

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE POLICY COMMITTEE - February 20, 1964

Members Present:

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

Others:

Mrs. Mary Howe, Secretary-Librarian
Mrs. Edith McNabb

The meeting was called to order by Mrs. Nelson at 4:10 P.M. in the Boyd Room of the Main Library.

Mrs. Nelson told the group about the League of Women Voters and that the library study would be put on the agenda for the League Board meeting. Four areas were suggested for study:

- (1) Use and adequacy of vehicles and building
- (2) Use of personnel
- (3) Taxing power of the library Board
- (4) Budget construction and needs

Mrs. McNabb presented the proposal for a Library Committee. It was discussed thoroughly and she was instructed to proceed and bring to the Board meeting on February 28, 1964.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE PERSONNEL COMMITTEE - February 20, 1964

Members Present:

Mrs. Stern, Chairman
Mr. Koslofski
Mrs. Russell

Others:

Mrs. Mary Howe, Secretary-Librarian

The meeting was called to order by Mrs. Stern, Chairman, at 4:30 P.M. in the Board Room.

The librarian acquainted the members with Mr. McMillan's transfer to Evans Branch. This was done to straighten up the housekeeping on B2. Mrs. Griffin will be in charge of B2. There had been over 36 complaints. Mr. Kirk is aware of the transfer.

There may need to be some layoffs in April if the budget doesn't seem to come out within the appropriation.

The subject of Mr. Kirchgraber was discussed. It was agreed to call an executive session after Board Meeting, February 28, 1964.

Meeting adjourned at 5:05 P.M.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE FINANCE COMMITTEE - February 26, 1964

Members Present:

Jack Burnett
Olivia Pogue
Louise Nelson

Others:

Mrs. M. T. Howe, Secretary-Librarian

The Finance Committee met at 4 P.M. February 26, 1964, in the Board Room of the Main Library.

The bills were checked and found to be correct.

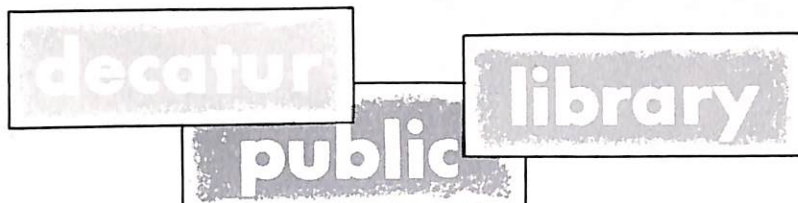
The Budget Manual for 1964/65 was examined.

Meeting adjourned at 5 P.M.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST FEBRUARY 1964

James A. Putnam 1836 East Moore Decatur, Illinois	2/11/64	Plumb, B - Lines that inspire
James Cannon 680 South Crea Decatur, Illinois	2/11/64	20 miscellaneous books
W. C. Pusey 530 North Edward Decatur, Illinois	2/11/64	Bound and unbound volumes of American Rifelman
Mrs. Helen Fairlie 2990 Wasson Way Decatur, Illinois	2/20/64	Chase, I. - Elephants arrive at half-past five Game animals of Eastern Africa
Miss Louise Wright 1270 North College Decatur, Illinois	2/20/64	New pronouncing dictionary of the English and Italian languages

DECATUR PUB LIBRARY
 DECATUR IL
 BUDGET BILL LIST
 FEBRUARY 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR FEBRUARY	YEAR TO DATE	BALANCE
100	SALARIES S	18752000		14263121	4488879
			1206020.		
	BL CR AND		16710.		
	DEC CITY C		22500.		
	NATL BK DE		259750.		
	TREAS CIT		109644.		
	UNITED FUN		1775.		
100		18752000	1616399.	15879520	2872480*
		18752000	1616399.	15879520	2872480*
201	BINDING SU	46900		39232	7668
201		46900		39232	7668*
202	CAT MATERI	83200		86300	3100
	REM RAND SY		940.		
202		83200	940.	87240	4040*CR
203	FREIGHT EX	9400		11170	1770
	AIR EXPRES		526.		
	I K C		441.		
203		9400	967.	12137	2737*CR
204	IBM SUPPLI	655000		751478	96478
	IBM		57500.		
	IBM		408.		
	MIRABELLA		1300.		
	GENERAL PA		980CR.		
204		655000	58228	809706	154706*CR
205	OFFICE SUP	216000		169611	46389
	HAINES & E		104.		
	PFILES CAM		750.		
	WOOLWORTHS		29.		
	BAGS		171CR.		
	VERIFAX		1623CR.		
205		216000	911CR	168700	47300*
206	POSTAGE	135000		103015	31985
	AMER TECH		30.		
	AMER TECH		30.		
	BACON PAM		95.		
	BARNES & N		40.		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY, 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR FEBRUARY	YEAR TO DATE	BALANCE
	DUFOR EDI		14.		
	HACKER ART		45.		
	INST FOR R		38.		
	MIRABELLA		33.		
	MODERN TAL		60.		
	MORRISON E		30.		
	NATL FOREM		120.		
	POSTMASTER		9000.		
	POSTMASTER		9000.		
	STECHECHT H		81.		
	STECHECHT H		40.		
	STECHECHT H		23.		
	U CHICAGO		155.		
	WHITE JAME		50.		
	POSTMASTER		2770.		
	MISC POSTA		4760 CR.		
	RESERVES		1065 CR.		
206		135000	15829	118844	16156*
207	PRINTING	81000		109785	28785
207		81000		109785	28785* CR
208	REP TO EQU	106900		48198	58702
208		106900		48198	58702*
209	TEL TOLLS	9000		5895	3105
	ILLINOIS B		450.		
209		9000	450.	6345	2655*
210	TEL SERVIC	147500		1806 CR	149306
	PUB TEL RE		1606 CR.		
210		147500	1606 CR.	3412 CR	150912*
212	RENT OF MA	67200		65400	1800
	PITNEY BOW		1800.		
212		67200	1800.	67200	* CR
213	SERV CONTR	29700		23250	6450
	ALLIED OFF		5500.		
	THERMOFAX		6500.		
213		29700	12000.	35250	5550* CR
214	SERV CONTR			44771	44771
214				44771	44771* CR
220	PROF DEVEL	173800		189836	16036
	A OF C DEC		4800 CR.		
	HONNOLD OP		600 CR.		
220		173800	5400 CR.	184436	10636* CR
221	COMM SERVI	18200		6984	11216

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY, 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR FEBRUARY	YEAR TO DATE	BALANCE
	UNITED FUN		200.		
221		18200	200.	7184	11016*
222	EXHIBIT EX	4100		15	4085
	DEC PAINT		394.		
222		4100	394.	409	3691*
223	HANDLING C	2800		1906	894
	COMPTON F		600.		
	I K C		10.		
223		2800	610.	2516	284*
224	ADVERTISING	24000		8415	15585
224		24000		8415	15585*
225	AUDITING	50000		49620	380
225		50000		49620	380*
299	MISC	11000		16241	5241
	HOWE MRS M		25.		
	COKE		1500CR.		
299		11000	1475CR.	14766	3766*CR
		1870700	82026	1811342	59358*
301	BLDG SUPPL	110000		109715	285
	DEC PAPER		204.		
301		110000	204.	109919	81*
302	CLEANING S	13500		6454	7046
302		13500		6454	7046*
303	CONTRACT R	300000		28500	271500
303		300000		28500	271500*
304	GARBAGE &	20400		9050	11350
	DASH OTTO		400.		
304		20400	400.	9450	10950*
306	INSURANCE	465800		459010	6790
	BENNETT SH		4397CR.		
306		465800	4397CR.	454613	11187*
307	LIGHT & PO	220800		140625	80175
	ILL POWER		12533.		
307		220800	12533.	153158	67642*
308	BLDG REPAI	70000		47602	22398

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY, 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR FEBRUARY	YEARTO DATE	BALANCE
	F HUBBARD		1 0 5 0.		
	F HUBBARD		1 4 0 0.		
	F HUBBARD		5 2 5.		
3 0 8		7 0 0 0 0	2 9 7 5.	5 0 5 7 7	1 9 4 2 3 *
3 0 9	T R A V E L	4 6 0 0 0		4 2 6 4 5	3 3 5 5
	C I T Y O F D E		7 1.		
	C I T Y O F D E		1 3 9.		
	C I T Y O F D E		1 4 3.		
	C I T Y O F D E		3 4 5.		
	C I T Y O F D E		6 6 0.		
	C I T Y O F D E		6 7 3.		
	C O N S U M E R S		7 5.		
	S A P P I N G T O N		3 3 1 2.		
	S T U K E S A L L		1 8 4 0.		
	S T U K E S A L L		1 0 4 8.		
	Y E L L O W C A B		1 1 0.		
3 0 9		4 6 0 0 0	8 4 1 6	5 1 0 6 1	5 0 6 1 * C R
3 1 0	H E A L T H & S	1 5 0 0		3 1 3	1 1 8 7
3 1 0		1 5 0 0		3 1 3	1 1 8 7 *
3 1 1	C O N T R A C T C	4 4 8 0 0 0		7 5 1 4 7 8	3 0 3 4 7 8
	D E C W I N D O W		6 7 5 0 0.		
	D E C W I N D O W		1 5 0 0.		
	D E C W I N D O W		4 3 0 0.		
	D E C W I N D O W		1 1 5 0 0.		
	D E C W I N D O W		4 0 0.		
3 1 1		4 4 8 0 0 0	8 5 2 0 0.	8 3 6 6 7 8	3 8 8 6 7 8 * C R
3 1 2	A R C H I T E C T	5 0 0 0 0			5 0 0 0 0
3 1 2		5 0 0 0 0			5 0 0 0 0 *
3 1 3	R E P A U T O E	1 9 3 0 0 0		1 6 3 2 4 1	2 9 7 5 9
	D E C G E N E R A		6 0 0.		
	F H U B B A R D		1 7 5 0.		
	F H U B B A R D		8 7 9 3.		
	F H U B B A R D		8 7 9 4.		
	F H U B B A R D		8 7 9 3.		
	G O O D R I C H B		1 6 8 4 C R.		
	G O O D R I C H B		1 8 0 1.		
	N A T L C I T Y		1 0 8 7.		
	N A T L C I T Y		1 3 3 1.		
	N A T L C I T Y		1 0 4 5.		
	N A T L C I T Y		5 1 7.		
	N A T L C I T Y		4 6 0.		
3 1 3		1 9 3 0 0 0	3 3 2 8 7	1 9 6 5 2 8	3 5 2 8 * C R
3 1 4	C L E A N I N G S	8 0 0 0		1 1 0 6 2	3 0 6 2
	D E C I N D U S T		1 1 2 3.		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY, 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR FEBRUARY	YEAR TO DATE	BALANCE
	NORMANS		173		
314		8000	1296	12358	4358*CR
315	APPRAISAL	15000			15000
315		15000			15000*
320	APPRAISAL			30611	30611
320				30611	30611*CR
399	MISC			32	32
399				32	32*CR
		1962000	139914	1940252	21748*
401	BINDING	285500		284755	745
401		285500		284755	745*
402	BOOKS	3819100		2773773	1045327
	AM LIBRARY		180		
	AM LIBRARY		135		
	AMER TECH		476		
	AMER TECH		540		
	BAKER & TA		3173		
	BAKER & TA		2249		
	BAKER & TA		2707		
	BAKER & TA		5821		
	BAKER & TA		7527		
	BAKER & TA		745		
	BAKER & TA		2207		
	BAKER & TA		1419		
	BAKER & TA		9108		
	BARNES & N		1575		
	BOWKER R R		1000		
	CHILTON BK		1146		
	COMPTON F		24800		
	DOUBLEDAY		93		
	DOUBLEDAY		701		
	DOUBLEDAY		2025		
	DUFOR EDI		540		
	HACKER ART		1750		
	ILLINOIS B		1400		
	IMPERIAL B		5903		
	IMPERIAL B		19747		
	IMPERIAL B		23316		
	MARTINDALE		6500		
	MCCLURG A		1264		
	MCCLURG A		250		
	MCCLURG A		3119		

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY, 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR FEBRUARY	YEAR TO DATE	BALANCE
	MCNAUGHTON		1 2 0 0 0		
	MOODYS INV		7 5 0		
	MORRISON E		1 5 0 0		
	NEW METHOD		4 9 5 6.95		
	NEW METHOD		2 8 1 4		
	NEW METHOD		1 7 6 5		
	SCARECROW		5 4 0		
	SCARECROW		8 5 5		
	STECHELT H		9 4 0		
	STECHELT H		6 6 0		
	STECHELT H		4 4 5		
	U CHICAGO		9 7 3 3		
	WHITE JAME		1 5 7 5		
	L & D		3 2 7 3 CR		
	STAFF BOOK		4 0 9 3 CR		
	WITHDRAWN		1 0 3 CR		
4 0 2		3 8 1 9 1 0 0	1 6 2 4 8 0	2 9 3 6 2 5 3	8 8 2 8 4 7 *
4 0 5	FILMS 16MM	4 7 0 0 0		5 5 3 8 0	8 3 8 0
4 0 5		4 7 0 0 0		5 5 3 8 0	8 3 8 0 * CR
4 0 6	FILMS SLID			1 2 4	1 2 4
4 0 6				1 2 4	1 2 4 * CR
4 0 8	FILMS MICR	1 7 7 0 0 0		4 5 1 2 9 CR	2 2 2 1 2 9
	AMCO MICRO		2 2 0 0		
	VITAL SPEE		4 0 0		
4 0 8		1 7 7 0 0 0	2 6 0 0	4 2 5 2 9 CR	2 1 9 5 2 9 *
4 0 9	FILMS RENT			4 2 0 5 CR	4 2 0 5
	FILM RENTA		3 9 0 CR		
4 0 9			3 9 0 CR	4 5 9 5 CR	4 5 9 5 *
4 1 0	PAMPHLETS	1 0 7 0 0		1 4 7 1 3	4 0 1 3
	BACON PAM		5 9 2 0		
	INST FOR R		9 5 0		
4 1 0		1 0 7 0 0	6 8 7 0	2 1 5 8 3	1 0 8 8 3 * CR
4 1 2	PICTURES	1 0 0 0 0		1 4 7 0	8 5 3 0
4 1 2		1 0 0 0 0		1 4 7 0	8 5 3 0 *
4 1 4	RECORDS LP	1 1 5 0 0 0		3 5 3 3 8	7 9 6 6 2
4 1 4		1 1 5 0 0 0		3 5 3 3 8	7 9 6 6 2 *
4 1 5	RECORDS S			6 4 5 2 3	6 4 5 2 3
4 1 5				6 4 5 2 3	6 4 5 2 3 * CR
4 1 9	PERIODICAL	1 0 0 0 0 0		7 6 0 3 0	2 3 9 7 0
	HANSON BEN		6 6 6 8 0		
	ILL AUDUBO		3 0 0		

DECATUR PUBLIC LIBRARY
 Decatur, Illinois
 COMBINED BUDGET AND BILL LIST FOR FEBRUARY, 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR FEBRUARY	YEAR TO DATE	BALANCE
	KNOR RUSSE		1 0 0 0 *		
	NAT CL TEA		5 0 0 CR *		
	NATL FOREM		6 0 0 *		
	DEC HERLD		5 8 5 *		
	GENERAL PA		7 5 CR *		
4 1 9		1 0 0 0 0 0	6 8 5 9 0	1 4 4 6 2 0	4 4 6 2 0 * CR
4 2 0	MAPS	5 0 0 0			5 0 0 0
4 2 0		5 0 0 0			5 0 0 0 *
4 2 1	MEMBERSHIP	7 0 0 0 0			
	A OF C DEC		4 8 0 0 *	6 3 5 0 0	6 5 0 0
	NAT CL TEA		5 0 0 *		
4 2 1		7 0 0 0 0	5 3 0 0 *	6 8 8 0 0	1 2 0 0 *
4 2 2	SERVICES	2 2 5 0 0 0		1 7 7 6 0 0	4 7 4 0 0
	STANDARD &		8 6 9 4 *		
4 2 2		2 2 5 0 0 0	8 6 9 4 *	1 8 6 2 9 4	3 8 7 0 6 *
4 9 9	MISCELLANE			1 5 7 0 0	1 5 7 0 0
4 9 9				1 5 7 0 0	1 5 7 0 0 * CR
		4 8 6 4 3 0 0	2 5 4 1 4 4	3 7 6 7 7 1 6	1 0 9 6 5 8 4 *

- (220)
 Corrected
 from 7/63
 12/63 (419)

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST FOR FEBRUARY, 1964

CODE	ALLOCATION	AMT FOR YEAR	FOR FEBRUARY	YEAR TO DATE	BALANCE
502	ADD TO EQU	150000		149444	556
502		150000		149444	556*
502		150000		149444	556*
603	RENTALS	201000		134000	67000
	SWARTZ HOM		17370		
	SWARTZ HOM		16750		
	SWARTZ HOM		620		
603		201000	34740	168740	32260*
		201000	34740	168740	32260*
		27800000	2127223	23717014	4082986*

Balance in checking account \$ 38,022.48

Bills presented for payment

Approved for payment

Mary T. Howe
Jack R. Burnett
Therese H. Nelson
Oliver B. Pogue

Finance Committee

700	BAL LAST M	1929606
	NATL BK DE	1500000
	NATL BK DE	1496013 CR
	FINES	80814
	NON RES FE	10500
	L & D	3273
	RESERVES	1065
	STAFF BOOK	4093
	FILM RENTA	390
	VERIFAX	1623
	PUB TEL RE	1606
	BAGS	171
	MISC POSTA	4760
	COKE	1500
	BENNETT SH	4397
	GENERAL PA	1055
	HONNOLD OP	600
	WITHDRAWN	103
	BILL LIST	2112659 CR
	CASH CREDI	24636 CR

700

Final tax collection (1962)

Balance in checking account

February 26, 1964

38,900.00

\$38,022.48



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

LIBRARIAN'S FINANCIAL REPORT

DATE February 1964

MONTH	100	200	300	400	500	600	TOTAL
MAY	\$14,530.41	\$ 1,614.21	\$ 1,489.87	\$ 4,990.31	\$ 00.	\$ 167.50	\$22,792.30
JUNE	15,625.69	2,883.94	1,733.25	4,467.48	00.	167.50	24,877.86
JULY	16,053.78	2,299.99	1,040.24	4,087.04	00.	167.50	23,648.55
AUGUST	16,543.41	2,523.20	1,676.84	5,252.71	00.	167.50	26,163.66
SEPTEMBER	15,661.39	1,863.05	1,417.21	3,135.26	768.31	167.50	23,012.72
OCTOBER	15,866.43	2,080.62	1,775.13	3,769.37	726.13	167.50	24,385.18
NOVEMBER	16,472.13	1,640.79	3,944.38	5,163.63	000.00	167.50	27,388.43
DECEMBER	15,757.26	1,075.94	1,885.72	2,139.27	000.00	167.50	21,025.69
JANUARY, 1964	16,120.71	1,311.42	3,040.74	2,130.65	000.00	000.00	22,603.52
FEBRUARY	16,163.99	820.26	1,399.14	2,541.44	000.00	347.40	21,272.23
MARCH							
APRIL							
Total Alloc Spent May 63- February 64	158,795.20	18,113.42	19,402.52	37,677.16	1,494.44	1,687.40	237,170.14
Balance in Fund	28,724.80	593.58	217.48	10,965.84	5.56	322.60	40,829.86
Total Year's Allocation	187,520.00	18,707.00	19,620.00	48,643.00	1,500.00	2,010.00	278,000.00
Average Monthly Alloc to spend	15,626.66	1,558.91	1,635.00	4,053.58	125.00	167.50	23,166.66
Average Monthly Spent - 10 Mos.	15,879.52	1,811.34	1,940.25	3,767.71	186.80	168.74	23,717.01
Average Monthly of Balance in Allocation to spend	14,362.40	296.79	103.74	5,482.92	2.78	161.30	20,414.93

DEC PUB LIB
CIRC STAT
FEB 1964

GENERAL WORKS	209	53	117	379	1939
	108	52	78	238	1598
001 PHILOSOPHY	469	67	4	540	4673
	350	48	1	399	4402
002 RELIGION	471	21	146	638	4754
	351	19	129	499	4945
003 SOCIAL SCIENCE	1303	197	628	2128	19101
	1185	121	573	1879	18011
004 LANGUAGE	111	3	31	145	1304
	74	7	26	107	1277
005 SCIENCE	680	209	1127	2016	17155
	660	182	941	1783	15747
006 USEFUL ARTS	1964	289	678	2931	23442
	1722	199	516	2437	22358
007 FINE ARTS	1779	152	449	2380	19974
	1463	148	363	1974	18123
008 LITERATURE	1233	95	240	1568	12441
	1127	71	205	1403	11543
009 HISTORY	1385	274	505	2164	16385
	1144	172	397	1713	14877
010 TRAVEL	706	130	439	1275	9547
	569	108	367	1044	9164
011 BIOGRAPHY	1160	427	1028	2615	18718
	1068	297	806	2171	17933
012 FOREIGN NON FIC	11	1	26	38	433
C	26		20	46	590
013 PERIODICALS	976	91	154	1221	10865
	825	76	169	1070	9974
014 PAMPHLETS	92	1	3	96	693
	78		10	88	677
015 PAPERBACKS	25		19	44	413
	25		2	27	758

12574	2010	5594	20178	161837
10775	1500	4603	16878	151977

115 FICTION	10493	4042	6351	20886	195280
	7933	3299	5233	16465	180649
116 FOREIGN FICTION	12		28	40	599
N	12		31	43	928
117 J E			11346	11346	97735
			9076	9076	93506

10505	4042	17725	32272	293614
7945	3299	14340	25584	275101

23079	6052	23319	52450	455451
18720	4799	18943	42462	427060

+9988 +28391

218	BIBLIOGRAPHIES	2		1	3	125	
219	BOOKTALKS			1	1	8	
220	CEILING PROJECT					2	2
221	CLASS VISITS		14	5	19	93	
222	BOOK TALKS			1	1	25	
223	INSTRUCTION		14	1	15	57	
224	STORIES			3	3	80	
225	ATTENDANCE		277	122	399	2370	
226	EXHIBITS	18	4	3	25	165	
227	FILMS ATTENDANC	1000		218	1218	7708	
228	SHOWINGS	22		4	26	164	
229	16 MM	22		2	24	148	148
230	C PROJECTOR	2			2	2	
231	FILM STRIPS					4	4
232	RECORDAK	163			163	1802	1802
235	GROUPS NOT CLAS	5		14	19	166	
236	ATTENDANCE	94		302	396	2718	
237	HOME SERVICE VI	52			52	486	
238	HOME SERVICE PA	81			81	708	
239	HOME SERVICE PA	1			1	12	
240	INTER LIBRARY L	14			14	184	184
241	MAPS	6		2	8	28	28
242	MEETINGS IN BLD	13		14	27	159	
243	ATTENDANCE	245		107	352	1565	
244	MENDING	39	57	164	581	5228	
245	OVERDUE BOOKS	784	97	471	1352	11932	
246	OVERDUE NOTICES	512	68	274	854	7643	
247	PICTURES FRAMED	28			28	85	85
248	PICTURES MOUNTE	444		350	794	3760	3760
249	PROFESSIONAL VI					15	
250	RADIO	1		1	2	109	
251	RECORDS LP	1228		46	1274	10603	
252	RECORDS S	18			18	54	
253	RECORDS SR	221		1	222	1862	
254	RECORDS 16	1			1	1	
256	READERS ADVISOR	1650	1098	1269	4017	34093	
257	REQUESTS	65	17	44	126	850	
258	SCHOOL VISITS					22	
259	STORY HOURS			6	6	80	
260	ATTENDANCE			85	85	667	
261	NUM OF STORIES			15	15	113	
262	TELEPHONE INCOM	2098			2098	15472	
263	TV					19	
264	VISITS IN COMM	1		2	3	39	
265	RECORD BAGS	158			158	1028	1028
301	MABELS NURSING					25	
302	VELWYN	10			10	261	
306	WAKEFIELD NO 2	48			48	391	
307	MABELS NURSING	6			6	522	
308	LAKESHORE MANOR	53			53	496	
309	RANKIN NURSING	49			49	304	
310	SCOTT NURSING H	45			45	109	
401	18TH & E WILLIA	71	74	521	666	6994	
402	CARDINAL & PIPI	16	2	55	73	1774	
405	FAIRVIEW PLAZA	412	152	887	1451	11584	
407	GARFIELD & WATE					303	
408	SAWYER & MONROE	293	203	737	1233	12430	
411	GRAND & SUMMIT	399	264	1556	2219	20241	
501	BLUE MILL					145	
502	MACON & LINDEN	53	9	148	210	2340	
503	FOREST & LINCOL	64	56	252	372	4219	
504	32ND & DUCHESS	156	53	534	743	8052	
506	MT CALVARY CHUR	550	407	2290	3247	28462	
508	MC CLELLAN	305	168	1107	1580	13942	
510	MC CLELLAN					289	

512	22ND & E CLAY	212	112	344	668	6135
513	24TH & E WILLIA	79	27	335	441	3029
514	EISNERS	294	228	615	1137	11713
601	AP		2	344	346	4071
602	AM					25
603	AT	8	76	369	453	4004
604	YP	239		239	478	2921
605	YM					44
606	YT					47
607	JP	7	1	39	47	71
609	JT	1		19	20	20

1	MAIN ADULT	10522	747	342	11611	100064
2	MAIN YOUTH	5664	2108	1	7773	63727
3	MAGIC CARPET	4	1	8001	8006	69428
4	REFERENCE	12			12	111
5	2ND OFFICE					60
5	JUV COORD			52	52	267
		16202	2856	8396	27454	233657

1	B 1	1403	807	4100	6310	59447
2	B 2	1501	948	5281	7730	72205
3	EVANS BRANCH	1728	684	1972	4384	38032
5	HOME SERVICE	692	144	14	850	6209
6	ST MARYS	129	5		134	1612
1	D M C	195	52	348	595	4746
8	T B SAN	113	68	1	182	1503
1	NURSES RES	136			136	639
2	DILL BRANCH	980	488	3207	4675	37401
		6877	3196	14923	24996	221794
		23079	6052	23319	52450	455451

DEC PUB LIB
CIRC STAT
FEB 1964
MAIN ADULT

	GENERAL WORKS	101	10		111	491
001	PHILOSOPHY	277	3		280	2586
002	RELIGION	261	2		263	2017
003	SOCIAL SCIENCE	660	34	12	706	6669
004	LANGUAGE	35			35	475
005	SCIENCE	296	55	13	364	3113
006	USEFUL ARTS	1267	42	6	1315	9935
007	FINE ARTS	950	34	2	986	7798
008	LITERATURE	451	31	10	492	4263
009	HISTORY	494	47	2	543	4166
010	TRAVEL	379	36	1	416	3071
011	BIOGRAPHY	346	65	12	423	3250
012	FOREIGN NON FIC	5			5	97
013	PERIODICALS	262	8		270	2846
014	PAMPHLETS	28	1		29	372
015	PAPERBACKS	11			11	291
		5823	368	58	6249	51440
115	FICTION	4690	379	124	5193	46987
116	FOREIGN FICTION	9		1	10	50
117	J E			159	159	1587
		4699	379	284	5362	48624
		10522	747	342	11611	100064
218	BIBLIOGRAPHIES	1			1	4
219	BOOKTALKS					1
226	EXHIBITS					77
229	16 MM					6
235	GROUPS NOT CLAS	5			5	70
236	ATTENDANCE	94			94	580
241	MAPS	5			5	19
242	MEETINGS IN BLD	12			12	76
243	ATTENDANCE	233			233	1019
244	MENDING	2			2	12
247	PICTURES FRAMED	28			28	79
248	PICTURES MOUNTE	178			178	1076
250	RADIO					86
251	RECORDS LP	877		31	908	7354
252	RECORDS S					14
253	RECORDS SR	177			177	1415
256	READERS ADVISOR	705	7		712	6217
257	REQUESTS					1
259	STORY HOURS					25
262	TELEPHONE INCOM	164			164	1898
263	TV					1
265	RECORD BAGS	128			128	772
601	AP					11
604	YP					10
		2609	7	31	2647	20823
		2609	7	31	2647	20823

DEC PUB LIB
CIRC STAT
FEB 1964

MAIN YOUTH

GENERAL WORKS

		40	31	71	421
001	PHILOSOPHY	153	22	175	1381
002	RELIGION	107	15	122	721
003	SOCIAL SCIENCE	519	80	599	4487
004	LANGUAGE	61	2	63	396
005	SCIENCE	304	97	401	2849
006	USEFUL ARTS	427	147	574	4279
007	FINE ARTS	526	53	579	4892
008	LITERATURE	509	48	557	3296
009	HISTORY	690	129	819	5423
010	TRAVEL	177	44	221	1633
011	BIOGRAPHY	517	174	691	3995
012	FOREIGN NON FIC	6		6	73
013	PERIODICALS	183	33	216	1607
014	PAMPHLETS	56		56	261
015	PAPERBACKS	14		14	96
		4289	875	5164	35810

115	FICTION	1372	1233	2605	27810
116	FOREIGN FICTION	3		3	80
117	J E			1	27
		1375	1233	1	2609
		5664	2108	1	7773

218	BIBLIOGRAPHIES				1
219	BOOKTALKS				2
221	CLASS VISITS		14	14	19
223	INSTRUCTION		14	14	21
225	ATTENDANCE		277	277	484
226	EXHIBITS				7
241	MAPS	1		1	4
242	MEETINGS IN BLD				1
244	MENDING		54	54	398
247	PICTURES FRAMED				6
248	PICTURES MOUNTE	266		266	773
250	RADIO				1
251	RECORDS LP	188		1	189
252	RECORDS S	12			12
253	RECORDS SR	21			21
254	RECORDS 16	1			1
256	READERS ADVISOR	174	373	547	5145
257	REQUESTS	2		2	12
262	TELEPHONE INCOM				6
265	RECORD BAGS	30		30	256
601	AP			31	31
603	AT			1	1
604	YP	239		178	417
605	YM				42
606	YT				33
		934	732	211	1877
		934	732	211	1877

	DEC PUB LIB					
	CIRC STAT					
	FEB 1964					
	MAGIC CARPET					
	GENERAL WORKS			61	61	312
001	PHILOSOPHY			2	2	20
002	RELIGION			68	68	447
003	SOCIAL SCIENCE			260	260	2813
004	LANGUAGE			12	12	121
005	SCIENCE			491	491	3921
006	USEFUL ARTS			294	294	2473
007	FINE ARTS			213	213	1877
008	LITERATURE			111	111	980
009	HISTORY			172	172	1790
010	TRAVEL			227	227	1426
011	BIOGRAPHY			392	392	2817
012	FOREIGN NON FIC			10	10	125
013	PERIODICALS			39	39	365
014	PAMPHLETS			3	3	13
				2355	2355	19500
115	FICTION	4	1	2138	2143	19550
116	FOREIGN FICTION			6	6	95
117	J E			3502	3502	30283
		4	1	5646	5651	49928
		4	1	8001	8006	69428
218	BIBLIOGRAPHIES			1	1	3
219	BOOK TALKS			1	1	1
221	CLASS VISITS			5	5	53
222	BOOK TALKS			1	1	24
223	INSTRUCTION			1	1	18
224	STORIES			3	3	73
225	ATTENDANCE			122	122	1362
226	EXHIBITS					6
227	FILMS ATTENDANC			78	78	334
228	SHOWINGS			2	2	12
229	16 MM					4
235	GROUPS NOT CLAS			13	13	72
236	ATTENDANCE			281	281	1584
242	MEETINGS IN BLD					20
243	ATTENDANCE					2
244	MENDING			59	59	502
245	OVERDUE BOOKS			172	172	1556
246	OVERDUE NOTICES			99	99	901
248	PICTURES MOUNTE			103	103	559
249	PROFESSIONAL VI					9
250	RADIO					2
256	READERS ADVISOR	7		318	325	2283
257	REQUESTS	1		40	41	247
259	STORY HOURS			3	3	14
260	ATTENDANCE			50	50	218
261	NUM OF STORIES			8	8	44
262	TELEPHONE INCOM					3
601	AP			9	9	64
603	AT			1	1	23
604	YP					21
607	JP	7	1	35	43	43
609	JT	1		19	20	20
		16	1	1424	1441	10077
		16	1	1424	1441	10077

DEC PUB LIB
CIRC STAT
FEB 1964
REFERENCE

002	RELIGION				3
003	SOCIAL SCIENCE				23
004	LANGUAGE	1		1	1
005	SCIENCE	1		1	6
006	USEFUL ARTS	2		2	25
007	FINE ARTS	1		1	15
008	LITERATURE	2		2	3
009	HISTORY	4		4	21
010	TRAVEL				7
013	PERIODICALS	1		1	3
		12		12	107

115	FICTION				4
					4
		12		12	111

218	BIBLIOGRAPHIES				1
229	16 MM				1
230	C PROJECTOR	2		2	2
232	RECORDAK	163		163	1802
240	INTER LIBRARY L	14		14	184
248	PICTURES MOUNTE				1
250	RADIO				1
251	RECORDS LP	3		3	49
256	READERS ADVISOR	564	491	1055	7139
263	TV				1
601	AP			283	3649
602	AM				25
603	AT	8	76	364	3938
606	YT				13
		754	567	647	1968
		754	567	647	1968
					16806
					16806

DEC PUB LIB
CIRC STAT
FEB 1964
2ND OFFICE

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	787	787	3218
		787	787	3224
		787	787	3224

DEC PUB LIB
CIRC STAT
FEB 1964
TECHNICAL PROCE

218	BIBLIOGRAPHIES			1
221	CLASS VISITS			1
225	ATTENDANCE			6
243	ATTENDANCE			123
244	MENDING	321		1831
250	RADIO			1
		321		1963
		321		1963

DEC PUB LIB
CIRC STAT
FEB 1964
AUDIO VISUAL

227	FILMS ATTENDANC	1000				1000	6829
228	SHOWINGS	22				22	138
229	16 MM	22				22	126
231	FILM STRIPS						4
245	OVERDUE BOOKS	782	97	295		1174	10369
246	OVERDUE NOTICES	512	68	175		755	6742
262	TELEPHONE INCOM	855				855	7606
		3193	165	470		3828	31814
		3193	165	470		3828	31814

DEC PUB LIB
CIRC STAT
FEB 1964
B 1

	GENERAL WORKS	4	1	11	16	114
001	PHILOSOPHY	4	11		15	205
002	RELIGION	15	1	7	23	197
003	SOCIAL SCIENCE	28	19	72	119	1187
004	LANGUAGE	6		2	8	78
005	SCIENCE	12	15	180	207	1834
006	USEFUL ARTS	58	36	125	219	2027
007	FINE ARTS	76	15	60	151	1460
008	LITERATURE	60	2	23	85	903
009	HISTORY	31	16	86	133	1085
010	TRAVEL	23	10	47	80	654
011	BIOGRAPHY	37	28	134	199	1818
012	FOREIGN NON FIC			5	5	43
013	PERIODICALS	86	12	31	129	1288
014	PAMPHLETS	3			3	12
		443	166	783	1392	12905
115	FICTION	960	641	1239	2840	27182
116	FOREIGN FICTION					12
117	J E			2078	2078	19348
		960	641	3317	4918	46542
		1403	807	4100	6310	59447
244	MENDING			87	87	659
245	OVERDUE BOOKS					1
251	RECORDS LP	8			8	75
256	READERS ADVISOR	64	103	267	434	4227
257	REQUESTS	12	14	3	29	210
258	SCHOOL VISITS					22
		84	117	357	558	5194
		84	117	357	558	5194
401	18TH & E WILLIA	71	74	521	666	6994
402	CARDINAL & PIPI	16	2	55	73	1774
405	FAIRVIEW PLAZA	412	152	887	1451	11584
407	GARFIELD & WATE					303
408	SAWYER & MONROE	293	203	737	1233	12430
411	GRAND & SUMMIT	399	264	1556	2219	20241
512	22ND & E CLAY	212	112	344	668	6121
		1403	807	4100	6310	59447
		1403	807	4100	6310	59447

DEC PUB LIB
CIRC STAT
FEB 1964
B 2

	GENERAL WORKS		6	15	21	144
001	PHILOSOPHY	2	9		11	150
002	RELIGION	6		36	42	465
003	SOCIAL SCIENCE	29	33	168	230	1855
004	LANGUAGE	3	1	10	14	104
005	SCIENCE	7	17	262	286	2862
006	USEFUL ARTS	50	27	131	208	1879
007	FINE ARTS	58	14	75	147	1396
008	LITERATURE	67	1	47	115	1016
009	HISTORY	57	31	106	194	1636
010	TRAVEL	28	7	87	122	1018
011	BIOGRAPHY	69	39	257	365	2876
012	FOREIGN NON FIC		1	6	7	53
013	PERIODICALS	105	29	36	170	1585
014	PAMPHLETS					12
015	PAPERBACKS					1
		481	215	1236	1932	17052
115	FICTION	1020	733	1425	3178	31792
116	FOREIGN FICTION			17	17	239
117	J E			2603	2603	23122
		1020	733	4045	5798	55153
		1501	948	5281	7730	72205
218	BIBLIOGRAPHIES					94
235	GROUPS NOT CLAS					3
236	ATTENDANCE					43
244	MENDING	10	3	9	22	1369
245	OVERDUE BOOKS			4	4	4
251	RECORDS LP	16			16	116
252	RECORDS S	4			4	4
253	RECORDS SR					2
256	READERS ADVISOR	86	75	339	500	5843
257	REQUESTS	9	3	1	13	146
262	TELEPHONE INCOM					4
		125	81	353	559	7628
		125	81	353	559	7628
501	BLUE MILL					145
502	MACON & LINDEN	53	9	148	210	2340
503	FOREST & LINCOL	64	56	252	372	4219
504	32ND & DUCHESS	156	53	534	743	8052
506	MT CALVARY CHUR	550	407	2290	3247	28462
508	MC CLELLAN	305	168	1107	1580	13942
510	MC CLELLAN					289
512	22ND & E CLAY					14
513	24TH & E WILLIA	79	27	335	441	3029
514	EISNERS	294	228	615	1137	11713
		1501	948	5281	7730	72205
		1501	948	5281	7730	72205

DEC PUB LIB
CIRC STAT
FEB 1964
EVANS BRANCH

	GENERAL WORKS	36	2	14	52	221
001	PHILOSOPHY	16	11	2	29	196
002	RELIGION	20	2	14	36	319
003	SOCIAL SCIENCE	38	20	60	118	1052
004	LANGUAGE	2		3	5	68
005	SCIENCE	35	9	78	122	1164
006	USEFUL ARTS	91	18	49	158	1560
007	FINE ARTS	79	15	36	130	1083
008	LITERATURE	61	4	17	82	810
009	HISTORY	70	19	42	131	892
010	TRAVEL	39	17	27	83	580
011	BIOGRAPHY	80	41	93	214	1326
012	FOREIGN NON FIC			5	5	40
013	PERIODICALS	158	6	9	173	1706
014	PAMPHLETS	5			5	18
015	PAPERBACKS					2
		730	164	449	1343	11037
115	FICTION	998	520	566	2084	18097
116	FOREIGN FICTION					8
117	J E			957	957	8890
		998	520	1523	3041	26995
		1728	684	1972	4384	38032
218	BIBLIOGRAPHIES					6
221	CLASS VISITS					15
222	BOOK TALKS					1
223	INSTRUCTION					14
224	STORIES					7
225	ATTENDANCE					369
226	EXHIBITS					22
227	FILMS ATTENDANC			140	140	545
228	SHOWINGS			2	2	14
229	16 MM			2	2	11
235	GROUPS NOT CLAS			1	1	7
236	ATTENDANCE			21	21	160
241	MAPS			2	2	3
242	MEETINGS IN BLD					6
243	ATTENDANCE					37
244	MENDING	4		9	13	299
248	PICTURES MOUNTE			247	247	1351
250	RADIO					7
251	RECORDS LP	55		3	58	564
252	RECORDS S					3
253	RECORDS SR	13		1	14	93
256	READERS ADVISOR	50	45	140	235	1856
257	REQUESTS	2			2	25
259	STORY HOURS			3	3	33
260	ATTENDANCE			35	35	299
261	NUM OF STORIES			7	7	42
262	TELEPHONE INCOM	151			151	1699
263	TV					9
601	AP		2	19	21	187
603	AT			1	1	30
604	YP			60	60	378
605	YM					2
607	JP			3	3	15
		275	47	696	1018	8109

DEC PUB LIB

CIRC STAT

FEB 1964

HOME SERVICE

GENERAL WORKS

		2		2	9
001	PHILOSOPHY				22
002	RELIGION	40		40	292
003	SOCIAL SCIENCE	5		5	41
005	SCIENCE	7		7	106
006	USEFUL ARTS	5		5	50
007	FINE ARTS	16		1	17
008	LITERATURE	44	5		49
009	HISTORY	8	5		13
010	TRAVEL	40	5	1	46
011	BIOGRAPHY	56	60	1	117
013	PERIODICALS	51	1	2	54
		274	76	5	355
115	FICTION	418	68	9	495
116	FOREIGN FICTION				2
117	J E				24
		418	68	9	495
		692	144	14	850
237	HOME SERVICE VI	52			52
238	HOME SERVICE PA	81			81
239	HOME SERVICE PA	1			1
251	RECORDS LP				
257	REQUESTS	13			13
301	MABELS NURSING				
302	VELWYN	10			10
306	WAKEFIELD NO 2	48			48
307	MABELS NURSING	6			6
308	LAKESHORE MANOR	53			53
309	RANKIN NURSING	49			49
310	SCOTT NURSING H	45			45
		358			358
		358			358
					486
					708
					12
					3
					87
					25
					261
					391
					522
					496
					304
					109
					3404
					3404

DEC PUB LIB
CIRC STAT
FEB 1964
ST MARYS HOSP

001	PHILOSOPHY	2		2	2
002	RELIGION		1	1	25
003	SOCIAL SCIENCE	1		1	4
006	USEFUL ARTS	2		2	15
007	FINE ARTS	2		2	21
008	LITERATURE	5		5	86
009	HISTORY	4		4	19
010	TRAVEL				30
011	BIOGRAPHY	5		5	89
		21	1	22	291
115	FICTION	108	4	112	1315
117	J E				6
		108	4	112	1321
		129	5	134	1612
257	REQUESTS				30
					30
					30

DEC PUB LIB
CIRC STAT
FEB 1964
D M C

	GENERAL WORKS					4
001	PHILOSOPHY	2			2	10
002	RELIGION	4			4	52
003	SOCIAL SCIENCE	1			1	33
004	LANGUAGE			1	1	2
005	SCIENCE			6	6	161
006	USEFUL ARTS	10		19	29	158
007	FINE ARTS	31	2		33	159
008	LITERATURE	5	1	9	15	71
009	HISTORY		1		1	36
010	TRAVEL	4	1	2	7	76
011	BIOGRAPHY	8	1	36	45	255
013	PERIODICALS					3
		65	6	73	144	1020
115	FICTION	130	46	118	294	2285
116	FOREIGN FICTION					66
117	J E			157	157	1375
		130	46	275	451	3726
		195	52	348	595	4746
220	CEILING PROJECT					2
257	REQUESTS	9			9	33
		9			9	35
		9			9	35

DEC PUB LIB
CIRC STAT
FEB 1964
T B SAN

002	RELIGION	2			2	18
003	SOCIAL SCIENCE					7
004	LANGUAGE	2			2	3
005	SCIENCE	3	1		4	47
006	USEFUL ARTS	1			1	13
007	FINE ARTS	7			7	136
008	LITERATURE	1			1	36
009	HISTORY	11	4		15	64
010	TRAVEL	2	3		5	121
011	BIOGRAPHY	2	1		3	86
013	PERIODICALS	43	2		45	335
		74	11		85	866
115	FICTION	39	57	1	97	637
		39	57	1	97	637
		113	68	1	182	1503
257	REQUESTS	12			12	48
		12			12	48
		12			12	48

DEC PUB LIB
CIRC STAT
FEB 1964
ASST LIBRARIAN

218	BIBLIOGRAPHIES	7
219	BOOKTALKS	3
263	TV	1
264	VISITS IN COMM	12
		23
		23

DEC PUB LIB
CIRC STAT
FEB 1964
JUV COORDINATOR

002	RELIGION	12	12	34
003	SOCIAL SCIENCE			29
006	USEFUL ARTS	10	10	12
008	LITERATURE			2
011	BIOGRAPHY			74
014	PAMPHLETS			1
015	PAPERBACKS	19	19	21
		41	41	173
115	FICTION	11	11	94
		11	11	94
		52	52	267
218	BIBLIOGRAPHIES			1
226	EXHIBITS	2	2	3
235	GROUPS NOT CLAS			5
236	ATTENDANCE			78
242	MEETINGS IN BLD	14	14	53
243	ATTENDANCE	107	107	372
249	PROFESSIONAL VI			3
250	RADIO	1	1	2
259	STORY HOURS			4
260	ATTENDANCE			81
261	NUM OF STORIES			17
264	VISITS IN COMM	2	2	4
		126	126	623
		126	126	623

DEC PUB LIB
CIRC STAT
FEB 1964
HELEN SPITTLER

226 EXHIBITS	18	4	1	23	44
	18	4	1	23	44
	18	4	1	23	44

DEC PUB LIB
CIRC STAT
FEB 1964
NURSES RESIDENC

001	PHILOSOPHY			5
002	RELIGION			14
003	SOCIAL SCIENCE			16
006	USEFUL ARTS	1	1	15
007	FINE ARTS			3
008	LITERATURE	5	5	27
011	BIOGRAPHY	15	15	27
		21	21	107
115	FICTION	115	115	532
		115	115	532
		136	136	639
257	REQUESTS	5	5	7
		5	5	7
		5	5	7

DEC PUB LIB
CIRC STAT
FEB 1964
DILL BRANCH

	GENERAL WORKS	26	3	16	45	223
001	PHILOSOPHY	13	11		24	94
002	RELIGION	16		9	25	149
003	SOCIAL SCIENCE	22	11	56	89	874
004	LANGUAGE	1		3	4	56
005	SCIENCE	15	15	97	127	1082
006	USEFUL ARTS	50	19	44	113	992
007	FINE ARTS	33	19	62	114	1020
008	LITERATURE	23	3	23	49	548
009	HISTORY	16	22	97	135	1129
010	TRAVEL	14	7	47	68	645
011	BIOGRAPHY	25	18	103	146	1315
012	FOREIGN NON FIC					2
013	PERIODICALS	87		37	124	711
014	PAMPHLETS					4
015	PAPERBACKS					2
		341	128	594	1063	8846
115	FICTION	639	360	720	1719	15435
116	FOREIGN FICTION			4	4	47
117	J E			1889	1889	13073
		639	360	2613	3612	28555
		980	488	3207	4675	37401
218	BIBLIOGRAPHIES					1
221	CLASS VISITS					5
223	INSTRUCTION					4
225	ATTENDANCE					149
235	GROUPS NOT CLAS					8
236	ATTENDANCE					257
241	MAPS					2
244	MENDING	23			23	158
245	OVERDUE BOOKS	2			2	2
250	RADIO					1
251	RECORDS LP	81		11	92	636
252	RECORDS S	2			2	7
253	RECORDS SR	10			10	104
256	READERS ADVISOR		4	205	209	1383
257	REQUESTS					4
259	STORY HOURS					4
260	ATTENDANCE					69
261	NUM OF STORIES					10
262	TELEPHONE INCOM	141			141	1038
263	TV					7
601	AP			2	2	19
603	AT			2	2	12
604	YP			1	1	27
606	YT					1
607	JP			1	1	13
		259	4	222	485	3921
		259	4	222	485	3921

DEC PUB LIB
CIRC STAT
FEB 1964
ADM ASSIST

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

DEC PUB LIB
CIRC STAT
FEB 1964
COMM INFORMATIO

264 VISITS IN COMM

18
18
18

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. Pilcher
Mr. Burnett	Mr. Koslofski
Mr. Sappington	Mrs. Stern
Mrs. Pogue	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 vote 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.	5,108.24
Total	<u>\$21,272.23</u>

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 ~~that~~ unless there is a change in what he reads in the paper there will be no more money.

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

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary