

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' SPECIAL MEETING - MARCH 15, 1966

A special meeting of the Board of Directors of the Decatur Public Library was held on March 15, 1966 in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois

MEMBERS PRESENT:

Mr. W. A. Sappington, President
Mr. W. L. Olsen
Mr. R. A. Grohne
Mr. David Pilcher
Mrs. Jos. Russell
Mrs. Erich Stern
Mr. W. L. Tebussek
Mr. Robert West

MEMBERS ABSENT:

Mrs. Roger Pogue

OTHERS PRESENT:

Mrs. Mary T. Howe
Mrs. Marilyn Byrd

The meeting was called to order at 7:45 p.m. by Mr. Sappington, President. The purpose of the meeting was to discuss the recommendations of the city Screening Committee for the Library Budget, 1966/67. He said that the board had met with the Screening Committee on Tuesday of last week. Everyone had the findings of the Screening Committee. It was decided to examine each one of the accounts. These were discussed in detail.

Through a misunderstanding, the amount for the job analysis was not included in the budget papers. The board decided to add \$2,000, the original amount voted in January, for the study of library positions, subject to the approval of the Civil Service Commission's approval.

The other item decided upon was with respect to Mrs. Howe's salary. It would remain at \$11,000 with a 3% cost of living increase, or \$330, for the year 1966/67. Mr. Grohne moved the salary increase recommended for Mrs. Howe. Mr. Pilcher seconded the motion. All present voted aye. Motion carried. The other salary items were discussed. Mr. Kirk used the beginning salary for each new grade and position in Plan A. Mrs. Howe used Plan A, but did not put the employees in the beginning grade. She followed the salary survey recommendation and placed each person in the nearest step to their present salary and the assigned grade for the position. August 1966 was used as the time for the next raises: this being one year from the last adjustment made. It was decided to use the figures presented by Mr. Kirk and not fill one of the vacancies. The board also agreed to an additional \$2,500 in order to raise the wages of the pages to the \$1.25 minimum beginning wage.

Mr. Grohne moved the (100) SALARY amount recommended plus \$2,500 for bringing the pages up to the minimum wage. Mr. Olsen seconded the motion. All present voted aye. Motion carried.

The (309) TRAVEL account was discussed. Mrs. Howe suggested some expenditures were for seminars, short courses, and conferences which appealed to different staff members. In view of the content offered in programs for different kinds of library service, the board expressed the opinion that more than one person should attend these meetings. Therefore, the travel allowance was doubled to allow two persons' expenses rather than just one person's. The amount of \$1,220 was put into the (309) TRAVEL account.

A new special number was assigned to the BANK SERVICE charge for the safety deposit box.

The (305) GARBAGE AND HAULING was increased to \$180 when it was explained \$48.00 was for the Main Library, \$30.00 each for Evans and Dill Branches, and \$6.00 each time bales of paper were taken away from Main Library. Keeping baled paper was considered a fire hazard.

The (315) APPRAISAL SERVICE from the Lloyd Thomas Appraisal Company was recognized at \$150 as per the contract and this amount put in the budget. These appraisals are used for insurance purposes.

The (402) BOOK account was reduced from \$35,000 to \$33,900 and \$1,100 was put into the (408) MICROFILM account. The film rental account was eliminated because film may be borrowed free to all card holders for organization use.

The (419) PERIODICALS account was increased to \$2,800 in order to prevent missing issues in the collection. The library will go to one year renewals and keep this account to approximately the same amount each year. New bids will be asked for this year.

The (421) ASSOCIATION MEMBERSHIPS account was allocated \$714.50, which includes The National Education Association that provides over 44 journal subscriptions, yearbooks, and bulletins. The Association of Commerce, Downtown Council, and People to People memberships were dropped.

Mr. Grohne asked that \$3,000 be put in a contingency fund and placed in a separate account number.

It was agreed that the remaining money in the appropriation would be set aside for the purpose of building a South Shores Branch and the board would do whatever is legally required to earmark this money for this purpose.

The meeting adjourned at 12:55 a.m.

Respectfully submitted,

Mary T. Howe
MARY T. HOWE
Librarian

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' SPECIAL MEETING - MARCH 18, 1966

MEMBERS PRESENT:

Mr. W. A. Sappington, President
Mr. W. L. Olsen
Mr. R. A. Grohne
Mr. David Pilcher
Mrs. Roger Pogue
Mrs. Erich Stern
Mr. W. L. Tebussek
Mr. Robert West

MEMBERS ABSENT:

Mrs. Jos. Russell

OTHERS PRESENT:

Mrs. Mary T. Howe

The Board of Directors of the Decatur Public Library reconvened at noon, March 18, 1966, to approve the new revised salary estimate submitted by Mr. David Kirk, Secretary, Civil Service Commission, and to approve the Library Budget, 1966/67. Mr. West moved the adoption and Mr. Olsen seconded the motion. All present voted aye. Motion carried.

The meeting adjourned at 12:15 p.m.

Respectfully submitted,

Mary T. Howe

MARY T. HOWE
Librarian

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE PROPERTIES COMMITTEE MEETING - MARCH 21, 1966

The Properties Committee met at 4:00 p.m., March 21, 1966, in the Board Room of the Decatur Public Library.

MEMBERS PRESENT:

Mr. David Pilcher, Chairman
Mrs. Jos. Russell
Mrs. Erich Stern
Mr. W. L. Tebussek
Mr. W. A. Sappington

OTHERS PRESENT:

Mrs. Mary T. Howe

Members studied the proposal on South Shores Branch, the budget transmittal letter, and certificate needed to request an accumulated Building Fund.

Mr. Pilcher came in later. Small repairs that need attention as soon as money is available were brought to the committee's attention. It was agreed to recommend these repairs be made after May 1st to the board at the regular meeting. Mrs. Howe will make the list.

Respectfully submitted,

Mary T. Howe

MARY T. HOWE
Librarian

DECATUR PUBLIC LIBRARY
Decatur, Illinois

DATA FOR THE SOUTH SHORES BRANCH LIBRARY

COMMUNITY: This is a middle-class residential area with individual homes.

Estimated population 1966: 7,000
1960 census: 5,787
1970 population will reach: 15,000

Area includes census tracts: 13, 14, 24, 26.

Number of residential telephones in South Shores: 1500

There are two elementary schools: one public and one parochial.
627 students attend the South Shores Public School (Sep 13, 1965).

There are four churches in the area.

A shopping area has been developed at the foot of South Franklin
Street Road.

The Bookmobile has been making a stopping at the Mount Calvary
Church once a week since 1958 and twice a week since 1964.

The circulation on the stop indicates it is branch strength. 25,584
books have circulated this year, May 1, 1965 - February 28, 1966.
The Library has a record of all the borrowers using the Bookmobile,
their reading interests, and other pertinent data. This is being
studied in order to set up the book collection for the new branch.

TYPE OF
LIBRARY:

This should be a neighborhood branch to provide a wide variety of
books using the patrons' reading interests as a guide line for
selecting the first collection. A basic collection of reference
books would be in the first book collection; however, the primary
purpose of the library would be to circulate books for home use.
This collection would include books for all age groups within this
two-mile distance West, South, and East of the shopping area.

LOCATION AND
SITE ANALYSIS:

One site has been donated to the City of Decatur by Franzy Eakin to
be used for a firehouse and, maybe, a library. This site is
located on Route 51, South, with an entrance for the first house,
only, off of Route 51. No access has been found to the portion
which would be used by the library. This has been investigated and
the only solution seems to be to buy a house and have it moved,
thus providing access to the area. The cost would probably be the
cost of the lot and the expense of moving the house.

BUILDING SIZE
AND CAPACITIES:

Total building area 2,666 - 3,000 square feet.
Workroom - Office
Mechanical Room - Heating and Air Conditioning

BUILDING SIZE AND CAPACITIES (con't):

Public Service Area - includes Adult, Juvenile, and Young Adult reading areas; periodical and book collection; public lavatories (2).
 Book capacity at 8 books per foot.
 (Building = 60' x 50' = 3,000 square feet)

	<u>INVENTORY CAPACITY*</u>	
Adult & Reference	4,500	6,000
Young Adult	400	533
Children	<u>2,570</u>	<u>3,426</u>
Total	7,470	9,959 volumes

*Based on 1/3 of collection

Parking spaces - 25 - 30

Seating area areas:	<u>SEATS</u>	<u>SQ.FT.</u>
Adult & Young Adult (40 sq.ft.per reader)	23	920
Children (30 sq.ft.per reader)	<u>17</u>	<u>510</u>
Total	40	1,430

Cost (estimated, if city lot is not available):

Site	\$11,500.00
Building	40,000.00
Equipment	23,000.00
Salaries	8,000.00
Architectural Fees	2,400.00
Books, Etc.	20,000.00
Insurance & Supplies	<u>2,000.00</u>
Total Cost	\$106,900.00

or approximately \$17.00 per square foot.

The city lot permits a building with two levels at one end and one level at the other end with entrances at both levels. The ideal site would be a level one with all service areas on one floor. This would call for a building without a basement. Such a building would be a large room with four smaller rooms adjacent: utility and storage; two public lavatories; and one office-workroom.

A branch library such as described above, with all services on one floor, may be operated efficiently and economically.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE FINANCE COMMITTEE MEETING - MARCH 22, 1966

The Finance Committee of the Board of Directors met at 4:30 p.m. in the Board Room of the Decatur Public Library.

MEMBERS PRESENT:

Mr. Robert West, Chairman
Mr. R. A. Grohne
Mr. W. L. Olsen
Mrs. Roger Pogue
Mr. W. A. Sappington

OTHERS PRESENT:

Mrs. Mary T. Howe

The March bills ready for payment were examined and the bill list signed by the members.

Mr. Grohne suggested a recommendation to the board: That a certificate be sent to the City requesting \$78,475 for the construction of a branch library in South Shores - the amount to be divided into two equal parts and to be accumulated for a building fund.

A plan for the South Shores Branch should accompany the certificate to the City.

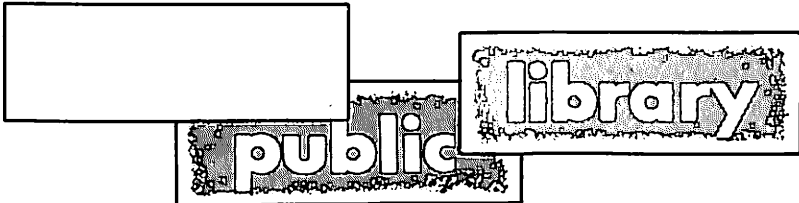
A letter from Mr. Jack Burnett may be sent to the board in which the firm of Gauger & Diehl will withdraw from the audit. The committee suggested the firm of Sleeper, Nalefski, & Catlin be asked to be the auditors for this year.

Mr. Grohne moved a recommendation be presented to the board to ask the city administration to process the fiscal accounting, purchasing, and payroll for the library.

Respectfully submitted,

Mary T. Howe

MARY T. HOWE
Librarian



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

MINUTES OF THE BOARD MEETING, MARCH 25, 1966

The regular meeting of the Board of Directors of the Decatur Public Library was held on March 25, 1966 in the Board Room of the Main Library, 457 North Main Street, Decatur, Illinois.

Members Present:

Mr. W.A. Sappington, President
Mr. R.A. Grohne
Mr. W.L. Olsen
Mr. David Pilcher
Mrs. Roger Pogue
Mrs. Jos. Russell
Mr. W.L. Tebussek

Members Absent:

Mrs. Erich Stern
Mr. Robert West

Others Present:

Mrs. Mary T. Howe, Librarian
Mrs. Edith McNabb
Mr. Allan Keith, Reporter
Mrs. Marilyn Byrd
Miss Edna Jones
Mrs. Mary K. Weidner

The meeting was called to order at 4:14 p.m. The minutes of the January 21, 1966 meeting were approved with the exception of the answers to the questions "to be abstracted and added to the original." Minutes of the special board meeting, March 15, 1966, were approved as presented. Minutes of the March 18, 1966 special board meeting, held for the purpose of approving the 1966-1967 budget and revised salary estimated, were approved as presented.

Mr. Grohne Moved the March bills be presented to the board for payment as approved by the Finance Committee. Mr. Pilcher seconded the motion. Roll call vote was taken: Mr. Sappington, Mr. Grohne, Mrs. Pogue, Mrs. Russell, Mr. Tebussek, Mr. Olsen, and Mr. Pilcher voted aye. Motion carried.

March Bills

Salaries.....	\$15,446.23
Operating Expenses	<u>3,247.52</u>
Total	\$18,693.75

Mr. Grohne explained the requirements for establishing the accumulated building fund. A resolution must be passed by the board in order that money can be accumulated for building a South Shores Branch Library. This resolution is sent to the City Council who may decide to have a referendum on a bond issue if this is not the way to raise the money. Then, they in turn, notify the library and our next step is to provide them with a certificate stating that we wish to accumulate funds for this purpose. These are the legal steps to be taken. Mr. Sappington read the resolution. (Attached).

Mr. Grohne moved the adoption of the resolution. Mr. Pilcher seconded the motion. All members present voted aye. Motion carried. Mr. Sappington said a special meeting would be needed to approve the certification. He read the necessary certification. (Attached). All members indicated they would favor the president calling a special meeting.

A letter was read from Mr. Jack Burnett, auditor for the firm of Gauger & Diehl in which the firm withdrew from the engagement of auditing the accounts and records of the Decatur Public Library. Mr. Grohne moved the acceptance of the withdrawal and Gauger & Diehl be notified of their termination as auditors based on this request. Mr. Pilcher seconded the motion. Mr. Olsen noted there would be no charge for Mr. Burnett's services and he would cooperate with whoever was selected to do the audit. All members present voted aye. Motion carried.

Mr. Grohne moved the recommendation of the Finance Committee "that fiscal accounting, purchasing, and payroll be transferred to the City of Decatur upon approval of such a request by the City Council." Mrs. Pogue seconded the motion. Mrs. Russell asked - is the library going to pay the City to do the purchasing? If so, will the library be saving \$2,500? Mrs. Howe reported data processing did not occupy 10% of the library's total space, but did occupy 1.9% of the Main Library. Mr. Sappington said he thought the motion was to request the City to perform these services which implies we are asking for a statement as to costs and procedures. If the answer is affirmative and information with respect to costs then we can inquire into the desirability of going ahead. Mr. Grohne said this was not the nature of his motion. "The Finance Committee recommends we transfer it if the City will accept it." Mrs. Howe explained the library data processing system was set up on an integrated basis where one process follows another. If three processes - not major ones - are taken out, it is like a wheel going around with ^{part} of it cut off. "I don't know whether we can work it out with them or not. Maybe we can." The question was called. Six members voted aye and one member abstained from voting. Motion carried.

Mrs. Howe read a letter of resignation from Miss Stafford as Chief of Technical Processes, effective April 1, 1966. The letter was presented to the librarian in December but Miss Stafford stayed to finish the work of the department. It was explained that professional librarians give a least one month's notice and many librarians give up to six month's notice. Mr. Olsen suggested the board express thanks to her for staying and for the fine job she has done for the library.

Mr. Grohne gave the policy committee report. The committee has been working on the by-laws and has examined about half of them. The chairman presented a general policy statement to the board on recommendation of the committee members. "Agenda. It shall be the responsibility of the City Librarian to prepare the agenda for all regularly scheduled meetings of the board which shall be approved by the president in accordance with Article I of the by-laws and then disseminated to all board members. The approved agenda with all supporting data needed to support, explain, or compare the matters to be considered will be mailed to members of the board on Monday preceding the Friday meeting or alike period of time in advance whenever meetings are held on a different day. The same procedures will be followed in preparing agendas for committee meetings with the exception that the agenda will be approved by the committee chairmen.

"Minutes. Minutes will be kept in the briefest possible form and only those matters which reflect the official action of the board will be included. Written copies of the minutes of any meeting will be mailed to all members of any board or committee within one week after the meeting was held. Copies of all minutes and the agenda will be available for public inspection at all reasonable times!" The Policy Committee moved the adoption of this general policy. Mr. Olsen seconded the motion! All members present voted aye. Motion carried.

Mr. Sappington announced the appointment of Mr. W.L. Olsen as the ex-officio member of the Friends of the Library Board.

Mr. Pilcher reported the Properties Committee met on March 21, 1966. Minor repairs needed on the Main Library are: repair the back steps, the front door, front sidewalk, plaster on wall in Lincoln Room, and the scagliola on the pillars in the Main Library lobby. He moved the board approve these repairs after May 1, 1966. Mr. Grohne seconded the motion. All members voted aye. Motion carried.

The City Librarian gave her report. She presented the statistical sheet which the board members receive each month and explained its importance. A discussion was held on the statistics compiled for planning the South Shores Branch Library. The last session of "Books-Between-Bites" will be held at noon on April 14, 1966 with Mrs. David Greider reviewing "Take My Hands" by Dorothy Clark Wilson.

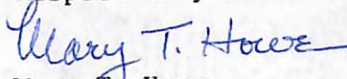
Mrs. Edith McNabb said the response to these meetings is exceeding fine. People come without being sent notices.

Mr. Sappington noted the receipt for the Warranty Deed from the Illinois Department of Public Works and Buildings signed by Mr. Hastings. This included the request by the board to put the new curb on the same height as the existing curb on Main Street.

Mr. Sappington introduced the new Chief of Central Public Services: Miss Edna Jones.

The meeting adjourned at 5:38 p.m.

Respectfully submitted,


Mary T. Howe
City Librarian

GAUGER & DIEHL
CERTIFIED PUBLIC ACCOUNTANTS
208 CITIZENS BUILDING
DECATUR, ILLINOIS

OFFICES
DECATUR, ILLINOIS
GALESBURG, ILLINOIS
PEORIA, ILLINOIS
ROCKFORD, ILLINOIS
SALEM, ILLINOIS

MEMBERS
ILLINOIS SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

March 22, 1966

Board of Directors
Decatur Public Library
Decatur, Illinois

Gentlemen:

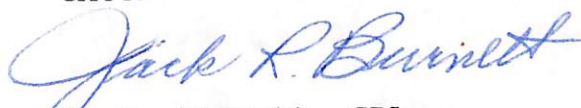
Due to circumstances in which I now find myself--as President of the Friends of the Decatur Public Library, a former member and president of the Board of Directors, and as a close associate of several members of the present Board of Directors--it becomes necessary that I withdraw from the engagement of the audit of the accounts and records of the Decatur Public Library.

The ethics of our profession insist that all audit engagements be approached with complete independence. Because of the aforementioned close relationship, I feel that I cannot be considered completely independent and consequently in fairness to my firm and to the Board of Directors, I suggest that another firm of certified public accountants be engaged to complete the audit.

Prior to this time I have discussed this problem with your president and with the chairman of the Finance Committee, and they are aware of my feelings in this matter. I wish to express my gratitude to the Board of Directors for their expression of confidence in requesting me to perform the audit.

Very truly yours,

GAUGER & DIEHL


J. R. Burnett, CPA

lp

CC: R. W. Sappington
R. B. West

DECATUR PUBLIC LIBRARY
Decatur, Illinois

LEVY AND APPROPRIATION ANALYSIS FOR FISCAL YEAR
MAY 1, 1966 - APRIL 30, 1967

With a limited 20 cents levy - it is necessary to calculate the required amount to be used for normal operating expenses. The normal appropriation is established at \$362,169. Thus the breakdown is calculated.

Appropriation	\$362,169.	
Less income other than taxes	39,409.	
Net tax requirements	<u>322,760.</u>	\$322,760.
Add 5% of \$322,760. for collection and delinquencies		<u>16,138.</u>
Gross Tax Levy		\$338,898.

Note: An appropriation increase by \$16,138. is required.

Actual levy: \$338,898 ÷ \$297,815,611 (assessed valuation) = \$0.1137.

As the limit is \$0.200 the remainder of the levy (\$0.200 less \$0.1137), \$0.0863 can be used for "building fund". \$0.0863 would provide a gross revenue of \$257,014.87 which is in excess of the \$39,237.70 "building fund" appropriated. The \$0.1137 levy is therefore within the \$0.200 legal limitation.

With this knowledge, the resulting appropriation calculated levy to raise \$362,169. is computed.

Itemized operating expenses	\$322,931.30	
Building fund	39,237.70	
Total	<u>362,169.00</u>	\$362,169.00
Appropriation	\$362,169.00	
Less income other than taxes	39,409.00	
Required from tax	<u>322,760.00</u>	\$322,760.00
Collection and delinquencies add 5%		<u>16,138.00</u>
Total Levy		\$338,898.00

Tax levy (\$338,898 ÷ \$297,815,611) = \$0.1137.

The anticipated appropriation using this formula is therefore.

Income other than taxes	\$ 39,409.00	
Taxes	338,898.00	
Total Anticipated Appropriation	<u>378,307.00</u>	\$378,307.00

The final appropriation must agree with the total revised income and will be increased accordingly:

Itemized operating expenses	\$338,092.65	
Building Fund	40,214.35	
Total	<u>378,307.00</u>	\$378,307.00

To the Honorable Mayor
and City Council of
The City of Decatur

Gentlemen:

Pursuant to action approved by the Board of Directors of the Decatur Public Library on this date, the Board respectfully requests that the City of Decatur assume responsibility for fiscal accounting, payroll processing and purchasing now being done by the Decatur Public Library staff.

Upon approval of this request by the City Council we authorize the administrative staff of the City of Decatur to secure such records and data as may be needed, to coordinate and work with the City Librarian in such manner as may assure an orderly transition of these procedures to the City. We would like for the change-over to be complete by May 1st in order that these functions may be handled by the City staff at the beginning of the fiscal year. It is understood that the cost of performing these services will be charged against funds allocated to the Decatur Public Library .

We anticipate that there will be substantial savings realized by having the City staff handle these administrative duties for us.

Respectfully submitted,

W. A. Sappington, President
Board of Directors
Decatur Public Library

rg:WAS

Dated March 25th 1966 at Decatur, Illinois.

cc: 

AGENDA

It shall be the responsibility of the City Education to prepare an agenda for all regularly scheduled meetings of the Board which shall be approved by the President in accordance with Article 2 of the "By-Laws" and then disseminated to all Board members. The approved agenda with all supporting data needed to support, explain or compare the matters to be considered will be mailed to members of the Board on Monday preceding the Friday meeting or a like period of time in advance whenever meetings are held on a different day.

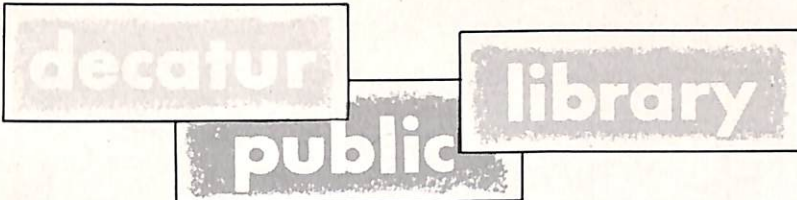
The same procedure will be followed in preparing agendas for Committee meetings with the exception that the agenda will be approved by the Chairman of the committee.

MINUTES

Minutes of all meetings will be kept in the briefest possible form and only those matters which reflect official actions of the Board will be included.

Written copies of the minutes of any meeting will be mailed to all members of any board or committee within one week after the meeting ^{is} was held.

Copies of all minutes and the agenda will be available for public inspection at all reasonable times.



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

March 28, 1966

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

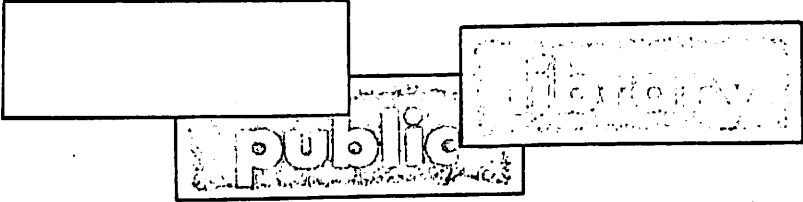
Gentlemen:

The resolution passed unanimously by the Board of Directors of the Decatur Public Library on March 25, 1966, pursuant to Sections 5-1, 5-2, and 5-3 of Chapter 81, Illinois Revised Statutes, 1965, is enclosed.

Respectfully submitted,

A handwritten signature in blue ink, reading "W. A. Sappington". The signature is stylized and fluid, with a large loop at the end of the last name.

W. A. SAPPINGTON, President
Board of Directors
The Decatur Public Library



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

RESOLUTIONS

WHEREAS, the Decatur Public Library is a "public library", under "An Act in relation to free public libraries for cities, villages, incorporated towns and townships and to repeal Acts and parts of Acts therein named," approved July 12, 1965, and

WHEREAS, the Board of Directors of the Decatur Public Library (hereinafter referred to as the Board) has determined to accumulate a fund for the purpose of accomplishing one or more of the following: to-wit: to erect a building to be used as a library, or to purchase a site for the same, or to furnish necessary equipment therefor, or to do any or all of these things, and

WHEREAS, the Board has caused a plan of such building to be prepared, and, in addition, estimates of the cost of such site and building to be made, and

WHEREAS, the Board has determined that the term over which the collection of the cost of erecting a building to be used as a library, or the cost of purchasing a site for the same, or the cost of furnishing necessary equipment therefor, or the cost of any or all of these things, shall be two (2) years.

NOW IN REFERENCE TO THE FOREGOING, the following resolution was offered by Robert Grohne and seconded by David Pilcher;

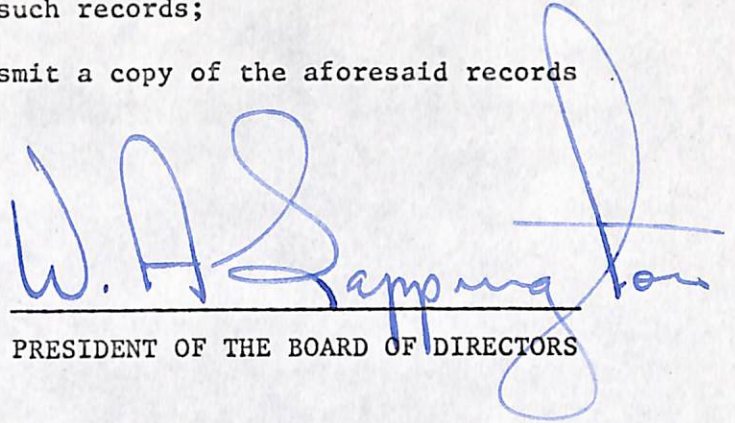
BE IT RESOLVED:

FIRST: That this Board herewith approve the foregoing statements;

SECOND: That the Secretary be, and is, directed to make a record of these proceedings;

THIRD: That the President sign such records;

FOURTH: That the Secretary transmit a copy of the aforesaid records to the corporate authorities.


W. A. Sappington
PRESIDENT OF THE BOARD OF DIRECTORS

ATTEST:


Mary T. Howe
CITY LIBRARIAN

DECATUR PUBLIC LIBRARY
Decatur, Illinois

PLAN FOR THE SOUTH SHORES BRANCH LIBRARY

TYPE OF
LIBRARY:

This should be a neighborhood branch to provide a wide variety of books using the patrons' reading interests as a guide line for selecting the first collection. A basic collection of reference books would be in the first book collection; however, the primary purpose of the library would be to circulate books for home use. This collection would include books for age groups within this two-mile distance West, South, and East of the shopping area.

BUILDING SIZE
AND CAPACITIES:

Total building area 2,666 - 3,000 square feet.
Workroom - Office
Mechanical Room - Heating and Air Conditioning
Public Service Area - includes Adult, Juvenile, and Young Adult reading areas; periodical and book collection; public lavatories (2).

Book capacity at 8 books per foot. (Building = 60' x 50' = 3,000 square feet.)

	<u>INVENTORY CAPACITY*</u>	
Adult and Reference	4,500	6,000
Young Adult	400	533
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TOTAL	7,470	9,959 volumes

*Based on 1/3 of collection.

Parking spaces: 25 - 30 cars.

Seating area areas:

	<u>SEATS</u>	<u>SQ. FT.</u>
Adult and Young Adult (40 sq. ft. per reader)	23	920
Children (30 sq. ft. per reader)	<u>17</u>	<u>510</u>
TOTAL		40 1,430

The ideal site would be a level one with all service areas on one floor. This would call for a building with partial basement. Such a building would be a large room with four smaller rooms adjacent: utility and storage; two public lavatories; and one office-workroom.

A branch library such as described above, with all services on one floor, may be operated efficiently and economically.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

ESTIMATED COST FOR THE SOUTH SHORES BRANCH LIBRARY

Site large enough for 25 - 30 cars	\$11,500.00	
Building (3,000 sq. ft. x \$13.33)*	40,000.00	
Equipment (shelving, desks, chairs, tables, etc.)	23,000.00	
Architect's fees	<u>2,400.00</u>	
Total Cost Construction and Equipment		\$ 76,900.00
Estimated Increase in Building Costs		1,575.40
Books, etc. (first year)	\$20,000.00	
Salaries (first year)	8,000.00	
Insurance and Supplies (first year)	<u>2,000.00</u>	
Total Cost of Establishment and Operation		<u>30,000.00</u>
TOTAL COST OF BRANCH LIBRARY		<u>\$108,475.40</u>

*3,000 square feet x \$13.33 per square foot = \$40,000.

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

LIBRARIAN'S FINANCIAL REPORT

DATE *March 1966*

MONTH	100 SALARIES	200 SUPPLIES LIB. MAINT	300 BLDG & VEHICLE MAIN	400 BOOKS, RECORDS	500 EQUIPMENT	600 PROPERTIES RENT, ETC	TOTAL
MAY	\$ 15,799.38	\$3,980.07	\$1,311.69	\$2,547.09	00.00	\$173.70	\$23,811.93
JUNE	16,270.56	3,250.40	1,253.41	6,372.52	00.00	173.70	27,320.59
JULY	17,247.29	1,828.44	1,334.81	5,609.69	00.00	173.70	26,193.93
AUGUST	18,378.86	1,430.37	3,876.20	3,128.96	33.99	173.70	27,022.08
SEPTEMBER	18,249.47	1,526.36	1,725.96	1,871.98	80.00	173.70	23,627.47
OCTOBER	18,579.32	2,542.62	2,797.30	3,090.32	-	173.70	27,183.26
NOVEMBER	18,767.72	2,381.48	3,702.66	3,684.45	-	173.70	28,710.01
DECEMBER	17,596.16	1,242.60	940.19	5,166.11	-	173.70	25,118.76
JANUARY 1966	17,463.25	1,374.59	1,962.92	3,430.97	-		24,231.73
FEBRUARY	<i>14,715.78</i>	<i>2,162.50</i>	<i>1,654.98</i>	<i>1,932.46</i>	-	<i>351.78</i>	<i>20,757.50</i>
MARCH	<i>15,446.23</i>	<i>602.49</i>	<i>2,283.55</i>	<i>185.59</i>	-	<i>175.89</i>	<i>18,693.75</i>
APRIL							
TOTAL SPENT	<i>189,200.58</i>	<i>23,823.81</i>	<i>22,879.40</i>	<i>39,247.57</i>	<i>113.99</i>	<i>1917.27</i>	<i>277,182.62</i>

DECATUR PUBLIC LIBRARY
Decatur, Illinois

COMBINED BUDGET AND BILL LIST - MARCH , 1966

CODE	ALLOCATION	AMT. ALLOC. FOR YEAR	AMT. FOR MARCH	YEAR TO DATE	BALANCE IN ALLOC.
100	SALARIES	21250000		17375435	3874565
			1189843		
	BL CR AND		16536		
	DEC CITY C		30500		
	NATL BK DE		192300		
	TREAS CITY		114394		
	UNITED FUN		1050		
100		21250000	1544623	18920058	2329942*
00		21250000	1544623	18920058	2329942*
201	BINDING SU	100000		101645	1645
201		100000		101645	1645*CR
202	CAT MATERI	46000		116339	70339
202		46000		116339	70339*CR
203	FREIGHT EX	17000		12248	4752
	STAPPENBEC		60		
203		17000	60	12308	4692*
204	IBM SUPPLI	960000		786458	173542
	IBM		57500		
204		960000	57500	843958	116042*
205	OFFICE SUP	319601		379138	59537
205		319601		379138	59537*CR
206	POSTAGE	135000		152101	17101
206		135000		152101	17101*CR
207	PRINTING	50000		42850	7150
207		50000		42850	7150*
208	REP TO EQU	50000		26265	23735
208		50000		26265	23735*
209	TEL TOLLS			9170	9170
209				9170	9170*CR
210	TEL SERVIC	240000		194695	45305
	ILLINOIS B		1111		
	ILLINOIS B		1278		
210		240000	2389	197084	42916*
211	TEL ALARM			2696	2696

	ILLINOIS B		300		
211			300	2996	2996*CR
212	RENT OF MA	67200		80014	12814
212		67200		80014	12814*CR
213	SERV CONTR	52400		53910	1510
213		52400		53910	1510*CR
214	SERV CONTR			72142	72142
214				72142	72142*CR
220	PROF DEVEL	150000		203397	53397
220		150000		203397	53397*CR
221	COMM SERVI	10000		2395	7605
221		10000		2395	7605*
222	EXHIBIT EX	2500			2500
222		2500			2500*
223	HANDLING C	1500		342	1158
223		1500		342	1158*
224	ADVERTISIN	10000			10000
224		10000			10000*
225	AUDITING	60000		52315	7685
225		60000		52315	7685*
299	MISC	3000		34012	31012
299		3000		34012	31012*CR
		2274201	60249	2382381	108180*CR
301	BLDG SUPPL	127600		84558	43042
	HEISE ELEC		2746		
301		127600	2746	87304	40296*
302	CLEANING S	2000		3028	1028
302		2000		3028	1028*CR
303	CONTRACT R			53500	53500
303				53500	53500*CR
304	GARBAGE &	16300		11650	4650
	DASH OTTO		400		
	GADBERRY D		500		
	H & H DISP		500		
304		16300	1400	13050	3250*

305	HEAT & FUE				CR	
305					CR	*CR
306	INSURANCE	450000			435051	14949
	BENNETT SH			976		
306		450000		976	436027	13973*
307	LIGHT & PO	214200			260990	46790
	ILL POWER			39418		
307		214200		39418	300408	86208*CR
308	BLDG REPAI	52700			58973	6273
308		52700			58973	6273*CR
309	TRAVEL	55000			44885	10115
	CITY OF DE			614		
	CITY OF DE			781		
	CITY OF DE			160		
309		55000		1555	46440	8560*
310	HEALTH & S	500			338	162
310		500			338	162*
311	CONTRACT C	1000000			753700	246300
	DEC WINDOW			67500		
	DEC WINDOW			4300		
	DEC WINDOW			11500		
	DEC WINDOW			67500		
	DEC WINDOW			4300		
	DEC WINDOW			11500		
311		1000000		166600	920300	79700*
313	REP AUTO E	119300			307077	187777
	GOODRICH B			1106		
	HIPSHERS			500		
	NATL CITY			238		
	NATL CITY			19		
	NATL CITY			38		
	NATL CITY			954		
	NATL CITY			10980		
313		119300		13835	320912	201612*CR
314	CLEANING S	17500			18068	568
	DEC INDUST			1825		
314		17500		1825	19893	2393*CR
315	APPRAISAL	15000			15000	
315		15000			15000	*CR
320	LAWN CARE	20000			8725	11275
320		20000			8725	11275*

399	MISC			4042	4042
399				40.42	4042*CR
		2090100	228355	2287940	197840*CR
401	BINDING	200000		166085	33915
401		200000		166085	33915*
402	BOOKS	3988500		3144320	844180
	BAKER & TA		6564		
	COLLIER MA		901		
	COLLIER MA		2455		
	COLLIER MA		1526 CR		
	COLLIER MA		293		
	DOUBLEDAY		224		
	DOUBLEDAY		189		
	DOUBLEDAY		4642		
	DOUBLEDAY		381		
	DOUBLEDAY		2025		
	DOUBLEDAY		250		
	DOUBLEDAY		2036		
	DOUBLEDAY		8254 CR		
	DOUBLEDAY		1162		
	MCCLURG A		500		
	NEW METHOD		1030		
	NEW METHOD		350		
	NEW METHOD		312		
	NEW METHOD		840		
	STAPPENBEC		435		
402		3988500	14809	3159129	829371*
			- 25.32		
405	FILMS 16MM	25000		725	24275
405		25000		725	24275*
406	FILMS SLID	5000		1125	3875
406		5000		1125	3875*
408	FILMS MICR	110000		77980	32020
	UNIV MICRO		3750		
408		110000	3750	81730	28270*
409	FILMS RINZ			1000	1000
409				1000	1000*CR
410	PAMPHLETS	5000		7197	2197
410		5000		7197	2197*CR
412	PICTURES			140	140
412				140	140*CR
414	RECORDS LP	90000		60313	29687
414		90000		60313	29687*

ck voided 3/18/66 deduct #25.32
MUI

419	PERIODICAL	160000		195010	35010
419		160000		195010	35010*CR
420	MAPS			2763	2763
420				2763	2763*CR
421	MEMBERSHIP	70000		76050	6050
421		70000		76050	6050*CR
422	SERVICES	200000		173490	26510
422		200000		173490	26510*
		4853500	18559 - 25.32	3924757	928743*
502	ADD TO EQU	11399		11399	
502		11399		11399	*CR
		11399		11399	*CR
603	RENTALS	208400		174138	34262
	SWARTZ HOM		17589		
603		208400	17589	191727	16673*
		208400	17589	191727	16673*
		30687600	1869375 - 25.32	27718262	2969338*

Bills presented for payment: *Mary T. Howe*

Approved for payment:

[Handwritten signatures]
Oliver R. Howe
W. L. O'Keefe
J. O. [unclear]

700	BAL LAST M	306154
	NATL BK DE	1793490
	FINES	98753
	NON RES FE	7700
	L & D	4282
	RESERVES	1245
	FILMS	729
	VERIFAX	3075
	PLASTIC BA	82
	POSTAGE	1490
	D A R	2000
	ILLINOIS B	1407
	NATL BK DE	6510
	ROLLING PR	317
	WEIDNER M	806
	CITY BILLS	40973
	BILL LIST	1869375CR
700		399638

Finance Committee

Vendor list March 1966 DPL

OK MB

Check #

BAKER & TAYLOR M B92032	402	6564✓	366
		6564	*6036
BENNETT SHADE CO	22 306	976✓	366
		976	*6037
CITY OF DECATUR	11 309	614✓	366
CITY OF DECATUR	12 309	781✓	366
CITY OF DECATUR	20 309	160✓	366
		1555	*
COLLIER MACMILLA L715953	402	901✓	366
COLLIER MACMILLA L718079	402	2455✓	366
COLLIER MACMILLA LRO6792	402	1526✓	CR 366
COLLIER MACMILLA L713285	402	293✓	366
		2123	*6038
DASH OTTO DISPOS	22 304	400✓	366
		400	*6039
DEC INDUST TOWEL	22 314	1825✓	366
		1825	*6040
DEC WINDOW CLNG	22 311	67500✓	366
DEC WINDOW CLNG	32 311	4300✓	366
DEC WINDOW CLNG	13 311	11500✓	366
DEC WINDOW CLNG	22 311	67500✓	366
DEC WINDOW CLNG	32 311	4300✓	366
DEC WINDOW CLNG	13 311	11500✓	366
		166600	*6041
DOUBLEDAY & CO J59385	402	224✓	366
DOUBLEDAY & CO J14923	402	189✓	366
DOUBLEDAY & CO J14922	402	4642✓	366
DOUBLEDAY & CO J58478	402	381✓	366
DOUBLEDAY & CO J95386	402	2025✓	366
DOUBLEDAY & CO J67666	402	250✓	366
DOUBLEDAY & CO J57023	402	2036✓	366
DOUBLEDAY & CO	402	8254✓	CR 366
DOUBLEDAY & CO J60356	402	1162✓	366
		2655	*6042
GADBERRY DISPOSA	13 304	500✓	366
		500	*6043
GOODRICH B F 10723	12 313	1106✓	366
		1106	*6044
H & H DISPOSAL	32 304	500✓	366
		500	*6045
HEISE ELECTRIC 6311	22 301	2746✓	366
		2746	*6046
HIPSHERS	12 313	500✓	366
		500	*6047
ILLINOIS BELL	32 210	1111✓	366
ILLINOIS BELL	22 211	300✓	366
ILLINOIS BELL	13 210	1278✓	366
		2689	*6048

no checks

ILL POWER CO

307

39418 ✓

366

no check

39418 *

IBM

9 204

57500 ✓

366

57500 * 6049

MCCLURG A C & CO 4158

402

500 ✓

366

500 * 6050

NATL CITY TRUCK 7055

11 313

238

366

NATL CITY TRUCK

11 313

19 ✓

366

NATL CITY TRUCK

12 313

38 ✓

366

NATL CITY TRUCK 7031

12 313

954 ✓

366

NATL CITY TRUCK 7032

11 313

10980 ✓

366

12229 * 6051

NEW METHOD

221011

402

1030 ✓

366

NEW METHOD

221159

402

350 ✓

366

NEW METHOD

221009

402

312 ✓

366

NEW METHOD

221010

402

840 ✓

366

2532

* 6052 — voided 3/18/66

STAPPENBECK

402

435 ✓

366

STAPPENBECK

203

60 ✓

366

495 * 6053

SWARTZ HOMES

32 603

17589 ✓

366

17589 * 6054

UNIV MICROFILMS 76699

408

3750 ✓

366

3750 * 6055

324752

March Payroll

			Check #							
37	38741✓	3274	5985	5540	500			9314	29427✓	
94	34233✓	2550	5986	3980				6530	27703✓	
42	34233	2893	5987	4090				6983	27250✓	
8	5478	378	5988	767				1145	4333✓	
29	20541✓	1530	5989	2110				3640	16901✓	
31	32133	2394	5990	3870		780		7044	25089✓	
80	41475	3090	5991	4960	3000	780		11830	29645✓	
58	33183	2462	5992	4650	4000			11112	22071✓	
20	45358	3379	5993	6580				9959	35399✓	
93	47566	3534	5994	6080		780		10394	37172✓	
26	40841	3043	5995	5740				8783	32058✓	
1	91666	6829	5996	11600	1000	780	500	20709	70957✓	
34	33183	2462	5997	3980	5000	780		12222	20961✓	
16	53133	3958	5998	6920		780		11658	41475✓	
50	51975	4392	5999	5580				9972	42003✓	
30	34233	2550	6000	4090		780		7420	26813✓	
7	71291	5311	6001	10360				15671	55620✓	
39	39791	3362	6002	1660				5022	34769✓	
45	29816	2221	6003	4200		780		7201	22615✓	
23	34233	2550	6004	4870		1922		9342	24891✓	
63	29816	2221	6005	4200				6421	23395✓	
15	47041	3505	6006	6080		780		10365	36676✓	
68	24300	1810	6007	3420		1922		7152	17148✓	
19	48716	3629	6008	6360				9989	38727✓	
38	53133	3958	6009	7420	5000			16378	36755✓	
49	33183	2462	6010	3980		780		7222	25961✓	
2	74025	5515	6011	10140		630		16285	57740✓	
64	45358	3379	6012	6300				9679	35679✓	
28	34233	2550	6013	2430			200	5180	29053✓	
35	32133	2394	6014	4540	3000			9934	22199✓	
25	54183	4037	6015	5650	7000	1922	200	18809	35374✓	
22	36541	2722	6016	4430	1000	780	150	9082	27459✓	
18	47041	3505	6017	6080				9585	37456✓	
32	32133	2394	6018	3870		780		7044	25089✓	
5	70241	5233	6019	11580	1000	780		18593	51648✓	
1475180111476				88107	30500	16536	1050	3476691	127511	
44	2758✓	116	6020					116	2642✓	
40	7600✓	319	6021	260				579	7021✓	
11	4675✓	196	6022					196	4479✓	
77	11396✓	479	6023	760				1239	10157✓	
14	6400✓	269	6024	870				1139	5261✓	
70	7560✓	318	6025	260				578	6982✓	
43	3250✓	137	6026					137	3113✓	
59	16284✓	684	6027	710				1394	14890✓	
95	3570✓	150	6028	500				650	2920✓	
33	3400✓	143	6029	476				619	2781✓	
61	2550✓	107	6030	357				464	2086✓	
69443 2918				4193				7111	62332	
1544623114394				92300	30500	16536	1050	3547801	189843	

DECATUR PUBLIC LIBRARY

Decatur, Illinois

check#

ANNUAL	CODE	MONTHLY	RET & S.S.	INC TAX	CU	BC & BS	UF	TOT DED	NET SALARY	
\$4,649.	37	38741	3274	5540	500			9314	29427	5985-
4,108.	94	34233	2550	3980				6530	27703	5986
4,108.	42	34233	2893	4090				6983	27250	5987
3,314.	8	5478	378	767				1145	4333	5988
4,108.	29	20541	1530	2110				3640	16901	5989
3,856.	31	32133	2394	3870		780		7044	25089	5990
4,977.	80	41475	3090	4960	3000	780		11830	29645	5991
3,982.	58	33183	2462	4650	4000			11112	22071	5992
5,443.	20	45358	3379	6580				9959	35399	5993
5,708.	93	47566	3534	6080		780		10394	37172	5994
4,901.	26	40841	3043	5740				8783	32058	5995-
11,000.	1	91666	6829	11600	1000	780	500	20709	70957	5996
3,982.	34	33183	2462	3980	5000	780		12222	20961	5997
6,376.	16	53133	3958	6920		780		11658	41475	5998
6,237.	50	51975	4392	5580				9972	42003	5999
4,108.	30	34233	2550	4090		780		7420	26813	6000
8,555.	7	71291	5311	10360				15671	55620	6001
4,775.	39	39791	3362	1660				5022	34769	6002
3,578.	45	29816	2221	4200		780		7201	22615	6003
4,108.	23	34233	2550	4870		1922		9342	24891	6004
3,578.	63	29816	2221	4200				6421	23395	6005-
5,645.	15	47041	3505	6080		780		10365	36676	6006
2,916.	68	24300	1810	3420		1922		7152	17148	6007
5,846.	19	48716	3629	6360				9989	38727	6008
6,376.	38	53133	3958	7420	5000			16378	36755	6009
3,982.	49	33183	2462	3980		780		7222	25961	6010
8,883.	2	74025	5515	10140		630		16285	57740	6011
5,443.	64	45358	3379	6300				9679	35679	6012
4,108.	28	34233	2550	2430			200	5180	29053	6013
3,856.	35	32133	2394	4540	3000			9934	22199	6014
6,502.	25	54183	4037	5650	7000	1922	200	18809	35374	6015-
4,385.	22	36541	2722	4430	1000	780	150	9082	27459	6016
5,645.	18	47041	3505	6080				9585	37456	6017
3,856.	32	32133	2394	3870		780		7044	25089	6018
8,429.	5	70241	5233	11580	1000	780		18593	51648	6019

LOYEES 1475180111476 188107 30500 16536 1050 3476691127511

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Check #

ANNUAL	CODE	MONTHLY	RET & S.S.	INC. TAX	CU	BC & BS	TOT. DED.	NET SALARY	
3/4h @ .85	44	2758	116				116	2642	6020
h @ 1.00	40	7600	319	260			579	7021	6021
h @ .85	11	4675	196				196	4479	6022
1/4h @ 2.14	77	11396	479	760			1239	10157	6023
h @ 1.00	14	6400	269	870			1139	5261	6024
h @ 1.35	70	7560	318	260			578	6982	6025
h @ 2.50	43	3250	137				137	3113	6026
h @ 1.77	59	16284	684	710			1394	14890	6027
h @ .85	95	3570	150	500			650	2920	6028
h @ .85	33	3400	143	476			619	2781	6029
h @ .85	61	2550	107	357			464	2086	6030
EES		69443	2918	4193			7111	62332	
		1544623114394		192300	30500	16536	1050	3547801189843	

Terminal (vacation pay)
- 3/5 time
Full time

*Higgins - Terminal
*Parker - Terminal
*Reynolds - Terminal
*Spence - Terminal

Decatur Public Library
 Decatur, Illinois
 Circulation Statistics
 March, 1966

	Adult	Youth	Juvenile	Total	Y-Date
GENERAL WORKS	233	45	45	323	2101
*	143	57	93	293	2127
001 PHILOSOPHY	398	71	3	472	5193
*Q	445	59	4	508	4973
002 RELIGION	517	19	72	608	5428
*	545	15	72	632	5408
003 SOCIAL SCIENCE	1404	151	645	2200	21861
*	1632	214	699	2545	21545
004 LANGUAGE	182	10	28	200	1629
*	122	6	48	176	1545
005 SCIENCE	656	124	895	1675	17703
*	894	237	1179	2310	19722
006 USEFUL ARTS	2108	216	443	2767	25889
*	2188	268	711	3167	25120
007 FINE ARTS	1913	181	463	2557	23112
*	1869	209	527	2605	22226
008 LITERATURE	1464	106	267	1837	14991
*	1453	95	279	1827	14482
009 HISTORY	983	229	459	1671	17149
*	1071	263	514	1848	16938
010 TRAVEL	791	118	406	1315	10490
*	824	164	387	1375	10896
011 BIOGRAPHY	1039	340	644	2023	18888
*	1065	370	718	2153	19904
012 FOREIGN NON FIC	17		16	33	312
*	15		30	45	400
013 PERIODICALS	887	65	157	1109	11258
*	805	108	115	1028	11271
014 PAMPHLETS	118		8	126	953
*	136	3	7	146	657
015 PAPERBACKS	19			19	312
*	20		27	47	456
Total Non-fiction	12709	1675	4551	18935	177269
*	13227	2068	5410	20705	177670
115 FICTION	10800	4258	5156	20214	209746
*	11011	4069	5887	20967	214961
116 FOREIGN FICTION	5		29	34	313
*	2		27	29	355
117 J E			9997	9997	100358
*			11117	11117	103710
Total Fiction	10805	4258	15182	30245	310417
*	11013	4069	17031	32113	319026
Total Books	23514	5933	19733	49180	487686
*	24240	6137	22441	52818	496696
Total Decrease				-3638	-9010

218	BIBLIOGRAPHIES	1			1	106
219	BOOKTALKS					8
220	CEILING PROJECT					1
221	CLASS VISITS	1		20	21	114
222	BOOK TALKS			23	23	33
223	INSTRUCTION	22		5	27	77
224	STORIES			10	10	47
225	ATTENDANCE	25		514	539	2907
226	EXHIBITS	18	4	2	24	251
227	FILMS ATTENDANC	1096			1096	6596
228	SHOWINGS	27			27	180
229	16 MM	23			23	173
230	C PROJECTOR					5
231	FILM STRIPS	5			5	5
232	RECORDAK	349			349	2699
234	GAMES					5
235	GROUPS	2	4	34	40	238
236	ATTENDANCE	27	37	636	700	4281
237	HOME SERVICE VI	57			57	656
238	HOME SERVICE PA	71			71	892
239	HOME SERVICE PA					13
240	INTER LIBRARY L	24			24	198
241	MAPS	6			6	28
242	MEETINGS IN BLD	4		9	13	155
243	ATTENDANCE	83		42	125	1388
244	MENDING	36	2	226	666	4903
245	OVERDUE BOOKS	231	31	70	332	7932
246	OVERDUE NOTICES	157	25	49	231	5202
247	PICTURES FRAMED	10			10	125
248	PICTURES MOUNTE	283		79	362	4111
249	PROFESSIONAL VI					7
250	RADIO					18
251	RECORDS LP	832		29	861	9315
252	RECORDS S	1			1	55
253	RECORDS SR	203			203	1866
256	READERS ADVISOR	1398	1134	1267	3799	39340
257	REQUESTS	59	30	63	152	1749
258	SCHOOL VISITS					3
259	STORY HOURS		3	2	5	34
260	ATTENDANCE		59	21	80	548
261	NUM OF STORIES		7	6	13	108
262	TELEPHONE INCOM	1921		152	2073	17442
263	TV	43			43	47
264	VISITS IN COMM			2	2	21
265	RECORD BAGS	114			114	1355
304	737 W WOOD					22
305	WAKEFIELDS	26			26	328
306	WAKEFIELD NO 2	10			10	305
308	LAKESHORE MANOR					474
309	RANKIN NURSING	88			88	430
310	SCOTT NURSING H					354
311	AMERICANA	24			24	286
401	16TH & E WILLIA	62	74	399	535	6440
402	CARDINAL & PIPI	23	10	40	73	2455
405	FAIRVIEW PLAZA	389	201	763	1353	12574
408	SAWYER & MONROE	311	194	578	1083	11639
411	GRAND & SUMMIT	411	199	1218	1828	19183
502	MACON & LINDEN	98	13	168	279	3316
503	FOREST & LINCOL	71	67	236	374	4101
504	32ND & DUCHESS	137	173	544	854	8835
506	MT CALVARY CHUR	671	384	2107	3162	28746
509	N FORK RD	68	44	308	420	5142
510	N 31ST & GARFIE	68	60	213	341	2032

512	22ND & E CLAY	254	94	457	805	8763
513	24TH & E WILLIA	76	21	207	304	3607
514	EISNERS	235	98	449	782	9713
601	AP	41		890	931	7631
602	AM			1	1	35
603	AT	22	54	586	662	5839
604	YP			498	498	5948
605	YM					41
606	YT			2	2	31
607	JP			17	17	1065
609	JT			3	3	31
610	JT					30
611	JT					6

DECATUR PUB LIB
 DECATUR ILLINOI
 CIRC STATISTICS

MARCH 1966

MAIN ADULT	11568	867	396	12831	118271
MAIN YOUTH	5689	2039	29	7757	78560
MAGIC CARPET	1	2	7571	7574	72173
REFERENCE	27			27	182
HOME SERVICE	446	192	15	653	7530
ST MARYS HOSP	213	37	47	297	2329
D M C	118	5	256	379	3701
T B SAN	100	14	1	115	1016
JUV COORD	5		12	17	125
NURSES RES	72	2		74	651
	18239	3158	8327	29724	284538

B 1	1450	772	3455	5677	61054
B 2	1424	860	4232	6516	65492
EVANS BRANCH	1336	555	1090	2981	31600
DILL BRANCH	1065	588	2629	4282	45002
	5275	2775	11406	19456	203148
	23514	5933	19733	49180	487686

DECATUR PUB LIB
 DECATUR ILLINOI
 CIRC STATISTICS
 MARCH 1966
 MAIN ADULT

	GENERAL WORKS	66	17		83	491
001	PHILOSOPHY	235	24	2	261	2780
002	RELIGION	305	9		314	2516
003	SOCIAL SCIENCE	716	30	7	753	7879
004	LANGUAGE	84	3		87	624
005	SCIENCE	319	30	5	354	3684
006	USEFUL ARTS	1244	39	3	1286	11711
007	FINE ARTS	1097	38	1	1136	9865
008	LITERATURE	607	25	10	642	5053
009	HISTORY	372	29	1	402	4563
010	TRAVEL	382	32	3	417	3736
011	BIOGRAPHY	396	75	7	478	4193
012	FOREIGN NON FIC	8			8	64
013	PERIODICALS	322	5		327	3293
014	PAMPHLETS	63			63	467
015	PAPERBACKS	14			14	166
		6230	356	39	6625	61085
115	FICTION	5333	511	109	5953	54738
116	FOREIGN FICTION	5		7	12	43
117	J E			241	241	2405
		5338	511	357	6206	57186
		11568	867	396	12831	118271
218	BIBLIOGRAPHIES					59
226	EXHIBITS	1			1	2
235	GROUPS	2			2	15
236	ATTENDANCE	27			27	203
241	MAPS	4			4	21
242	MEETINGS IN BLD	4			4	87
243	ATTENDANCE	83			83	1085
244	MENDING					21
247	PICTURES FRAMED	9			9	112
248	PICTURES MOUNTE	152			152	1506
250	RADIO					17
251	RECORDS LP	552		19	571	5826
252	RECORDS S					20
253	RECORDS SR	142			142	1259
256	READERS ADVISOR	656			656	6956
257	REQUESTS	1			1	20
262	TELEPHONE INCOM	605			605	5206
263	TV	43			43	45
265	RECORD BAGS	77			77	1012
		2358		19	2377	23472
		2358		19	2377	23472

DECATUR PUB LIB
 DECATUR ILLINOI
 CIRC STATISTICS
 MARCH 1966

	GENERAL WORKS	50	16		66	507
001	PHILOSOPHY	126	18		144	1692
002	RELIGION	138	9		147	1076
003	SOCIAL SCIENCE	547	67		614	5499
004	LANGUAGE	65	5		70	553
005	SCIENCE	263	48		311	3684
006	USEFUL ARTS	575	85		660	5318
007	FINE ARTS	570	64	1	635	5533
008	LITERATURE	615	56		671	5126
009	HISTORY	450	115	2	567	5788
010	TRAVEL	243	41		284	2232
011	BIOGRAPHY	408	111	3	522	4491
012	FOREIGN NON FIC	7			7	66
013	PERIODICALS	148	19		167	1868
014	PAMPHLETS	48			48	396
015	PAPERBACKS	4			4	127
		4257	654	6	4917	43956
115	FICTION	1432	1385	6	2823	34167
116	FOREIGN FICTION					19
117	J E			17	17	418
		1432	1385	23	2840	34604
		5689	2039	29	7757	78560
218	BIBLIOGRAPHIES					8
221	CLASS VISITS	1			1	20
223	INSTRUCTION	22			22	40
225	ATTENDANCE	25			25	484
232	RECORDAK					41
235	GROUPS		2		2	13
236	ATTENDANCE		21		21	203
240	INTER LIBRARY L					2
241	MAPS	1			1	3
247	PICTURES FRAMED	1			1	12
248	PICTURES MOUNTE	131			131	854
251	RECORDS LP	172			172	1744
252	RECORDS S	1			1	11
253	RECORDS SR	42			42	375
256	READERS ADVISOR	76	183	2	261	3481
257	REQUESTS					15
263	TV					1
265	RECORD BAGS	37			37	329
601	AP			22	22	110
602	AM					5
603	AT					29
604	YP			454	454	5524
605	YM					41
606	YT			1	1	12
		509	206	479	1194	13357
		509	206	479	1194	13357

DECATUR PUB LIB
 DECATUR ILLINOI
 CIRC STATISTICS
 MARCH 1966

	MAGIC CARPET							
	GENERAL WORKS	1		44	45	257		
001	PHILOSOPHY			1	1	13		
002	RELIGION			34	34	391		
003	SOCIAL SCIENCE			319	319	2971		
004	LANGUAGE			11	11	144		
005	SCIENCE			419	419	4117		
006	USEFUL ARTS			229	229	2435		
007	FINE ARTS	1		240	241	2213		
008	LITERATURE			141	141	1070		
009	HISTORY			191	191	1847		
010	TRAVEL			224	224	1460		
011	BIOGRAPHY			231	231	2689		
012	FOREIGN NON FIC			11	11	106		
013	PERIODICALS			54	54	407		
014	PAMPHLETS			8	8	27		
		1	1	2157	2159	20147		
115	FICTION		1	1709	1710	19051		
116	FOREIGN FICTION			5	5	65		
117	J E			3700	3700	32910		
			1	5414	5415	52026		
		1	2	7571	7574	72173		
221	CLASS VISITS			5	5	33		
222	BOOK TALKS			22	22	22		
223	INSTRUCTION					12		
224	STORIES			3	3	19		
225	ATTENDANCE			115	115	877		
227	FILMS ATTENDANC					59		
228	SHOWINGS					1		
229	16 MM					1		
235	GROUPS			11	11	58		
236	ATTENDANCE			273	273	1405		
242	MEETINGS IN BLD			2	2	2		
243	ATTENDANCE			12	12	12		
244	MENDING			62	62	721		
245	OVERDUE BOOKS					956		
246	OVERDUE NOTICES					492		
248	PICTURES MOUNTE			46	46	461		
256	READERS ADVISOR	8	4	504	516	4366		
257	REQUESTS			34	34	678		
258	SCHOOL VISITS					2		
259	STORY HOURS		1	2	3	16		
260	ATTENDANCE		20	21	41	157		
261	NUM OF STORIES		2	6	8	47		
262	TELEPHONE INCOM			152	152	1718		
601	AP	1		1	2	84		
603	AT					8		
604	YP					68		
606	YT					3		
607	JP			16	16	882		
609	JT			3	3	30		
		9	27	1290	1326	13190		
		9	27	1290	1326	13190		

DECATUR PUB LIB
 DECATUR ILLINOI
 CIRC STATISTICS

MARCH 1966

REFERENCE

GENERAL WORKS

001	PHILOSOPHY	3			3	14
002	RELIGION	1			1	7
003	SOCIAL SCIENCE	4			4	35
004	LANGUAGE	2			2	4
005	SCIENCE					3
006	USEFUL ARTS	6			6	17
007	FINE ARTS	4			4	14
008	LITERATURE	1			1	6
009	HISTORY	5			5	69
013	PERIODICALS					7

26 26 177

115	FICTION	1			1	5
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1 1 5

27 27 182

218	BIBLIOGRAPHIES					4
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221	CLASS VISITS					1
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225	ATTENDANCE					32
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231	FILM STRIPS	5			5	5
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232	RECORDAK	349			349	2658
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240	INTER LIBRARY L	24			24	196
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251	RECORDS LP					5
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256	READERS ADVISOR	472	606	1	1079	10930
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257	REQUESTS					8
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601	AP	40		853	893	7362
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602	AM			1	1	30
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603	AT	22	54	584	660	5788
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912 660 1439 3011 27019

912 660 1439 3011 27019

DECATUR PUB LIB
DECATUR ILLINOI
CIRC STATISTICS
MARCH 1966
2ND OFFICE

221	CLASS VISITS	2
223	INSTRUCTION	1
224	STORIES	1
225	ATTENDANCE	61
235	GROUPS	1
236	ATTENDANCE	16
242	MEETINGS IN BLD	1
243	ATTENDANCE	3
262	TELEPHONE INCOM	1597
264	VISITS IN COMM	2
		1685
		1685

DECATUR PUB LIB
DECATUR ILLINOI
CIRC STATISTICS
MARCH 1966
TECH PROCESSES

244 MENDING

402 2766

249 PROFESSIONAL VI

402 2768

402 2768

DECATUR PUB LIB
 DECATUR ILLINOI
 CIRC STATISTICS
 MARCH 1966
 AUDIO VISUAL

227	FILMS ATTENDANC	1096			1096	6439
228	SHOWINGS	27			27	176
229	16 MM	23			23	170
245	OVERDUE BOOKS	231	31	70	332	6891
246	OVERDUE NOTICES	157	25	49	231	4637
262	TELEPHONE INCOM	1081			1081	5927
		2615	56	119	2790	24240
		2615	56	119	2790	24240

DECATUR PUB LIB
 DECATUR ILLINOIS
 CIRC STATISTICS
 MARCH 1966

	B 1						
	GENERAL WORKS	21	5		26		123
001	PHILOSOPHY	7	6		13		186
002	RELIGION	15		4	19		217
003	SOCIAL SCIENCE	26	8	81	115		1341
004	LANGUAGE	4		2	6		64
005	SCIENCE	16	9	155	180		1879
006	USEFUL ARTS	63	30	88	181		2116
007	FINE ARTS	60	21	64	145		1522
008	LITERATURE	68	3	21	92		945
009	HISTORY	23	14	65	102		1100
010	TRAVEL	29	6	44	79		584
011	BIOGRAPHY	36	23	114	173		1674
012	FOREIGN NON FIC			3	3		27
013	PERIODICALS	85	18	37	140		1468
014	PAMPHLETS	3			3		18
		456	143	678	1277		13264
115	FICTION	994	629	1080	2703		28031
116	FOREIGN FICTION						8
117	J E			1697	1697		19751
		994	629	2777	4400		47790
		1450	772	3455	5677		61054
218	BIBLIOGRAPHIES						3
235	GROUPS						2
236	ATTENDANCE						245
244	MENDING	10		131	141		864
251	RECORDS LP						16
256	READERS ADVISOR	67	99	267	433		4165
257	REQUESTS	11	14	15	40		274
		88	113	413	614		5569
		88	113	413	614		5569
401	18TH & E WILLIA	62	74	399	535		6440
402	CARDINAL & PIPI	23	10	40	73		2455
405	FAIRVIEW PLAZA	389	201	763	1353		12574
408	SAWYER & MONROE	311	194	578	1083		11639
411	GRAND & SUMMIT	411	199	1218	1828		19183
512	22ND & E CLAY	254	94	457	805		8763
601	AP						1
604	YP						1
607	JP						2
		1450	772	3455	5677		61058
		1450	772	3455	5677		61058

DECATUR PUB LIB
 DECATUR ILLINOI
 CIRC STATISTICS
 MARCH 1966
 B 2

	GENERAL WORKS	47	4		51	297
001	PHILOSOPHY	11	11		22	164
002	RELIGION	12		22	34	410
003	SOCIAL SCIENCE	31	16	127	174	1727
004	LANGUAGE	3		4	7	72
005	SCIENCE	12	13	139	164	1610
006	USEFUL ARTS	62	27	68	157	1589
007	FINE ARTS	53	29	57	139	1271
008	LITERATURE	50	4	32	86	826
009	HISTORY	49	21	75	145	1279
010	TRAVEL	37	12	72	121	705
011	BIOGRAPHY	48	32	116	196	1875
012	FOREIGN NON FIC			1	1	20
013	PERIODICALS	101	23	50	174	1483
014	PAMPHLETS					30
015	PAPERBACKS					5
		516	192	763	1471	13363
115	FICTION	908	668	1140	2716	29182
116	FOREIGN FICTION			15	15	138
117	J E			2314	2314	22809
		908	668	3469	5045	52129
		1424	860	4232	6516	65492
218	BIBLIOGRAPHIES					6
226	EXHIBITS			2	2	29
241	MAPS					2
242	MEETINGS IN BLD			1	1	1
244	MENDING	4	1	21	26	156
248	PICTURES MOUNTE					1
251	RECORDS LP	26		5	31	335
252	RECORDS S					22
253	RECORDS SR					3
256	READERS ADVISOR	77	81	216	374	4430
257	REQUESTS	31	16	14	61	599
258	SCHOOL VISITS					1
		138	98	259	495	5585
		138	98	259	495	5585
502	MACON & LINDEN	98	13	168	279	3316
503	FOREST & LINCOL	71	67	236	374	4101
504	32ND & DUCHESS	137	173	544	854	8835
506	MT CALVARY CHUR	671	384	2107	3162	28746
509	N FORK RD	68	44	308	420	5142
510	N 31ST & GARFIE	68	60	213	341	2032
513	24TH & E WILLIA	76	21	207	304	3607
514	EISNERS	235	98	449	782	9713
		1424	860	4232	6516	65492
		1424	860	4232	6516	65492
601	AP					4
604	YP					17
607	JP					17
						38
						38

DECATUR PUB LIB

DECATUR ILLINOI

CIRC STATISTICS

MARCH 1966

EVANS BRANCH

GENERAL WORKS

001	PHILOSOPHY	4	3	7	25	19	2	22	207
002	RELIGION	18	3	55	25	18	3	21	222
003	SOCIAL SCIENCE	25	7	55	25	18	3	87	1009
004	LANGUAGE	4	1	5	4	73	1	5	73
005	SCIENCE	26	6	79	26	1183	111	100	1238
006	USEFUL ARTS	80	5	15	48	1238	100	109	902
007	FINE ARTS	48	9	52	48	902	65	89	956
008	LITERATURE	44	1	20	44	668	70	89	510
009	HISTORY	50	11	28	50	956	24	70	510
010	TRAVEL	39	7	24	39	510	1	24	24
011	BIOGRAPHY	49	22	50	49	1035	1	158	1690
012	FOREIGN NON FIC	152	1	6	152	1690	1	1	24
013	PERIODICALS	152	6	158	152	1690	1	1	24
014	PAMPHLETS								
015	PAPERBACKS								
115	FICTION	778	482	382	778	16316	966	2981	31600
116	FOREIGN FICTION								
117	U E								
218	BIBLIOGRAPHIES	1			1	6	1	8	31
221	CLASS VISITS		8			31	8	8	31
222	BOOK TALKS		1			4	1	1	4
223	INSTRUCTION		2			14	2	2	14
224	STORIES		2			8	2	2	8
225	ATTENDANCE		178			652	178	178	652
227	FILMS ATTENDANC					52			52
228	SHOWINGS					2			2
229	16 MM					1			1
234	GAMES					5			5
235	GROUPS		2			85	11	13	85
236	ATTENDANCE		16			956	115	131	956
241	MAPS					1			1
242	MEETINGS IN BLD					4			4
243	ATTENDANCE					33			33
244	MENDING		1			124	12	24	124
248	PICTURES MOUNT		33			1289	33	15	1289
251	RECORDS LP		15			353	15	15	353
253	RECORDS SR		9			89	9	9	89
256	READERS ADVISOR		28			2197	122	223	2197
257	REQUESTS					9			9
259	STORY HOURS					1			1
260	ATTENDANCE					7			7
261	NUM OF STORIES					18			18
262	TELEPHONE INCOM		115			1630	115	115	1630
601	AP		14			66	14	14	66
603	AT		1			3	1	1	3
604	YP		44			327	44	44	327
606	YT		1			14	1	1	14
607	UP		1			155	1	1	155
179			141			8136	496	816	8136
179			141			8136	496	816	8136

DECATUR PUB LIB

DECATUR ILLINOI

CIRC STATISTICS

MARCH 1966

HOME SERVICE

GENERAL WORKS

001	PHILOSOPHY	2	2	1	2
002	RELIGION	4	4	4	203
003	SOCIAL SCIENCE	8	2	10	175
005	SCIENCE	6	3	9	146
006	USEFUL ARTS	18	2	20	154
007	FINE ARTS	17	17	17	269
008	LITERATURE	30	2	32	349
009	HISTORY	12	5	17	255
010	TRAVEL	37	10	47	418
011	BIOGRAPHY	36	47	86	834
013	PERIODICALS	7		7	58
014	PAMPHLETS				3
178		178	71	3	2880
115	FICTION	268	121	389	4601
117	J E		12	12	49
268		268	121	401	4650
446		446	192	653	7530
220	CEILING PROJECT				1
227	FILMS ATTENDANC				1
230	C PROJECTOR				5
237	HOME SERVICE VI	57		57	656
238	HOME SERVICE PA	71		71	892
239	HOME SERVICE PA				13
251	RECORDS LP	12		12	149
252	RECORDS S				1
257	REQUESTS	7		7	75
304	737 W WOOD				22
305	WAKEFIELDS	26		26	328
306	WAKEFIELD NO 2	10		10	305
308	LAKE SHORE MANOR				474
309	RANKIN NURSING	88		88	430
310	SCOTT NURSING H				354
311	AMERICAN	24		24	286
610	UT				30
611	UT				6
295		295		295	4028
295		295		295	4028

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CIRC STATISTICS

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GENERAL WORKS

001	PHILOSOPHY		1		1	7
002	RELIGION	1			1	47
003	SOCIAL SCIENCE	2	2	2	6	43
004	LANGUAGE					1
005	SCIENCE	3	5	3	11	22
006	USEFUL ARTS	4	2	3	9	30
007	FINE ARTS			1	1	12
008	LITERATURE	14	1	1	16	121
009	HISTORY	2			2	44
010	TRAVEL	2			2	41
011	BIOGRAPHY	14	2	2	18	122
012	FOREIGN NON FIC	2			2	2
013	PERIODICALS					1
		44	13	12	69	495
115	FICTION	169	24	8	201	1732
117	J E			27	27	102
		169	24	35	228	1834
		213	37	47	297	2329
245	OVERDUE BOOKS					54
246	OVERDUE NOTICES					46
256	READERS ADVISOR					2
257	REQUESTS	2			2	17
		2			2	119
		2			2	119

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GENERAL WORKS						2
001	PHILOSOPHY					4
002	RELIGION	3			3	44
003	SOCIAL SCIENCE	2	1	16	19	82
004	LANGUAGE		2	5	7	23
005	SCIENCE	3		22	25	157
006	USEFUL ARTS	1	2	12	15	142
007	FINE ARTS	5		2	7	139
008	LITERATURE	5		5	10	128
009	HISTORY	1		18	19	59
010	TRAVEL	7			7	85
011	BIOGRAPHY	13		21	34	365
013	PERIODICALS			5	5	5
		40	5	106	151	1235
115	FICTION	78		55	133	1560
117	J E			95	95	906
		78		150	228	2466
		118	5	256	379	3701
245	OVERDUE BOOKS					31
246	OVERDUE NOTICES					27
257	REQUESTS					29

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GENERAL WORKS					
002	RELIGION	1		1	1
003	SOCIAL SCIENCE		2	2	8
005	SCIENCE	2		2	31
006	USEFUL ARTS	3	1	4	16
007	FINE ARTS	6	1	7	58
008	LITERATURE	1		1	19
009	HISTORY	5	2	7	46
010	TRAVEL	4	1	1	6
011	BIOGRAPHY	2	1		3
013	PERIODICALS				
014	PAMPHLETS				
		24	8	1	33
					321
115	FICTION	76	6		82
		76	6		82
		100	14	1	115
					1016
257	REQUESTS	6			6
		6			6
		6			6
					22
					22
					22

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002	RELIGION				17
003	SOCIAL SCIENCE				13
005	SCIENCE				2
006	USEFUL ARTS		1	1	6
011	BIOGRAPHY				16
014	PAMPHLETS	4		4	4
015	PAPERBACKS	1		1	13
		5	1	6	71
115	FICTION		11	11	54
			11	11	54
		5	12	17	125
218	BIBLIOGRAPHIES				5
219	BOOKTALKS				8
221	CLASS VISITS		4	4	22
222	BOOK TALKS				7
223	INSTRUCTION		1	1	6
224	STORIES		4	4	16
225	ATTENDANCE		132	132	642
226	EXHIBITS				7
227	FILMS ATTENDANC				45
228	SHOWINGS				1
229	16 MM				1
235	GROUPS		12	12	61
236	ATTENDANCE		248	248	1068
242	MEETINGS IN BLD		6	6	56
243	ATTENDANCE		30	30	255
249	PROFESSIONAL VI				3
250	RADIO				1
259	STORY HOURS	1		1	9
260	ATTENDANCE	19		19	225
261	NUM OF STORIES	2		2	25
263	TV				1
264	VISITS IN COMM		2	2	9
		22	439	461	2473
		22	439	461	2473

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226 EXHIBITS

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 NURSES RESIDENC

001	PHILOSOPHY	2		2	13
002	RELIGION	2		2	14
003	SOCIAL SCIENCE	3		3	20
006	USEFUL ARTS		2	2	17
007	FINE ARTS	3		3	3
008	LITERATURE	2		2	36
010	TRAVEL				1
011	BIOGRAPHY	4		4	11
		16	2	18	115
115	FICTION	56		56	536
		56		56	536
		72	2	74	651
257	REQUESTS	1		1	2
		1		1	2
		1		1	2

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	GENERAL WORKS	28	1		29	211
001	PHILOSOPHY	8	8		16	143
002	RELIGION	17	1	9	27	259
003	SOCIAL SCIENCE	40	16	38	94	1059
004	LANGUAGE			5	5	71
005	SCIENCE	6	10	73	89	1185
006	USEFUL ARTS	52	21	24	97	1100
007	FINE ARTS	50	18	45	113	1311
008	LITERATURE	27	14	37	78	644
009	HISTORY	14	32	79	125	1143
010	TRAVEL	11	9	38	58	638
011	BIOGRAPHY	33	27	97	157	1539
012	FOREIGN NON FIC					3
013	PERIODICALS	72		5	77	966
014	PAMPHLETS					2
		358	157	450	965	10274
115	FICTION	707	431	656	1794	19078
116	FOREIGN FICTION			2	2	22
117	J E			1521	1521	15628
		707	431	2179	3317	34728
		1065	588	2629	4282	45002
218	BIBLIOGRAPHIES					3
221	CLASS VISITS			3	3	5
223	INSTRUCTION			2	2	4
224	STORIES			1	1	3
225	ATTENDANCE			89	89	159
235	GROUPS					3
236	ATTENDANCE					185
241	MAPS	1			1	1
244	MENDING	11			11	251
247	PICTURES FRAMED					1
251	RECORDS LP	55		5	60	887
252	RECORDS S					1
253	RECORDS SR	10			10	140
256	READERS ADVISOR	14	39	204	257	2813
257	REQUESTS					1
259	STORY HOURS		1		1	8
260	ATTENDANCE		20		20	159
261	NUM OF STORIES		3		3	18
262	TELEPHONE INCOM	120			120	1364
264	VISITS IN COMM					5
265	RECORD BAGS					14
601	AP					4
603	AT			1	1	11
604	YP					11
606	YT					2
607	JP					9
609	JT					1
		211	63	305	579	6063
		211	63	305	579	6063

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218 BIBLIOGRAPHIES
242 MEETINGS IN BLD
249 PROFESSIONAL VI
264 VISITS IN COMM