEPHONE INCOM			98	98	141
601	AP	8		9	17	41
603	AT			1	1	3
604	YP			2	2	3
607	JP	11		22	33	99
609	JT					18
		26	8	601	635	3144
		26	8	601	635	3144

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 AUGUST 1964
 REFERENCE

001	PHILOSOPHY	1			1	9
002	RELIGION	1			1	4
003	SOCIAL SCIENCE	1			1	9
004	LANGUAGE					4
005	SCIENCE	1			1	8
006	USEFUL ARTS					19
007	FINE ARTS					31
008	LITERATURE					25
009	HISTORY	5			5	20
010	TRAVEL					1
011	BIOGRAPHY					8
013	PERIODICALS					6
		9			9	144
115	FICTION	1			1	5
		1			1	5
		10			10	149
218	BIBLIOGRAPHIES					2
232	RECORDAK	75			75	784
240	INTER LIBRARY L	13			13	50
248	PICTURES MOUNTE					14
251	RECORDS LP	2			2	13
253	RECORDS SR					1
256	READERS ADVISOR	363	49	1	413	2647
265	RECORD BAGS					3
601	AP			442	442	1909
602	AM			30	30	31
603	AT	2	66	342	410	1659
604	YP					14
		455	115	815	1385	7127
		455	115	815	1385	7127

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
AUGUST 1964
2ND OFFICE

262 TELEPHONE INCOM

1215

1215

3016

1215

1215

3016

1215

1215

3016

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
AUGUST 1964
TECH PROCESSES

218	BIBLIOGRAPHIES	1	1	1
244	MENDING	1	620	1829
		1	621	1830
			621	1830

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 AUGUST 1964
 AUDIO VISUAL

227	FILMS ATTENDANC	171				171	1180
228	SHOWINGS	7				7	44
229	16 MM	7				7	44
245	OVERDUE BOOKS	568	67	306		941	5098
246	OVERDUE NOTICES	354	45	176		575	3207
262	TELEPHONE INCOM	646				646	2294
		1753	112	482		2347	11867
		1753	112	482		2347	11867

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 AUGUST 1964
 B 1

	GENERAL WORKS	2	1		3	31
001	PHILOSOPHY	4	10		14	79
002	RELIGION	18		14	32	110
003	SOCIAL SCIENCE	34	23	74	131	508
004	LANGUAGE	5		5	10	35
005	SCIENCE	15	12	168	195	759
006	USEFUL ARTS	55	35	138	228	903
007	FINE ARTS	60	23	76	159	590
008	LITERATURE	65	1	18	84	379
009	HISTORY	36	18	51	105	462
010	TRAVEL	18	6	9	33	193
011	BIOGRAPHY	48	31	83	162	710
012	FOREIGN NON FIC			4	4	15
013	PERIODICALS	78	29	39	146	601
014	PAMPHLETS	1			1	5
		439	189	679	1307	5380
115	FICTION	910	991	1399	3300	12173
116	FOREIGN FICTION			1	1	2
117	J E			2159	2159	8770
		910	991	3559	5460	20945
		1349	1180	4238	6767	26325
244	MENDING	21		102	123	295
251	RECORDS LP	8			8	24
256	READERS ADVISOR	68	103	300	471	1653
257	REQUESTS	10	12	2	24	81
		107	115	404	626	2053
		107	115	404	626	2053
401	18TH & E WILLIA	67	79	411	557	2921
402	CARDINAL & PIPI	36	39	266	341	1199
405	FAIRVIEW PLAZA	339	229	666	1234	5119
408	SAWYER & MONROE	219	324	1018	1561	6300
411	GRAND & SUMMIT	415	285	1323	2023	7209
512	22ND & E CLAY	273	224	554	1051	3577
		1349	1180	4238	6767	26325
		1349	1180	4238	6767	26325

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 AUGUST 1964
 EVANS BRANCH
 GENERAL WORKS

		2		2	4	45
001	PHILOSOPHY	19	10	1	30	101
002	RELIGION	11	1	20	32	121
003	SOCIAL SCIENCE	32	6	59	97	430
004	LANGUAGE	12		7	19	47
005	SCIENCE	23	16	65	104	434
006	USEFUL ARTS	88	28	39	155	622
007	FINE ARTS	72	6	25	103	393
008	LITERATURE	50	2	14	66	260
009	HISTORY	23	13	24	60	285
010	TRAVEL	15	4	13	32	203
011	BIOGRAPHY	23	27	30	80	465
012	FOREIGN NON FIC			5	5	9
013	PERIODICALS	174	5	13	192	698
014	PAMPHLETS					34
015	PAPERBACKS					2
		544	118	317	979	4149
115	FICTION	909	695	561	2165	8350
116	FOREIGN FICTION			1	1	1
117	J E			746	746	3559
		909	695	1308	2912	11910
		1453	813	1625	3891	16059
218	BIBLIOGRAPHIES					1
221	CLASS VISITS					6
223	INSTRUCTION					6
224	STORIES					6
225	ATTENDANCE					140
235	GROUPS NOT CLAS					6
236	ATTENDANCE					141
242	MEETINGS IN BLD	2			2	2
243	ATTENDANCE	15			15	15
244	MENDING	16	14	10	40	155
248	PICTURES MOUNTE			103	103	381
251	RECORDS LP	60		2	62	208
253	RECORDS SR	24			24	72
256	READERS ADVISOR	38	64	58	160	991
257	REQUESTS	3	1	1	5	16
259	STORY HOURS					2
260	ATTENDANCE					54
261	NUM OF STORIES					4
262	TELEPHONE INCOM	147			147	633
601	AP			7	7	35
603	AT			1	1	7
604	YP			2	2	70
607	JP			1	1	1
		305	79	185	569	2952
		305	79	185	569	2952

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
AUGUST 1964
B 2

	GENERAL WORKS	1			1	20
001	PHILOSOPHY	2	10	1	13	52
002	RELIGION	8		19	27	106
003	SOCIAL SCIENCE	16	20	144	180	678
004	LANGUAGE	3		8	11	43
005	SCIENCE	60	67	382	509	1904
007	FINE ARTS	60	20	53	133	535
008	LITERATURE	61	3	31	95	402
009	HISTORY	41	30	90	161	664
010	TRAVEL	31	8	45	84	337
011	BIOGRAPHY	59	53	140	252	1095
012	FOREIGN NON FIC			2	2	20
013	PERIODICALS	82	62	38	182	648
		424	273	953	1650	6504
115	FICTION	1176	1330	1540	4046	14903
116	FOREIGN FICTION			12	12	48
117	J E			2450	2450	10061
		1176	1330	4002	6508	25012
		1600	1603	4955	8158	31516
244	MENDING	2	4	18	24	100
251	RECORDS LP	16			16	52
256	READERS ADVISOR	31	35	139	205	876
257	REQUESTS	61	12	22	95	297
		110	51	179	340	1325
		110	51	179	340	1325
502	MACON & LINDEN	158	163	542	863	2069
503	FOREST & LINCOL	122	151	421	694	2092
504	32ND & DUCHESS	250	259	754	1263	4739
506	MT CALVARY CHUR	601	485	2032	3118	12310
508	MC CLELLAN					3799
509	N FORK RD	52	64	116	232	276
510	MT ZION RD	4	14	98	116	116
513	24TH & E WILLIA	61	79	225	365	1304
514	EISNERS	352	388	767	1507	4811
601	AP					4
602	AM					1
604	YP		1		1	6
607	JP			1	1	9
		1600	1604	4956	8160	31536
		1600	1604	4956	8160	31536

DECATUR PUB LIB

DECATUR ILL

CIRC STAT

AUGUST 1964

HOME SERVICE

GENERAL WORKS

		1		1	5
001	PHILOSOPHY				2
002	RELIGION	18		18	102
003	SOCIAL SCIENCE	1		1	31
005	SCIENCE	6	1	7	36
006	USEFUL ARTS	2		2	29
007	FINE ARTS	13	2	15	70
008	LITERATURE	12	1	13	120
009	HISTORY	2		2	53
010	TRAVEL	47	11	58	562
		102	15	117	1010

115	FICTION	200	31	7	238	1745
		200	31	7	238	1745
		302	46	7	355	2755

237	HOME SERVICE VI	25		25	184
238	HOME SERVICE PA	39		39	280
239	HOME SERVICE PA				3
251	RECORDS LP	24		24	92
252	RECORDS S				1
257	REQUESTS				34
305	WAKEFIELDS	17		17	102
306	WAKEFIELD NO 2	21		21	212
307	MABELS NURSING				15
308	LAKESHORE MANOR	41		41	304
309	RANKIN NURSING	8		8	105
310	SCOTT NURSING H	23		23	117
311	SCOTT NURSING H	39		39	111
610	JT				43
611	JT				23
		237		237	1626
		237		237	1626

DECATUR PUB LIB
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 CIRC STAT
 AUGUST 1964
 ST MARYS HOSP

001	PHILOSOPHY		1	1	1
002	RELIGION	1		1	12
003	SOCIAL SCIENCE		2	2	5
005	SCIENCE				2
006	USEFUL ARTS		1	1	2
007	FINE ARTS	2		2	59
008	LITERATURE	5		5	30
009	HISTORY	1		1	15
010	TRAVEL	1		1	15
011	BIOGRAPHY	5		5	41
		15	4	19	182
115	FICTION	77	20	97	543
		77	20	97	543
		92	24	116	725
257	REQUESTS	3		3	10
		3		3	10
		3		3	10

DECATUR PUB LIB

DECATUR ILL

CIRC STAT

AUGUST 1964

D M C

001	PHILOSOPHY					1
002	RELIGION	3			3	12
003	SOCIAL SCIENCE			9	9	15
004	LANGUAGE					2
005	SCIENCE			6	6	18
006	USEFUL ARTS	1		9	10	38
007	FINE ARTS	13		1	14	82
008	LITERATURE	5		2	7	27
009	HISTORY					3
010	TRAVEL	5		2	7	20
011	BIOGRAPHY	7		17	24	99
		34		46	80	317
115	FICTION	94	33	52	179	836
117	J E			82	82	463
		94	33	134	261	1299
		128	33	180	341	1616
257	REQUESTS	2			2	5
		2			2	5
		2			2	5

DECATUR PUB LIB
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 CIRC STAT
 AUGUST 1964
 T B SAN

001	PHILOSOPHY				1
002	RELIGION	1		1	6
003	SOCIAL SCIENCE				9
005	SCIENCE	1		1	8
006	USEFUL ARTS	2		2	11
007	FINE ARTS	5		5	32
008	LITERATURE	1		1	19
009	HISTORY	4		4	45
010	TRAVEL	8	2	10	37
011	BIOGRAPHY	3		3	13
013	PERIODICALS	13		13	72
		38	2	40	253
115	FICTION	37		37	204
116	FOREIGN FICTION	19		19	19
		56		56	223
		94	2	96	476
257	REQUESTS	9		9	31
		9		9	31
		9		9	31

DECATUR PUB LIB
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AUGUST 1964
ASST LIBRARIAN

218 BIBLIOGRAPHIES
264 VISITS IN COMM

1
3
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DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 AUGUST 1964
 JUV COORDINATOR

003	SOCIAL SCIENCE	3	3	3
008	LITERATURE	9	9	9
009	HISTORY	1	1	1
010	TRAVEL	2	2	2
011	BIOGRAPHY	4	4	4
		19	19	19
115	FICTION	67	67	67
		67	67	67
		86	86	86
221	CLASS VISITS			10
223	INSTRUCTION			1
224	STORIES			4
225	ATTENDANCE			212
226	EXHIBITS			1
235	GROUPS NOT CLAS			5
236	ATTENDANCE			87
242	MEETINGS IN BLD	3	3	13
243	ATTENDANCE	7	7	48
249	PROFESSIONAL VI			1
259	STORY HOURS			1
260	ATTENDANCE			19
261	NUM OF STORIES			3
264	VISITS IN COMM			2
		10	10	407
		10	10	407

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
AUGUST 1964
HELEN SPITTLER

226 EXHIBITS	18	2	2	22	90
	18	2	2	22	90
	18	2	2	22	90

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 AUGUST 1964
 NURSES RESIDENC

001	PHILOSOPHY	1	1	8
002	RELIGION	2	2	3
003	SOCIAL SCIENCE			3
006	USEFUL ARTS	1	1	6
008	LITERATURE			19
011	BIOGRAPHY	2	2	2
		6	6	41

115	FICTION	32	32	253
		32	32	253
		38	38	294

257	REQUESTS			2
				2
				2

DECATUR PUB LIB
 DECATUR ILL
 CIRC STAT
 AUGUST 1964
 DILL BRANCH
 GENERAL WORKS

		3	1	1	5	39
001	PHILOSOPHY	5	4		9	41
002	RELIGION	6	2	3	11	65
003	SOCIAL SCIENCE	16	18	62	96	377
004	LANGUAGE	1	1	5	7	25
005	SCIENCE	14	8	79	101	453
006	USEFUL ARTS	32	41	56	129	542
007	FINE ARTS	25	21	75	121	448
008	LITERATURE	33	7	25	65	213
009	HISTORY	13	26	94	133	509
010	TRAVEL	7	3	24	34	224
011	BIOGRAPHY	38	15	72	125	624
012	FOREIGN NON FIC					1
013	PERIODICALS	84		4	88	344
014	PAMPHLETS	1			1	1

278 147 500 925 3906

115	FICTION	566	633	687	1886	7874
116	FOREIGN FICTION			1	1	14
117	J E			1555	1555	7048
		566	633	2243	3442	14936
		844	780	2743	4367	18842

221	CLASS VISITS					2
223	INSTRUCTION					2
225	ATTENDANCE					63
235	GROUPS NOT CLAS					1
236	ATTENDANCE					25
244	MENDING	35			35	101
251	RECORDS LP	53		13	66	230
252	RECORDS S					1
253	RECORDS SR	19			19	50
256	READERS ADVISOR	1		164	165	785
259	STORY HOURS					1
260	ATTENDANCE					17
261	NUM OF STORIES					2
262	TELEPHONE INCOM	121			121	454
601	AP					6
603	AT			1	1	10
604	YP					18
		229		178	407	1768
		229		178	407	1768

DECATUR PUB LIB
DECATUR ILL
CIRC STAT
AUGUST 1964
ADM ASSIST

218 BIBLIOGRAPHIES
249 PROFESSIONAL VI

3
3
6
6

STATE OF ILLINOIS

SECRETARY OF STATE
WILLIAM H. CHAMBERLAIN

ILLINOIS STATE LIBRARY
SPRINGFIELD



August 3, 1964

Mrs. Mary T. Howe, Librarian
Decatur Public Library
Decatur, Illinois

Dear Mrs. Howe:

It will be necessary for the Illinois State Library to use local appropriated funds as matching funds when applying for Library Services and Construction Act, Title I, Services funds for fiscal 1965.

The following information is therefore requested from the Decatur Public Library, since a federal project is planned for your library:

1. Total expenditures from local sources for public library services in Fiscal 1963 -
(July 1, 1962 - June 30, 1963) \$ 270,354.49
May 1, 1962 - April 30, 1963)
2. Total amount available from local sources for expenditures Fiscal 1965 (July 1, 1964 - June 30, 1965) (May 1, 1964 - \$ 285,810.00
April 30, 1965)

Please show the source of these reported funds, ie:

Appropriation \$285,810.00

Other 5,449.02

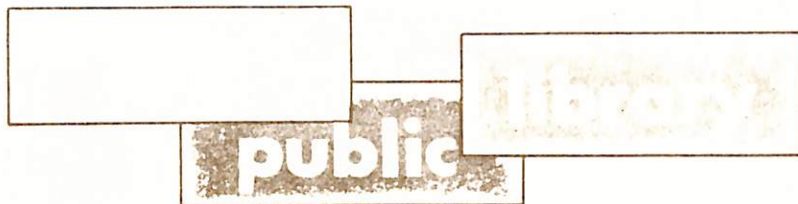
We will also need a report showing:

PLAN FOR SERVICES

A. Estimated Expenditures from Funds Available

Sources of Available Funds	Total Annual Budget	Next Six Months Ending Dec. 31 1964	Current Six Months Ending June 30 1964
	1964/65	(Oct. 30, 1964)	(April 30, 1965)
Local	\$285,810.00	\$142,905.00	\$142,905.00

Since these funds will be subject to verification by federal auditors it has been suggested by our agency auditor that reported funds be made from records that can be easily verified



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

August 7, 1964

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

Dear Mayor Arnold:

The Board of Directors of the Decatur Public Library met in special session August 3, 1964 and passed the following items unanimously:

Resubmit the budget papers for the 1964/65 appropriation to the Mayor and the members of the Decatur City Council for consideration to amend the \$285,810. figure to the original amount requested of \$310,278. minus the \$7,000. which the library expects to receive from the U.S. Community Facilities Office.

We understand an amendment may be made at this time if the need is urgent. Such an amendment will enable the City Council to adjust the tax levy to insure additional funds for the 1965/66 fiscal budget. The above stated action was taken because the library is in dire need of all of the funds requested on February 29, 1964. The original budget papers are attached to this letter.

Please be assured that each item in the budget has been examined carefully and the amounts listed are necessary for financing the services performed by the Decatur Public Library which the patrons expect and need.

The second item adopted was: Ask the Council to levy an additional amount of money for an accumulated library building fund not to exceed the sum of \$1,500,000. This fund to be divided into equal amounts and accumulated over a period of eight (8) years in order to build or remodel the present Main Library building. Documented evidence of the need for additional space in the Main Library building will accompany the budget request to be presented March 1, 1965 for the 1965/66 library budget.

It is recognized that additional funds may be made available and thereby reduce the amount of tax monies needed. The Library Board of Directors will investigate Federal Aid through the Library Services and Construction Act of 1964.

Thank you for your attention and interest in the Decatur Public Library.

Yours very sincerely,

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

public

library

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

AN ESTIMATED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND BALANCE FOR
THE FISCAL YEAR: MAY 1, 1964 - APRIL 30, 1965

RECEIPTS:

Taxes to be collected (1963)	\$278,000.00	
Cash balance, April 30, 1964	1,779.02	
Fines to be collected 64/65	9,000.00	
Fees, Non-Resident (140 @\$7)	980.00	
Interest on Investments	800.00	
Cash credits & reimbursements	700.00	
	<u>\$291,259.02</u>	\$291,259.02

DISBURSEMENTS:

100 Salaries	\$190,000.00	
200 Library Serv. & Maintenance	20,086.60	
300 Building & Vehicle Maint.	22,481.00	
400 Library Collection: Books, etc	49,648.00	
500 Equipment	1,510.00	
600 Rent Dill Branch	<u>2,084.40</u>	
	\$285,810.00	\$285,810.00

APPROPRIATION FOR 1964/65

\$285,810.00

EXCESS OF RECEIPTS OVER EXPENDITURES (Estimated) 64/65

5,449.02

Committees of the Board of Directors
August, 1964

NAME	TERM OF OFFICE		TELEPHONE	ADDRESS
	Beginning	Expires		
Mr. Francis H. Hart, President	1959	July 1, 1965	877-2848 423-4492	*(H) 116 Wisconsin Dr. (B) Caterpillar Tractor Ext. 338
Mr. Warren A. Sappington, Vice-President Finance, Ch.; Properties	1963	July 1, 1967	423-1936 428-6629	*(H) 328 South Westlawn (B) Record & Sappington
Mr. Harold Koslofski Properties, Personnel	1959	July 1, 1965	429-7661 428-7791	(H) 1226 E. Division *(B) Wagner Casting, Ext. 74
Mrs. Dwight Nelson Policy, Ch.; Finance	1962	July 1, 1965	422-7232	*(H) 278 South Linden
Mr. David Pilcher Properties, Ch.; Policy	1960	July 1, 1966	423-1303 423-3451	(H) 326 South Linden *(B) Swain & Myers
Mrs. Roger Pogue Finance, Personnel	1962	July 1, 1967	428-6588	*(H) 304 Redwood Lane
Mrs. Joseph Russell Policy, Personnel	1963	July 1, 1966	422-5335 423-9769	*(H) 2615 S. Franklin St. Road (B) Wm. Harris P. School
Mrs. Erich Stern Personnel, Ch.; Properties	1960	July 1, 1966	429-7519	*(H) 1521 West Sunset
Mr. Robert West Finance, Policy	1964	July 1, 1967	423-7053 428-0901	*(H) 605 West Prairie (B) Tryco Mfg. Co.

Finance Committee-

4 P.M. Wednesday before Board Meeting

Mr. Sappington, Chairman
Mr. West
Mrs. Nelson
Mrs. Pogue

Policy Committee-

4 P.M. Third Thursday each month

Mrs. Nelson, Chairman
Mrs. Russell
Mr. West
Mr. Pilcher

Properties Committee-

4 P.M. Friday before Board Meeting

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

Personnel Committee-

4:30 P.M. Third Thursday each month

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

DECATUR PUBLIC LIBRARY
Decatur, Illinois

The regular meeting of the Board of Directors is held at 4:00 PM on the last Friday of each month. No meeting is held during August and December unless called by the President.

Board Meetings for the Fiscal Year 1964/65 are FRIDAY:

May 29, 1964	November 27, 1964
June 25, 1964	January 29, 1965
July 31, 1964	February 26, 1965
September 25, 1964	March 26, 1965
October 30, 1964	April 30, 1965

The Annual Meeting is held before May 15 each year in order to approve the Annual Report which is due in the Illinois State Library and the Decatur City Clerk's Office on or before May 15. Therefore, the Annual Meeting will be held May 10, 1965.

The Budget Request for the Annual Appropriation is due March 1 each year. Therefore, budget meetings will begin in November and final approval given at the January Board Meeting or no later than February. The Levy Request is due July 1 - August 1, 1964.

Staff Institute Day is Monday, October 12, 1964. This year it will be held in the Hott Memorial Center, Monticello.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Committees of the Board of Directors
August, 1963

NAME	TERM OF OFFICE		TELEPHONE		ADDRESS
	Beginning	Expires			
Mr. Francis H. Hart, President	1959	July 1, 1965	877-2848 423-4492	(H) (B)	116 Wisconsin Drive Caterpillar Tractor Co.
Mr. David D. Pilcher, Vice President Properties, Ch.; Policy	1960	July 1, 1966	423-1303 423-3451	(H)	326 South Linden Swain & Myers, 224 West Cerro Gordo
Mr. Jack Burnett Finance, Ch.; Policy	1959 1961	July 1, 1964 July 1, 1964	877-5088 429-4448	(H)	6 Maple Court Gauger & Diehl, Citizens Building 250 North Water Street
Mrs. Jos. Russell Personnel, Properties	1963	July 1, 1966	422-5335	(H)	2615 S. Franklin St. Rd.
Mr. Harold W. Koslofski Finance, Personnel	1959	July 1, 1965	429-7661 428-7791	(H) (B)	1226 East Division Wagner Casting, 1275 East Sangamon
Mrs. Erich Stern Properties, Personnel, Ch.	1960	July 1, 1966	429-7519	(H)	1521 West Sunset
Mrs. Roger B. Pogue Finance, Personnel	1962	July 1, 1964	428-6588	(H)	304 Redwood Lane
Mr. W. A. Sappington Policy, Properties	1963	July 1, 1964	428-1986 423-3661	(H) (B)	328 South Westlawn Millikin University
Mrs. Dwight Nelson Finance, Policy, Ch.	1962	July 1, 1965	422-7232	(H)	278 South Linden
	***	***	***		

Finance Committee -
4 PM, Wednesday before Board Meeting

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

Policy Committee -
4 PM, 3rd Thursday each month

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

Properties Committee -
4 PM, Tuesday before Board Meeting

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

Personnel Committee -
4:30 PM, 3rd Thursday each month

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

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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

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

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

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

The Budget Request for the Annual Appropriation is due March 1 each year. Therefore, budget meetings will begin in November and final approval given at the January Board Meeting or no later than February. The Levy Request is due July 1 - August 1, 1963.

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

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BOARD OF DIRECTORS, 1961/62
Committees -

FINANCE:

Mr. Harold Koslofski, chairman
Mr. Pilcher
Mrs. Stern
Mrs. Moothart

RELATION:

Mrs. Kim Greider, chairman
Mr. Koslofski
Mr. Pilcher
Mrs. Moothart

PROPERTIES:

Mr. Francis Hart, chairman
Mr. Cheeks
Mr. Madden
Mrs. Stern

PERSONNEL:

Mr. John Cheeks, chairman
Mr. Madden
Mrs. Greider
Mr. Hart

Appointed May 12, 1961
By Mr. Jack Burnett, president

Other considerations at the First executive committee meeting held immediately after the annual Board of Director's meeting, May 12th.

1. The informal meetings on the long range plans should begin soon. Suggested that Friday noon luncheon meetings be held every other week beginning June 2, 1961. This would make the other meeting to follow: June 16, 30, July 7, 21. This will bring the report into the July 28th Board meeting.
2. The June Board meeting will be held June 23, 1961 instead of June 30th.
3. Properties committee will hold a meeting in the very near future.
4. There will be a Board meeting May 26, 1961.
5. The Annual report from the Library is due to the City and State on May 15, 1961. A letter will be written by Mr. Burnett to transmit to the City.

DECATUR PUBLIC LIBRARY

Decatur, Illinois

COMMITTEES FOR THE BOARD OF DIRECTORS

1959/60

FINANCE COMMITTEE:

Mrs. David Greider
Jack R. Burnett - Chairman
Francis Hart
John G. Cheeks

LIBRARY ADVISORY COMMITTEE:

David Felts - Chairman
Edna M. Moothart
Dean E. Madden

PERSONNEL COMMITTEE:

Maxine B. Ridgley - Chairman
Harold Koslofski
John G. Cheeks

POLICY COMMITTEE:

Harold Koslofski - Chairman
David Felts
Maxine B. Ridgley

PROPERTIES COMMITTEE:

Edna M. Moothart - Chairman
Jack R. Burnett
Francis Hart
Mrs. David Greider

Appointed by Dean Madden 8/25/59

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BY-LAWS

Board of Directors

The general functions and responsibilities of the library board include determination of general policy, its support and its extension of services. The Board shall act as a unit; not as individuals, and instructions to the Librarian regarding policy shall be given after majority vote.

Article I. Officers

The officers of the Board shall be President, Vice-President, and Secretary-Treasurer.

Duties

The President shall preside at all meetings of the Board and shall appoint all standing committees. The President shall sign all checks issued with the approval of the Board, shall issue calls for special meetings and perform all the other usual duties of a presiding officer. He shall prepare for review by the Board, the Board's annual report to the City Council.

The Vice-President shall assume the duties of the President in the absence or incapacity of that officer.

The Secretary-Treasurer shall keep an accurate record of all the proceedings of the Board, shall give due notice of all meetings, shall present reports of the financial condition of the library, the sums expended each month and the progress of the work of the library at every meeting. The Secretary-Treasurer shall have custody of the records of the Board and shall notify the Mayor of vacancies on the Board. The Secretary-Treasurer shall countersign all checks, purchase orders, and bill lists.

Article 2. Meetings

Regular meetings. The regular meetings of the Board shall be held on the last

Friday of each month at 4:00 PM in the library building. In the event the last Friday falls on a holiday, the regular meeting shall be held on the third Friday. The meeting in January shall include discussion of the budget prepared by the City Librarian for presentation to the City Council. (The levy for this budget is approved in the previous meeting in July and finalized by the City Council before the 31st of August).

Annual Meeting. The annual meeting shall be held between the first and the fifteenth day of May. At the annual meeting the full reports of the City Librarian, Secretary-Treasurer and the Directors shall be presented to be approved for transmittal according to law to the City Council and the Library Extension Division of the Illinois State Library in Springfield, Illinois.

The reports shall include a resume of the year's work with a detailed account of the receipts and expenditures and plans for the ensuing year.

Election of officers shall be held at the annual meeting.

Special Meetings. Special meetings may be called by the President upon the request of three Directors, and, in the absence of the President, a special meeting may be called at any time by the Vice-President, or Secretary upon request of three Directors.

Notice for special meetings shall state the purpose of the meeting, and no other business shall be transacted at the meeting.

Absences. In the absence of the Vice-President, the meeting shall be presided over by one of the Directors present who shall be chosen by the members for that purpose. In the absence of the City Librarian, the Assistant City Librarian shall serve temporarily as Secretary-Treasurer.

Quorum. Five shall constitute a quorum. Failing a quorum at a meeting, bills may be passed upon approval by the Finance Committee.

Non-attendance of a Director at regularly scheduled meetings of either the Board and standing committees of which he is a member for three successive months, shall be regarded as a resignation, and it shall be the duty of the President to report the same to the Mayor.

Election of Officers and Term of Office. The election of officers shall be held at

the annual meeting in May. The terms of the officers for President and Vice-President shall end on the 30th day of June and terms of their successors shall begin on the first day of July. The officers shall be elected for one year. No officer shall be elected to serve more than two consecutive terms.

Article 3. Order of Business

The order of business at all regular meetings shall be:

1. Call to order
2. Reading of the minutes of the last meeting and action thereon
3. Report of the City Librarian and Secretary-Treasurer
4. Payment of bills
5. Reports of committees
6. Unfinished business
7. New business
8. Adjournment

All motions at Board meetings which concern cash expenditures shall be voted on by roll call.

Article 4. Committees

There shall be the following standing committees, appointed by the President for one year consisting of a chairman and three other members.

Committee on Properties
Committee on Finance
Committee on Policy and Public Relations
Committee on Personnel

The term of all standing committees shall be until the 30th day of June following the appointment.

The duties of each standing committee shall be such as are associated with its name, or as shall be committed to it by action of the Board.

The President may create such other committees from time to time, as he may deem necessary or desirable.

Article 5. Records of the Board.

All records and accounts of the library and of the Board shall be kept in the library in the custody of the librarian. All such records and accounts shall be open to the inspection and use of all of the members of the Board at all reasonable times.

Article 6. City Librarian.

The City Librarian shall be responsible for carrying out policies of the Board both as to their instruction and to their intent. The Librarian shall attend all Board meetings, except those at which his appointment, dismissal or salary is to be discussed or decided, but he shall have no vote. The Librarian shall act as, and have the title of Secretary-Treasurer, take the minutes of Board meetings and give notice of such meetings at the direction of the proper officer. He shall act with all standing and special committees.

The Librarian shall be the chief administrative officer. He shall have general charge of the library and all its branches and agencies in consultation with the Library Board. He shall be responsible for the efficiency of the library's service to the public. He shall certify to all bills and money expended, shall counter-sign all checks and shall present monthly and annual financial and progress reports to the Board. He shall purchase the books and periodicals for the library and have the power to expend the amount budgeted for books and periodicals. He shall be responsible for the maintenance and care of all library properties and the routine expenditures for such purposes. He shall have charge of all library employees including dismissal. He shall be responsible for compliance with the Decatur Civil Service Commission regulations. He shall have power to expend the salary budget and the petty cash allowance. He shall have such other duties as the Board may, from time to time, assign.

Article 7. Employees.

No person shall be employed in any capacity who is a relative or a member of the family of a Director, and the Mayor shall be requested to appoint no Director who has a relative or member of his family in the library's employ. No director nor his relative shall receive compensation or profit from any library business.

Article 8. Gifts.

The Board may, at its discretion, accept gifts, donations or endowment funds for the library.

Article 9. Amendments.

These By-Laws may be amended by a majority vote at a regular meeting, provided written notice of the proposed amendment has been given at a preceeding regular meeting or at a special meeting, provided written notice has been given ten days prior thereto in writing.

Article 10. Prior By-Laws.

All Prior By-Laws are hereby repealed.

Adopted July 26, 1963.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

RECOMMENDATIONS FOR CURRENT LIBRARY POLICY

1. Book reviews, talks and services in Decatur will be given on library time when schedules permit. If library time cannot be allowed, organizations and individuals may contract with individual staff members for their services outside library hours.
2. Minor and urgent repairs up to \$500 will be acted upon immediately by the librarian. The longer term planning for the library will be made with department heads, and presented by the librarian to the Properties Committee who in turn will make their recommendations to the Board of Trustees.
3. Personnel appointments and separations will be reported monthly to the Board of Trustees.
- 4.a. Financial estimates for the management of the library are incorporated in budget proposals submitted by the librarian to the Finance Committee in January of each year. The Finance Committee will recommend the budget to the Trustees in February of each year.
- b. Bequests, gifts and funds may be accepted by the librarian for the Trustees but only without special commitments. A list of donors will be reported to the Board each month together with the wholesale cost evaluation of the gift when it exceeds \$25. The library will continue to accept memorial books for Decatur citizens.
- c. Lost books will be paid for by the current replacement price and not the original purchase price.
- d. Illinois residents residing outside the corporate limits of Decatur who do not pay city property tax will pay a fee computed each fiscal year on the basis of the budget tax appropriation, beginning July 1, 1958. (\$3.39 - \$3.40)

Students up through the 12th year and students and teachers in the educational institutions in the city shall be given free service.

5. The Hours of Service -

The Staff shall work 40 hours a week for full time employment. This includes janitorial service.

The Main Library shall be open -

Mon - thru - Friday 9 a.m. - 9 p.m.

Saturdays - 9 a.m. - 6 p.m.

All agencies will be closed on the following holidays:

Christmas Eve and New Year's Eve - 1 o'clock p.m.

Christmas and New Year's Day

Good Friday - 12-3 p.m.

Memorial Day

Independence Day

Labor Day

Thanksgiving

February 12, 22 and November 11 the staff shall rotate their services and be given another free day when it becomes their turn to work.

Emergency closing in time of disaster shall be at the discretion of the person in charge with the consent of the Chief Librarian if there is time to obtain this.

6. All materials belonging to the Decatur Public Library and services from them will be available without charge including facsimilies, photostats, inter-library loan books, films, and phonograph records.

~~The library will not maintain a rental book collection.~~

7. The Librarian may grant permission for non-profit clubs and organizations to meet in the library. A request must be made and duly signed by a responsible member of each group for the meeting space. This is for groups other than library sponsored groups which shall always be given priority. No charge will be made for the room if meetings conclude 30 minutes after the library closes.
8. A 15 minute break for every four hours of work will be given each staff member - usually one in the morning - one in the afternoon - and one in the evening - non-cumulative.

IT IS FURTHER RECOMMENDED:

~~Fines on overdue library materials will be discontinued for the months of July, August and September as an experiment. Damaged and lost library material fees will continue to be charged. Previously incurred fines will not be recinded during this period.~~

Decatur Public Library - Decatur, Illinois

RECORDS RETIREMENT SCHEDULE

<u>Name of Record</u>	<u>No. of Years in current use Office Files</u>	<u>Second Stage of Disposition</u>	<u>No. of additional years</u>	<u>Final Stage of Disposition</u>
1. Bills and Vouchers	3 years audited	Storage	4 years	Destroyed
2. Purchase Orders	3 years audited	Storage	4 years	Destroyed
3. Check Stubs and Checks	3 years audited	Storage	4 years	Destroyed
4. Tax warrants	Keep permanently			
5. Auditors' Reports	Keep permanently			
6. Insurance policies	1 year after superceded	Destroyed		
7. Ledger sheets (Budget balance sheets.)	3 years	Storage	4 years	Destroyed
8. Monthly payroll ledger sheets	2 years audited	Storage	8 years	Destroyed
9. Budget documents	3 years	Storage	4 years	Destroyed
10. Finance Committee Statements Other Committee Reports	5 years audited Incorporated in Board Minutes.			
11. Deposit slips	Until audited	Destroyed		
12. Bank Books and Bank Statements	3 years audited	Storage	4 years	Destroyed
13. Circulation book statistics	5 years	Destroyed (incorp. in Annual Reports.)		
14. Board of Trustees Minutes	5 years loose leaf	Bound and kept permanently (1 copy microfilmed)		
15. Personnel Folders	10 years (from date of separation)	Destroyed		
16. Application letters	2 years	Destroyed		
17. Bids and Contracts	5 years	Storage	5 years	Destroyed
18. Correspondence	2 years (review)	Destroyed		
19. Librarian's Expense Account - Bills and receipts	Audited	Destroyed		
20. Annual reports typed official	2 years	Storage	Bound and kept	
21. Annual reports printed for public	2 copies put with typed or mimeographed reports.			
22. Librarian's reports	2 years	Bound and cataloged		
23. Trustee notebook records	1 year	Destroyed		
24. Department reports	5 years	Destroyed		
25. Book Accounts Ledger	2 years	Destroyed		
26. Book Accessions Record	Permanently			