

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING -
May 26, 1961

The regular monthly meeting of the Board of Directors of the Decatur Public Library, 457 North Main, Decatur, Illinois, was called to order at 4 PM by Mr. Jack Burnett, President, in the Boyd Room of the library.

Board members present: Mr. Jack Burnett, President Mrs. Carolyn Greider
 Mr. Francis Hart, Vice Pres. Mr. Dean Madden
 Mrs. Harry Moothart Mr. Harold Koslofski
 Mrs. Erich Stern Mr. John Cheeks
 Mr. David Pilcher Mrs. Mary T. Howe, Secretary

Others present: Miss Esther Larimer, Mrs. Pat Goff, Mrs. Kay Weidner, Mrs. S. Arisman, Mr. Weimholt, newspaper, Mr. Ralph Colburn, City Council representative, and Mr. G. W. Madden, Board of Education.

There were no additions or corrections to the April 28 Board Minutes so Mr. Burnett stated they were approved as received by mail.

Mr. Pilcher moved that the bills be approved for payment. Mr. Madden seconded the motion. All present voted aye. Motion carried. Approved for payment:

Staff Salaries	-	\$ 15,185.17
Janitor's Salaries-		458.92
Total Salaries		\$ 15,644.09
Operating Expenses		5,155.65
GRAND TOTAL		\$ 20,799.74

Mr. Hart reported that the Finance Committee met with Mr. Carl Swartz Tuesday afternoon. This meeting stemmed from the offer from Mr. Swartz to make available to the library, on a rental basis, the possibility of a branch library. The location of the lot was considered. Mr. Hart read the specifications for the library. Mr. Hart said that Mr. Cheeks is interested in a branch of permanent construction such as brick or stone and the additional cost would be \$750 for brick and \$1,000 for Indiana Limestone. Our offer of rental of 1% of the selling price per month with deduction of taxes and insurance with the option to purchase after 1 year was denied by Mr. Swartz except he said he would agree to apply the amount of principle to the purchase but not that of the interest. The interest would be 6% with the \$135.00 applying to both interest and principle.

Mr. Madden asked if he would sell on contract. Mr. Hart said that we would then have bids and architect fees to consider. Mrs. Howe said that by paying for one year of rent in advance we would save money. Mr. Hart said that air conditioning is included for \$16,000. Mr. Burnett added that the location is the original lot, on Cambridge Drive.

The Properties Committee met and distributed forms to the various insurance agents in order that they might submit bids on the property at Main and Evans. This would be the Public and Institutional Plan to include fire and extended coverage, also vandalism. The bids must be in by June 16 at 4 PM. The city's advisory committee will assist us. Mr. Dean Madden asked if there was any particular reason why Decatur insurance agents only were invited to bid. Mr. Burnett said that we will accept any proposals that are submitted. Mrs. Howe sent letters to 54 agents.

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Mr. Burnett asked for a motion giving authorization to sign the checks to he and Mr. Hart. Mr. Madden made the motion and Mr. Hart seconded it. All present voted aye. Motion carried.

Mr. Pilcher made the motion that the Citizens National Bank be continued as the depository for the library funds. Mr. Cheeks seconded it. All present voted aye. Motion carried.

Mr. Madden made the motion that we have a safety deposit box in the same bank. Mr. Koslofski seconded it. All present voted aye. Motion carried.

LIBRARIAN'S REPORT -

Mrs. Howe reported that June 16 and 30 have been set up for "long range plans". The June Board Meeting will be held on the 23rd instead of the 30th. The Tuesday before the Board Meeting has been set aside for the Properties Committee to meet. The other committees were encouraged to decide upon their meeting time. Mrs. Howe reported that the office just finished getting 12,000 flyers ready for the summer reading club. The staff was willing to donate their time at the Fun Fair but because of the expense of hooking up one of our regular plugs and because of the fact that we could go only on Friday and Saturday nights our bookmobile was not taken to the Fun Fair. Five people with the possibility of six will be attending the ALA Conference, July 9-15 and three people will attend the Pre-Conference. Those attending are: Mrs. Howe, Miss Stafford, John and Jenny Lind Boggess, Mrs. Read, and Catherine Yamamoto. Mrs. Howe reported that we have 65 titles on microfilm. The A. E. Staley Mfg. Co. took some books, periodicals, etc. off our hands thus giving us more room downstairs. June 21-23 there will be a University of Chicago Conference of the Graduate Library School. Mr. John Sweetnam is checking the unfinished work of Longboms and the replacements needed for the Youth Room fire escape door. A letter has gone to Mr. Merris about the fines ordinance. The Staff Association is honoring the 9 seniors at an informal punch and cookie party. The change made on the Bill List was explained by Mrs. Howe. We are now renting Amanda, a telephone answering machine, to answer the phones when the library is closed. Our local radio and television stations have given it some publicity but it is still too soon to tell how it will work out.

A discussion was held with School Board representative, Mr. G. W. Madden and City Council representative, Mr. Ralph Colburn. They are willing to cooperate in any way possible. The Library Board will appoint a representative to meet with the other two boards. Mr. Colburn said the Council was representing the taxpayers - taxing the same body of people. They are interested in getting better use of:

1. Physical properties
2. Professional staff
3. Maintenance staff
4. Combining building use
5. Adapting building properties and designing new buildings.

Flint, Michigan was visited and Mr. Madden reported the results - apparently ideal cooperation and use of facilities.

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Mr. Burnett thanked both gentlemen for coming and Mr. G. W. Madden said he felt everyone listened with an open mind.

The following dates were set up for standing committees:

PROPERTIES	-	Tuesday before Board Meeting at 4 PM.
FINANCIAL	-	Friday before Board Meeting at 3 PM.
PERSONNEL	-	3rd Thursday at 4:30 PM.
POLICIES	-	3rd Thursday at 4 PM.

Mr. Burnett asked for a motion that the Board Meeting be changed from the 30th of June to the 23rd. Mr. Pilcher made the motion and Mr. Hart seconded the motion. All present voted aye. Motion carried.

Mr. Cheeks made a motion to send 5 delegates to Cleveland for the ALA Conference. Mrs. Greider seconded the motion. All voted aye. Motion carried.

Mr. Burnett moved to adjourn at 5:55 PM with Mrs. Greider seconding the motion. All voted aye. Meeting was adjourned.

Respectfully submitted,

Mary T. Howe

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois
COMBINED BUDGET AND BILL LIST - MAY 1961

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Code	Expense Allocation	Amt. for Yr.	For May	Year-to-date	Balance
100	SALARIES S	1 750 000 0			1 750 000 0
	BL CR AND		1 166 118 ✓		
	BLUE CROSS		1 750 8 ✓		
	CITIZENS N		896 CR ✓		
	DEC CITY C		2 267 20 ✓		
	TREAS CIT		1 487 5 ✓		
	UNITED FUN		925 63 ✓		
	WEEKS M S		733 ✓		
			896 ✓		
100		1 750 000 0	1 518 517	1 518 517	1 598 148 3 *
150	SALARIES B	552 000 0			552 000 0
	CITIZENS N		3 761 6 ✓		
	TREAS CIT		546 0 ✓		
			281 6 ✓		
150		552 000 0	4 589 2	4 589 2	5 061 08 *
	Total	1 805 200 0	1 564 409	1 564 409	1 648 759 1 *
201	BINDING SU	1 400 000			1 400 000
	GAYLORD BR		1 612 0 ✓		
201		1 400 000	1 612 0	1 612 0	1 238 80 *
202	CAT MATER I	1 610 000			1 610 000
202		1 610 000			1 610 000 *
203	FREIGHT EX	100 000			100 000
	AMER TECH		29 ✓		
	FLESCH CO		180 ✓		
	BELLM FREI		441 ✓		
	PEORIA CAR		1 664 ✓		
203		100 000	231 4	231 4	768 6 *
204	IBM SUPPLI	568 000 0			568 000 0
	IBM		1300 ✓		
	IBM		38500 ✓		
204		568 000 0	39800	39800	528200 *
205	OFFICE SUP	266 000 0			266 000 0
	DEC PAPER		1026 ✓		
	DEC PAPER		1600 ✓		
	DEC PAPER		733 ✓		
	FLESCH CO		27800 ✓		
	GAYLORD BR		9235 ✓		
	IBM		1466 ✓		
	PFILES CAM		555 ✓		
	PFILES CAM		185 ✓		
	PFILES CAM		1785 ✓		
	RECORDAK C		4307 ✓		
	THERMOFAX		7912 ✓		
	VERIFAX		149 CR ✓		
205		266 000 0	56455	56455	209545 *

Decatur, Illinois

Code	Expense Allocation	Amt. for Yr.	For May	Year-to-date	Balance
206	POSTAGE	1 175 00			1 175 00
	ASSOCIATIO		60 ✓		
	FREE PR GL		30 ✓		
	HOWELL BK		19 ✓		
	HOWELL BK		49 ✓		
	HUNTTING H		66 ✓		
	INTL PUB S		19 ✓		
	MCGRAW HIL		24 ✓		
	MCGRAW HIL		19 ✓		
	MCGRAW HIL		24 ✓		
	MURPHY P J		19 ✓		
	OXFORD UNI		15 ✓		
	POSTMASTER		9 000 ✓		
	U CHICAGO		14 ✓		
	UNIV OF IL		19 ✓		
	POSTMASTER		3 360 ✓		
	POSTMASTER		2 000 ✓		
	POSTMASTER		4 ✓		
	POSTMASTER		276 ✓		
	POSTMASTER		159 ✓		
	POSTMASTER		48 ✓		
	POSTMASTER		47 ✓		
	RESERVES		5 51 CR		
206		1 175 00	1 472 0	1 472 0	1 027 80 *
207	PRINTING	1 000 00			1 000 00
207		1 000 00			1 000 00 *
208	REP TO EQU	5 000 0			5 000 0
	KINGLAR CO		2980 ✓		
208		5 000 0	2980	2980	4 702 0 *
209	TEL TOLLS	1 000 0			1 000 0
	ILLINOIS B		1781 ✓		
209		1 000 0	1781	1781	8219 *
211	TEL ALARM	3600			3600
211		3600			3600 *
212	RENT OF MA	51600			51600
	PITNEY BOW		1800 ✓		
212		51600	1800	1800	49800 *
213	SERV CONTR	34400			34400
213		34400			34400 *
220	PROF DEVEL	1 100 00			1 100 00
	YAMAMOTO M		2125 ✓		
	WESTERN RE		3000 ✓		
220		1 100 00	5125	5125	1 048 75 *
221	COMM SERVI	1 000 0			1 000 0
	DECATUR CL		1283 ✓		
221		1 000 0	1283	1283	8717 *

DECATUR PUBLIC LIBRARY
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Code	Expense Allocation	Amt. for Yr.	For May	Year-to-date	Balance
222	EXHIBIT EX	6500			6500
222		6500			6500 *
223	HANDLING C	3400			3400
	CITIZENS N		10 ✓		
	CITIZENS N		10 ✓		
	CITIZENS N		10 ✓		
223		3400	30	30	3370 *
224	ADVERTISING	2000			2000
224		2000			2000 *
225	AUDITING	50000			50000
225		50000			50000 *
228	INVESTMENT	5000			5000
228		5000			5000 *
	<i>should be 213</i>				
231	DEC WINDOW		33500 ✓		
231			33500	33500	33500 *
299	MISC	5000			5000
	MCMANUS FL		1450 ✓		
299		5000	1450	1450	3550 *
	Total	1704000	177358	177358	1526642 *
301	BLDG SUPPL	160000			160000
	BLACK & CO		214 ✓		
	BLACK & CO		276 ✓		
301		160000	490	490	159510 *
302	CLEANING S	17500			17500
302		17500			17500 *
304	GARBAGE &	10000			10000
	GARD DISPO		400 ✓		
	ROHMAN FRE		600 ✓		
304		10000	1000	1000	9000 *
305	HEAT & FUE	30000			30000
	STANDARD O		3136 ✓		
305		30000	3136	3136	26864 *
306	INSURANCE	260000			260000
	IRISH BEHN		5336 ✓		
306		260000	5336	5336	254664 *
307	LIGHT & PO	260000			260000
	ILL POWER		20432		
307		260000	20432	20432	239568 *

DECATUR PUBLIC LIBRARY
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Code	Expense Allocation	Amt. for Yr.	For May	Year-to-date	Balance
308	BLDG REPAI	100000			100000
308		100000			100000*
309	TRAVEL	70000			70000
	CONSUMER S		345 ✓		
	HOWE MRS M		2340 ✓		
309		70000	2685	2685	67315*
310	HEALTH & S	12000			12000
310		12000			12000*
311	CONTRACT C	453200			453200
311		453200			453200*
312	ARCHITECT	100000			100000
312		100000			100000*
313	REP AUTO E	200000			200000
	DEC WASH MO		150 ✓		
	EL BAUER		3015 ✓		
	TRU TEMP		1375 ✓		
	TRU TEMP		1375 ✓		
313		200000	5915	5915	194085*
314	CLEANING S	7500			7500
314		7500			7500*
315	APPRAISAL	15000			15000
315		15000			15000*
399	MISC	5000			5000
399		5000			5000*
Total		1700200	38994	38994	1661206*
401	BINDING	300000			300000
	STAPPENBEC		3458 ✓		
401		300000	3458	3458	296542*
402	BOOKS	4300000			4300000
	AM ASSOC M		750 ✓		
	AM LIBRARY		405 ✓		
	AMER TECH		776 ✓		
	BAKER & TA		84402 ✓		
	CAMP DIR G		125 ✓		
	DOCUMENTS		1500 ✓		
	DOUBLEDAY		1440 ✓		
	FREE PR GL		540 ✓		
	HOWELL BK		446 ✓		
	HOWELL BK		1488 ✓		
	HUNTING H		1250 ✓		
	ILL MFGRS		4000 ✓		

DECATUR PUBLIC LIBRARY
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Code	Expense Allocation	Amt. for Year	For May	Year-to-date	Balance
	TELEPHONE B		3250	✓	
	IMPERIAL B		4089	✓	
	INTL PUB S		500	✓	
	IRWIN RICH		1791	✓	
	MCCLURG A		7204	✓	
	MCCLURG A		5514	✓	
	MCCLURG A		48338	✓	
	MCCLURG A		350	✓	
	MCGRAW HIL		860	✓	
	MCGRAW HIL		716	✓	
	MCGRAW HIL		880	✓	
	MURPHY P J		795	✓	
	NEW METHOD		15443	✓	
	NEW METHOD		313	✓	
	NEW METHOD		1882	✓	
	NEW METHOD		1149	✓	
	NEW METHOD		369	✓	
	NEW METHOD		897	✓	
	NEW METHOD		1580	✓	
	NEW METHOD		11513	✓	
	NEW METHOD		6138	✓	
	NEW METHOD		1405	✓	
	OXFORD UNI		340	✓	
	PAPERBOOK		312	✓	
	RANDOM HOU		56000	✓	
	U CHICAGO		300	✓	
	UNIV OF IL		440	✓	
	L AND D		2113	CR	
	MEMORIAL B		555	CR	
	STAFF BOOK		5944	CR	
402		4300000	260878		4039122*
405	FILMS 16MM	100000			100000
	ASSOCIATIO		750	✓	
405		100000	750		99250*
406	FILMS SLID	5000			5000
406		5000			5000*
407	FILMS CP	10000			10000
407		10000			10000*
408	FILMS MICR	150000			150000
	DEC HERLD		2142	✓	
	UNIV MICRO		1980	✓	
408		150000	4122		145878*
409	FILMS RENT	5000			5000
	FILM RENT		1050	CR	
409		5000	1050	CR	6050*
0	PAMPHLETS	25000			25000
410		25000			25000*
412	PICTURES	10000			10000
412		10000			10000*

Code	Expense Allocation	Amt. for Yr.	Decatur, Illinois For May	Year-to-date	Balance
414	RECORDS LP	200000			200000
	HOUSE OF S		11805 ✓		
414		200000	11805	11805	188195
416	RECORDS SR	45000			45000
416		45000			45000
419	PERIODICAL	150000			150000
	DEC HERLD		150 ✓		
419		150000	150	150	149850
420	MAPS	5000			5000
420		5000			5000
421	MEMBERSHIP	60000			60000
	AM LIBRARY		12450 ✓		
421		60000	12450	12450	47550
422	SERVICES	200000			200000
422		200000			200000
Total		5565000	292563	292563	5272437
502	ADD TO EQU	165000			165000
	THERMOFAX		6650 ✓		
502		165000	6650	6650	158350
Total		165000	6650	6650	158350
Grand Total		27186200	2079974	2079974	25106226
Balance in checking account					\$ 48.76

Bills presented for payment

approved for payment

Mary T. Howe
Harold W. Kosloph
Alice L. Stenhouse
Edward M. MacFarlane

Finance Committee

\$2009.14 *

BAL LAST M
 FINES
 NON RES FE
 L AND D
 RESERVES
 FILM RENT
 VERIFAX
 STAFF BOOK
 MEMORIAL B
 INV INCOME
 INV INCOME
 PARKING LO
 BLUE CROSS
 CASH CREDI
 BILL LIST

~~201115~~
 63718 * \$2.01 difference in beginning
 2800 balance of auditor and library
 2113 bill list for April - bad check
 551 fines \$1.96 in April 1961
 1050 reimbursed in May 1961; and 5¢
 149 over payment on Chesterfield bill
 5944 in April.
 555
 1496685
 300000
 100
 896
 11258 CR
 2059542 CR

Balance in checking account

4676 \$46.75

HOME BUILDING AND MODERNIZING

May 25, 1961

Decatur Public Library
457 N. Main Street
Decatur, Illinois

ATT: Mary T. Howe
Mrs. Nellie McNabb, Chief of
Extension Division.

PROPOSAL FOR NORTH END BRANCH LIBRARY

1. Location and Lot: The site is located on Route 51 with building facing Cambridge Drive. This is 1/4 mile north of Mound Road. Legal description is; Lot 2 in Windsor Village First Additionn. Street address is; 3958 N. Cambridge Drive.

Plot is 119.2' wide at front; 122.8' wide at back, 127' deep.

Land is level and easement on North side does not allow for building purposes but permits a parking lot for 10 cars. Drive and parking lot would have a 6" gravel base with 2" asphalt.

2. Building Data: Building would be one story on concrete slab. Forced air gas heat with 6" transite ducts in the floor; 3 ton central air conditioning.

36000 BTU

Total Building	960 sq. ft.	Colonial design - truss
Public services	935 sq. ft.	Brick construction.
Utility room	35 sq. ft.	Brick Aluminum siding on 3 sides.
2 rest rooms (total)	25 sq. ft.	Red brick on front elevation.
		Aluminum windows with storm windows, asphalt or vinyl asbestos floor.

3. Selling Price of Building and Lot including paved parking lot	\$16,000.00
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Decatur Public Library

4. Swartz Homes Inc. proposes to Lease the building to the Decatur Public Library for 1 year with option for renewals on a yearly basis.

Lease fee would be \$160.00 per month or \$1,920.00 per year as follows:

\$135.00	per mo. would apply to principal & interest
20.00	per mo. taxes
5.00	per mo. insurance
<u>\$160.00</u>	total per month.

Principal and interest would stay the same; taxes and insurance would vary as they are raised or lowered.

5. Option to Buy:

The library would have an option to buy the property at any time. The amount paid on the principal would apply toward the \$16,000.00 purchase price.

6. The library could own the building free and clear at the end of $13\frac{1}{2}$ years. Interest rate is calculated at $6\frac{1}{2}\%$.

7. Library would install the shelving and fixtures; pay for the electric, gas, water and ~~maintenance~~ costs.

8. The building would be zoned correctly according to Article V of the City Zoning. Ordinance, which requires a public building of this type to be located at least 40 feet from each side and rear lot lines. It would have a front set back of 30 feet.

9. Work could begin immediately upon acceptance of this proposal. Completion time -- $2\frac{1}{2}$ months.

10. Leasor to maintain the building.

Carl E. Swartz
Carl E. Swartz.

CES/sd

Decatur Public Library Decatur, Illinois						2
218	BIBLIOGRAPHIES	17	1		18	18
219	BOOKTALKS	2			2	2
220	CEILING PROJEC			1	1	1
221	CLASS VISITS			11	11	11
222	BOOK TALKS			6	6	6
223	INSTRUCTION			31	31	31
224	STORIES			8	8	8
225	ATTENDANCE			352	352	352
226	EXHIBITS	15		1	16	16
227	FILMS ATTEND	880		20	900	900
228	SHOWINGS	28		10	38	38
229	16MM	13			13	13
230	C PROJECTOR	10		10	20	20
232	RECORDAK	36	1		37	37
235	GROUPS NOT CLA	15		22	37	37
236	ATTENDANCE		5	334	339	339
237	HOME SERVICE V	53	2	1	56	56
238	HOME SERVICE P	53	2	1	56	56
239	HOME SER NEW P	4			4	4
240	INTER LIBRARY	7			7	7
241	MAPS	5			5	5
242	MEETINGS IN BL	9		2	11	11
243	ATTENDANCE	94		15	109	109
244	MENDING	49	28	480	735	735
245	OVERDUE BOOKS	70	24	311	405	405
246	OVERDUE NOTICE	38	1	159	198	198
247	PICTURES FRAME	15		10	25	25
248	PICTURES MOUNT	376		607	983	983
249	PROFESSIONAL V	13			13	13
250	RADIO	1			1	1
251	RECORDS LP	584	10	15	609	609
253	RECORDS SR	17			17	17
256	READERS ADVISO	749	687	1564	3000	3000
257	REQUESTS	98	30	43	171	171
259	STORY HOURS		1	7	8	8
260	ATTENDANCE		20	122	142	142
261	NUM OF STORIES		4	16	20	20
262	TELEPHONE INCO	218			1675	1675
265	RECORD BAGS	157	2		159	159
301	MABELS NURSING	46			46	46
302	VELWYN	15			15	15
306	WAKEFIELDS	44			44	44
401	18TH & E WILLI	72	46	881	999	999
402	LARKDALE	10	23	200	233	233
403	NORTHLAND HEIG	579	273	2228	3080	3080
404	RAVINA PARK RD	25	2	127	154	154
405	WATSON COURT	258	103	692	1053	1053
406	HOME PARK	49	31	612	692	692
407	GARFIELD & WAT	154	60	661	875	875
408	SAWYER & MONRO	204	166	879	1249	1249
411	GRAND & SUMMIT	214	151	1116	1481	1481
501	OAKLAND & W WO	199	36	739	974	974
503	FOREST & LINCO	113	20	365	498	498
506	MT CALVARY CHU	379	238	1887	2504	2504
507	S ILLINOIS & E	7	3	58	68	68
508	S TAYLOR & W W	269	117	1159	1545	1545
509	S FRANKLIN	9	35	197	241	241
510	L BR RD & SOUT	44	40	288	372	372
511	STALEY BRIDGE	9	7	105	121	121
512	22ND & E CLAY	195	62	493	750	750
513	24TH & E WILLI	40	17	405	462	462
514	16TH & LINCOLN	218	109	835	1162	1162
601	AP	14	2	533	549	549
603	AT	3	80	236	319	319
604	YP	1	25	171	197	197
606	YT		2	4	6	6
607	JP	12		83	95	95
609	JT			1	1	1
		Educ.	Bus.	Gen.	Total	Y-Date

DECATUR PUBLIC LIBRARY
Decatur, Illinois
CIRCULATION STATISTICS MAY 1961

		Adult	Youth	Juv.	Total	Y-Date
	GENERAL WORKS	76	40	61	177	177
	*	66	33	21	120	120
001	PHILOSOPHY	353	42	3	398	398
	*	266	41	3	310	310
002	RELIGION	390	13	149	552	552
	*	265	10	111	386	386
003	SOCIAL SCIENCE	935	94	709	1738	1738
	*	603	90	583	1276	1276
004	LANGUAGE	85	2	36	123	123
	*	50	12	17	79	79
005	SCIENCE	459	125	1138	1722	1722
	*	286	126	780	1192	1192
006	USEFUL ARTS	1495	189	703	2387	2387
	*	793	184	534	1511	1511
007	FINE ARTS	1224	127	434	1785	1785
	*	637	136	348	1121	1121
008	LITERATURE	876	67	263	1206	1206
	*	435	54	195	684	684
009	HISTORY	873	174	366	1413	1413
	*	462	120	282	864	864
010	TRAVEL	558	26	402	986	986
	*	396	73	357	826	826
011	BIOGRAPHY	671	199	818	1688	1688
	*	510	218	609	1337	1337
2	FOREIGN NON F	26		29	55	55
	*	20	6	13	39	39
013	PERIODICALS	1011	77	103	1191	1191
	*	583	69	56	708	708
014	PAMPHLETS	104	11	3	118	118
	*	60	22	2	84	84

Total Non-Fiction

9136 1186 5217 15539 15539

* 5432 1194 3911 10537 10537

115	FICTION	7676	3002	5781	16459	16459
	*	5536	2048	4300	11884	11884
116	FOREIGN FICT	8		42	50	50
	*	4		2	6	6
117	JE			11071	11071	11071
	*			9140	9140	9140

Total Fiction

7684 3002 16894 27580 27580

* 5540 2048 13442 21030 21030

Total Books

16820 4188 22111 43119 43119

*10972 3242 17353 31567 31567

*Totals May 1960

MAIN ADULT	8272	11	255	8538	8538
MAIN YOUTH	2486	1979		4465	4465
MAGIC CARPET			5383	5383	5383
REFERENCE	6			6	6
	10764	1990	5638	18392	18392

EXTENSION DEPT	11	1		12	12
B 1	1277	633	5578	7488	7488
B 2	1187	555	5182	6924	6924
EVANS BRANCH	1440	477	2132	4049	4049
MILLIKIN HOME	77	3		80	80
HOME SERVICE	468	53	112	633	633
ST MARYS HOSP	184	14	9	207	207
D M C	273	45	217	535	535
T B SAN	283	8	12	303	303
GIRLS HOME	29	58	64	151	151
BROWN BOOK MOBIL	583	351	3167	4101	4101
NURSES RESIDENC	244			244	244
	6056	2198	16473	24727	24727
	16820	4188	22111	43119	43119

May, 1961

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Tot.

Y-Date

General Works

		76	40	61	177	177
		66	33	21	120	120
001	PHILOSOPHY	353	42	3	398	398
		266	41	3	310	310
002	RELIGION	390	13	149	552	552
		265	10	111	386	386
003	SOCIAL SCIENCE	935	94	709	1738	1738-3
		603	90	583	1276	1276-9
004	LANGUAGE	85	2	36	123	123
		50	12	17	79	79
005	SCIENCE	459	125	1138	1722	1722-4
		286	126	780	1192	1192-11
006	USEFUL ARTS	1495	189	703	2387	2387-1
		793	184	534	1511	1511-6
007	FINE ARTS	1224	127	434	1785	1785-2
		637	136	348	1121	1121-13
008	LITERATURE	876	67	263	1206	1206-10
		435	54	195	684	684
009	HISTORY	873	174	366	1413	1413-7
		462	120	282	864	864
010	TRAVEL	558	26	402	986	986
		396	73	357	826	826
011	BIOGRAPHY	671	199	818	1688	1688-5
		510	218	609	1337	1337-8
012	FOREIGN NON F	26		29	55	55
		20	6	13	39	39
013	PERIODICALS	1011	77	103	1191	1191-12
		583	69	56	708	708
014	PAMPHLETS	104	11	3	118	118
		60	22	2	84	84

9136 1186 5217 15539 15539
 9136 1186 5217 15539 15539

5432 1194 3911 10537 10537
 5432 1194 3911 10537 10537

115 FICTION 7676 3002 5781 16459 16459
 5536 2048 4300 11884 11884

116 FOREIGN FICT 8 42 50 50
 4 2 6 6

117 JE 11071 11071 11071
 9140 9140 9140

7684 3002 16894 27580 27580
 7684 3002 16894 27580 27580

5540 2048 13442 21030 21030
 5540 2048 13442 21030 21030

16820 4188 22111 43119 43119
 16820 4188 22111 43119 43119

10972 3242 17353 31567 31567
 10972 3242 17353 31567 31567

218 BIBLIOGRAPHIES 17 1 18 18

219 BOOKTALKS 2 2 2

220 CEILING PROJEC 1 1 1

221 CLASS VISITS 11 11 11

222 BOOK TALKS 6 6 6

223	INSTRUCTION			31	31	31
224	STORIES			8	8	8
225	ATTENDANCE			352	352	352
226	EXHIBITS	15		1	16	16
227	FILMS ATTEND	880		20	900	900
228	SHOWINGS	28		10	38	38
229	16MM	13			13	13
230	C PROJECTOR	10		10	20	20
232	RECORDAK	36	1		37	37
235	GROUPS NOT CLA	15		22	37	37
236	ATTENDANCE		5	334	339	339
237	HOME SERVICE V	53	2	1	56	56
238	HOME SERVICE P	53	2	1	56	56
239	HOME SER NEW P	4			4	4
240	INTER LIBRARY	7			7	7
241	MAPS	5			5	5
242	MEETINGS IN BL	9		2	11	11
243	ATTENDANCE	94		15	109	109
244	MENDING	49	28	480	735	735
245	OVERDUE BOOKS	70	24	311	405	405
246	OVERDUE NOTICE	38	1	159	198	198
247	PICTURES FRAME	15		10	25	25
248	PICTURES MOUNT	376		607	983	983
249	PROFESSIONAL V	13			13	13
250	RADIO	1			1	1
251	RECORDS LP	584	10	15	609	609
253	RECORDS SR	17			17	17
256	READERS ADVISO	749	687	1564	3000	3000
257	REQUESTS	98	30	43	171	171
259	STORY HOURS		1	7	8	8
260	ATTENDANCE		20	122	142	142
261	NUM OF STORIES		4	16	20	20
262	TELEPHONE INCO	218			1675	1675
265	RECORD BAGS	157	2		159	159
301	MABELS NURSING	46			46	46
302	VELWYN	15			15	15
306	WAKEFIELDS	44			44	44
401	18TH & E WILLI	72	46	881	999 ⁸	999
402	LARKDALE	10	23	200	233	233
403	NORTHLAND HEIG	579	273	2228	3080 ¹	3080
404	RAVINA PARK RD	25	2	127	154	154
405	WATSON COURT <i>fairview plaza</i>	258	103	692	1053 ⁷	1053
406	HOME PARK	49	31	612	692	692
407	GARFIELD & WAT	154	60	661	875 ¹⁰	875
408	SAWYER & MONRO	204	166	879	1249 ⁴	1249
411	GRAND & SUMMIT	214	151	1116	1481 ⁵	1481
501	OAKLAND & W WO	199	36	739	974 ⁹	974
503	FOREST & LINCO	113	20	365	498	498
506	MT CALVARY CHU	379	238	1887	2504 ²	2504
507	S ILLINOIS & E	7	3	58	68	68
508	S TAYLOR & W W	269	117	1159	1545 ³	1545
509	S FRANKLIN	9	35	197	241	241
510	L BR RD & SOUT	44	40	288	372	372
511	STALEY BRIDGE	9	7	105	121	121
512	22ND & E CLAY	195	62	493	750	750
513	24TH & E WILLI	40	17	405	462	462
514	16TH & LINCOLN	218	109	835	1162 ⁶	1162
601	AP	14	2	533	549	549
603	AT	3	80	236	319	319
604	YP	1	25	171	197	197
606	YT		2	4	6	6
607	JP	12		83	95	95
609	JT			1	1	1

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101	MAIN ADULT	8272	11	255	8538	8538
102	MAIN YOUTH	2486	1979		4465	4465
103	MAGIC CARPET			5383	5383	5383
104	REFERENCE	6			6	6
		10764	1990	5638	18392	18392
		10764	1990	5638	18392	18392
210	EXTENSION DEPT	11	1		12	12
211	B 1	1277	633	5578	7488	7488
212	B 2	1187	555	5182	6924	6924
213	EVANS BRANCH	1440	477	2132	4049	4049
214	MILLIKIN HOME	77	3		80	80
215	HOME SERVICE	468	53	112	633	633
216	ST MARYS HOSP	184	14	9	207	207
217	D M C	273	45	217	535	535
218	T B SAN	283	8	12	303	303
219	GIRLS HOME	29	58	64	151	151
221	BROWN BOOKMOBIL	583	351	3167	4101	4101
231	NURSES RESIDENC	244			244	244
		6056	2198	16473	24727	24727
		6056	2198	16473	24727	24727
		16820	4188	22111	43119	43119
		16820	4188	22111	43119	43119

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101	MAIN ADULT	8272	11	255	8538	8538
102	MAIN YOUTH	2486	1979		4465	4465
103	MAGIC CARPET			5383	5383	5383
104	REFERENCE	6			6	6
		10764	1990	5638	18392	18392
		10764	1990	5638	18392	18392
210	EXTENSION DEPT	11	1		12	12
211	B 1	1277	633	5578	7488	7488
212	B 2	1187	555	5182	6924	6924
213	EVANS BRANCH	1440	477	2132	4049	4049
214	MILLIKIN HOME	77	3		80	80
215	HOME SERVICE	468	53	112	633	633
216	ST MARYS HOSP	184	14	9	207	207
217	D M C	273	45	217	535	535
218	T B SAN	283	8	12	303	303
219	GIRLS HOME	29	58	64	151	151
221	BROWN BOOKMOBIL	583	351	3167	4101	4101
231	NURSES RESIDENC	244			244	244
		6056	2198	16473	24727	24727
		6056	2198	16473	24727	24727
		16820	4188	22111	43119	43119
		16820	4188	22111	43119	43119

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MAY 1961

MAIN ADULT

	GENERAL WORKS	20			20	20
001	PHILOSOPHY	252			252	252
002	RELIGION	212	2		214	214
003	SOCIAL SCIENCE	612	2	4	618	618
004	LANGUAGE	61			61	61
005	SCIENCE	268		1	269	269
006	USEFUL ARTS	957			957	957
007	FINE ARTS	684		2	686	686
008	LITERATURE	393	3	1	397	397
009	HISTORY	397			397	397
010	TRAVEL	234	1	2	237	237
011	BIOGRAPHY	262		8	270	270
012	FOREIGN NON F	23			23	23
013	PERIODICALS	303	3		306	306
014	PAMPHLETS	59			59	59
		4737	11	18	4766	4766
115	FICTION	3528		89	3617	3617
116	FOREIGN FICT	7			7	7
117	JE			148	148	148
		3535		237	3772	3772
		8272	11	255	8538	8538
226	EXHIBITS	14			14	14
235	GROUPS NOT CLA	15			15	15
236	ATTENDANCE		5		5	5
241	MAPS	5			5	5
242	MEETINGS IN BL	8			8	8
243	ATTENDANCE	83			83	83
247	PICTURES FRAME	15			15	15
248	PICTURES MOUNT	174			174	174
251	RECORDS LP	455		15	470	470
253	RECORDS SR	16			16	16
256	READERS ADVISO	241	28		269	269
262	TELEPHONE INCO	39			39	39
265	RECORD BAGS	130			130	130
		1195	33	15	1243	1243
		1195	33	15	1243	1243

MAY 1961
MAIN YOUTH

	GENERAL WORKS	18	28	46	46
001	PHILOSOPHY	52	17	69	69
002	RELIGION	45	8	53	53
003	SOCIAL SCIENCE	182	48	230	230
004	LANGUAGE	18	1	19	19
005	SCIENCE	130	71	201	201
006	USEFUL ARTS	240	99	339	339
007	FINE ARTS	223	72	295	295
008	LITERATURE	242	50	292	292
009	HISTORY	277	131	408	408
010	TRAVEL	91		91	91
011	BIOGRAPHY	117	88	205	205
012	FOREIGN NON F	3		3	3
013	PERIODICALS	175	26	201	201
014	PAMPHLETS	42	8	50	50
		1855	647	2502	2502
115	FICTION	630	1332	1962	1962
116	FOREIGN FICT	1		1	1
		631	1332	1963	1963
		2486	1979	4465	4465
248	PICTURES MOUNT	202		202	202
251	RECORDS LP	91	5	96	96
253	RECORDS SR	1		1	1
256	READERS ADVISO	18	214	232	232
265	RECORD BAGS	27	2	29	29
		339	221	560	560
		339	221	560	560
601	AP		1	1	1
604	YP		4	162	166
606	YT		4	4	4
607	JP		1	1	1
			4	168	172
			4	168	172

MAY 1961
MAGIC CARPET
GENERAL WORKS

001	PHILOSOPHY			36	36	36
002	RELIGION			1	1	1
003	SOCIAL SCIENCE			49	49	49
004	LANGUAGE			184	184	184
005	SCIENCE			4	4	4
006	USEFUL ARTS			295	295	295
007	FINE ARTS			193	193	193
008	LITERATURE			120	120	120
009	HISTORY			98	98	98
010	TRAVEL			105	105	105
011	BIOGRAPHY			104	104	104
012	FOREIGN NON F			238	238	238
013	PERIODICALS			15	15	15
014	PAMPHLETS			23	23	23
				1	1	1
				1466	1466	1466
115	FICTION			1447	1447	1447
116	FOREIGN FICT			15	15	15
117	JE			2455	2455	2455
				3917	3917	3917
				5383	5383	5383
221	CLASS VISITS			10	10	10
222	BOOK TALKS			6	6	6
223	INSTRUCTION			31	31	31
224	STORIES			8	8	8
225	ATTENDANCE			319	319	319
235	GROUPS NOT CLA			1	1	1
236	ATTENDANCE			46	46	46
242	MEETINGS IN BL			1	1	1
243	ATTENDANCE			5	5	5
244	MENDING			88	88	88
245	OVERDUE BOOKS			190	190	190
246	OVERDUE NOTICE			90	90	90
248	PICTURES MOUNT			142	142	142
256	READERS ADVISO	26	1	234	261	261
257	REQUESTS	3		26	29	29
259	STORY HOURS		1	1	2	2
260	ATTENDANCE		20	22	42	42
261	NUM OF STORIES		4	2	6	6
		29	26	1222	1277	1277
		29	26	1222	1277	1277
601	AP	4		14	18	18
603	AT	1		18	19	19
604	YP	1			1	1
607	JP	12		56	68	68
609	JT			1	1	1
		18		89	107	107
		18		89	107	107

MAY 1961

REFERENCE

006	USEFUL ARTS	1			1	1
007	FINE ARTS	1			1	1
009	HISTORY	1			1	1
011	BIOGRAPHY	3			3	3
		6			6	6
		6			6	6
218	BIBLIOGRAPHIES	16	1		17	17
219	BOOKTALKS	2			2	2
226	EXHIBITS	1			1	1
232	RECORDAK	36	1		37	37
240	INTER LIBRARY	7			7	7
256	READERS ADVISO	175	231	2	408	408
		237	233	2	472	472
		237	233	2	472	472
601	AP		1	512	513	513
603	AT	1	80	216	297	297
		1	81	728	810	810
		1	81	728	810	810

MAY 1961

REFERENCE

006	USEFUL ARTS	1			1	1
007	FINE ARTS	1			1	1
009	HISTORY	1			1	1
011	BIOGRAPHY	3			3	3
		6			6	6
		6			6	6
218	BIBLIOGRAPHIES	16	1		17	17
219	BOOKTALKS	2			2	2
226	EXHIBITS	1			1	1
232	RECORDAK	36	1		37	37
240	INTER LIBRARY	7			7	7
256	READERS ADVISO	175	231	2	408	408
		237	233	2	472	472
		237	233	2	472	472
601	AP		1	512	513	513
603	AT	1	80	216	297	297
		1	81	728	810	810
		1	81	728	810	810

MAY 1961
2ND OFFICE

262 TELEPHONE INCO

1457

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MAY 1961
MARY T HOWE

249 PROFESSIONAL V

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MAY 1961
TECHNICAL PROCE

244 MENDING

178

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MAY 1961
LINCOLN ROOM

227	FILMS ATTEND	850	850	850
228	SHOWINGS	18	18	18
229	16MM	13	13	13
		881	881	881
		881	881	881

MAY 1961
EXTENSION DEPT

011	BIOGRAPHY	2		2	2
		2		2	2
115	FICTION	9	1	10	10
		9	1	10	10
		11	1	12	12
242	MEETINGS IN BL	1		1	1
243	ATTENDANCE	11		11	11
		12		12	12
		12		12	12

MAY 1961

B 1

	GENERAL WORKS	12	4	1	17	17
001	PHILOSOPHY	11	9		20	20
002	RELIGION	16		13	29	29
003	SOCIAL SCIENCE	33	14	93	140	140
004	LANGUAGE	1		4	5	5
005	SCIENCE	12	15	247	274	274
006	USEFUL ARTS	60	22	172	254	254
007	FINE ARTS	57	19	106	182	182
008	LITERATURE	43	1	32	76	76
009	HISTORY	44	14	67	125	125
010	TRAVEL	31	5	67	103	103
011	BIOGRAPHY	53	28	158	239	239
012	FOREIGN NON F			1	1	1
013	PERIODICALS	69	17	27	113	113
		442	148	988	1578	1578
115	FICTION	835	485	1486	2806	2806
116	FOREIGN FICT			10	10	10
117	JE			3094	3094	3094
		835	485	4590	5910	5910
		1277	633	5578	7488	7488
221	CLASS VISITS			1	1	1
225	ATTENDANCE			33	33	33
244	MENDING			126	126	126
245	OVERDUE BOOKS	25	15	16	56	56
246	OVERDUE NOTICE	18		10	28	28
251	RECORDS LP	4			4	4
256	READERS ADVISO	165	87	236	488	488
257	REQUESTS	22	3	1	26	26
259	STORY HOURS			2	2	2
260	ATTENDANCE			30	30	30
261	NUM OF STORIES			5	5	5
		234	105	460	799	799
		234	105	460	799	799
401	18TH & E WILLI	72	46	881	999	999
403	NORTHLAND HEIG	579	273	2228	3080	3080
405	WATSON COURT	258	103	692	1053	1053
407	GARFIELD & WAT	154	60	661	875	875
411	GRAND & SUMMIT	214	151	1116	1481	1481
		1277	633	5578	7488	7488
		1277	633	5578	7488	7488

MAY 1961

B 2

	GENERAL WORKS	16	4	3	23	23
001	PHILOSOPHY	7	5		12	12
002	RELIGION	27		31	58	58
003	SOCIAL SCIENCE	37	12	170	219	219
004	LANGUAGE	2		6	8	8
005	SCIENCE	2	13	233	248	248
006	USEFUL ARTS	66	28	136	230	230
007	FINE ARTS	57	16	122	195	195
008	LITERATURE	29	4	51	84	84
009	HISTORY	29	11	89	129	129
010	TRAVEL	31	5	110	146	146
011	BIOGRAPHY	48	29	166	243	243
012	FOREIGN NON F			3	3	3
013	PERIODICALS	97	2	23	122	122
014	PAMPHLETS	1		2	3	3
		449	129	1145	1723	1723
115	FICTION	738	426	1357	2521	2521
116	FOREIGN FICT			12	12	12
117	JE			2668	2668	2668
		738	426	4037	5201	5201
		1187	555	5182	6924	6924
235	GROUPS NOT CLA			20	20	20
236	ATTENDANCE			255	255	255
244	MENDING			54	54	54
245	OVERDUE BOOKS	15	9	15	39	39
246	OVERDUE NOTICE	1	1	7	9	9
251	RECORDS LP	20			20	20
256	READERS ADVISO	4	3	613	620	620
257	REQUESTS	24	14	5	43	43
		64	27	969	1060	1060
		64	27	969	1060	1060
501	OAKLAND & W WO	199	36	739	974	974
503	FOREST & LINCO	113	20	365	498	498
506	MT CALVARY CHU	379	238	1887	2504	2504
508	S TAYLOR & W W	269	117	1159	1545	1545
509	S FRANKLIN	9	35	197	241	241
514	16TH & LINCOLN	218	109	835	1162	1162
601	AP			2	2	2
604	YP			4	4	4
607	JP			24	24	24
		1187	555	5212	6954	6954
		1187	555	5212	6954	6954

MAY 1961
EVANS BRANCH

	GENERAL WORKS	7	3	11	21	21
001	PHILOSOPHY	19	4	2	25	25
002	RELIGION	19	2	16	37	37
003	SOCIAL SCIENCE	39	9	96	144	144
004	LANGUAGE	2		2	4	4
005	SCIENCE	19	10	105	134	134
006	USEFUL ARTS	95	18	59	172	172
007	FINE ARTS	64	8	22	94	94
008	LITERATURE	54		33	87	87
009	HISTORY	53	14	48	115	115
010	TRAVEL	24	4	32	60	60
011	BIOGRAPHY	50	27	52	129	129
012	FOREIGN NON F			5	5	5
013	PERIODICALS	177	23	19	219	219
014	PAMPHLETS	2	3		5	5
		624	125	502	1251	1251
115	FICTION	816	352	581	1749	1749
116	FOREIGN FICT			2	2	2
117	JE			1047	1047	1047
		816	352	1630	2798	2798
		1440	477	2132	4049	4049
244	MENDING	39	19	54	112	112
245	OVERDUE BOOKS	30		84	114	114
246	OVERDUE NOTICE	19		47	66	66
247	PICTURES FRAME			10	10	10
248	PICTURES MOUNT			465	465	465
251	RECORDS LP	14	5		19	19
256	READERS ADVISO	95	70	216	381	381
257	REQUESTS	3			3	3
259	STORY HOURS			4	4	4
260	ATTENDANCE			70	70	70
261	NUM OF STORIES			9	9	9
262	TELEPHONE INCO	179			179	179
		379	94	959	1432	1432
		379	94	959	1432	1432
601	AP	10	1	3	14	14
603	AT	1		2	3	3
604	YP		17	5	22	22
606	YT		2		2	2
607	JP			2	2	2
		11	20	12	43	43
		11	20	12	43	43

MAY 1961
HOME SERVICE

002	RELIGION	18			18	18
003	SOCIAL SCIENCE	12	1	3	16	16
004	LANGUAGE			6	6	6
005	SCIENCE	12	1	5	18	18
006	USEFUL ARTS	16	1	4	21	21
007	FINE ARTS	23	1	2	26	26
008	LITERATURE	31		3	34	34
009	HISTORY	17		2	19	19
010	TRAVEL	44	1	5	50	50
011	BIOGRAPHY	57	10	7	74	74
013	PERIODICALS	53			53	53
		283	15	37	335	335
115	FICTION	185	38	23	246	246
117	JE			52	52	52
		185	38	75	298	298
		468	53	112	633	633
227	FILMS ATTEND	30			30	30
228	SHOWINGS	10			10	10
230	C PROJECTOR	10			10	10
237	HOME SERVICE V	40	2	1	43	43
238	HOME SERVICE P	40	2	1	43	43
239	HOME SER NEW P	2			2	2
250	RADIO	1			1	1
257	REQUESTS	5			5	5
		138	4	2	144	144
		138	4	2	144	144
301	MABELS NURSING	46			46	46
302	VELWYN	15			15	15
306	WAKEFIELDS	44			44	44
		105			105	105
		105			105	105

MAY 1961
ST MARYS HOSP

001	PHILOSOPHY	1			1	1
002	RELIGION	12			12	12
006	USEFUL ARTS	2			2	2
008	LITERATURE	12			12	12
009	HISTORY	1	2		3	3
010	TRAVEL	5			5	5
011	BIOGRAPHY	8			8	8
013	PERIODICALS	15			15	15
		56	2		58	58
115	FICTION	128	12	2	142	142
117	JE			7	7	7
		128	12	9	149	149
		184	14	9	207	207
257	REQUESTS	2			2	2
		2			2	2
		2			2	2

MAY 1961

D M C

001	PHILOSOPHY	1			1	1
002	RELIGION	16			16	16
003	SOCIAL SCIENCE			19	19	19
004	LANGUAGE			5	5	5
005	SCIENCE	2		19	21	21
006	USEFUL ARTS	7		20	27	27
007	FINE ARTS	58		3	61	61
008	LITERATURE	11		7	18	18
009	HISTORY	15		3	18	18
010	TRAVEL	13		6	19	19
011	BIOGRAPHY	23	1	28	52	52
013	PERIODICALS	4			4	4
		150	1	110	261	261
115	FICTION	123	44	38	205	205
117	JE			69	69	69
		123	44	107	274	274
		273	45	217	535	535
220	CEILING PROJEC			1	1	1
227	FILMS ATTEND			20	20	20
228	SHOWINGS			10	10	10
230	C PROJECTOR			10	10	10
237	HOME SERVICE V	1			1	1
238	HOME SERVICE P	1			1	1
239	HOME SER NEW P	1			1	1
257	REQUESTS	3			3	3
		6		41	47	47
		6		41	47	47

MAY 1961

T B SAN

	GENERAL WORKS	2			2	2
002	RELIGION	6	1		7	7
003	SOCIAL SCIENCE	5			5	5
005	SCIENCE	7	1	1	9	9
006	USEFUL ARTS	5	1		6	6
007	FINE ARTS	23		2	25	25
008	LITERATURE	14			14	14
009	HISTORY	8	1	1	10	10
010	TRAVEL	53	1	7	61	61
011	BIOGRAPHY	7	1	1	9	9
013	PERIODICALS	42			42	42
		172	6	12	190	190
115	FICTION	111	2		113	113
		111	2		113	113
		283	8	12	303	303
257	REQUESTS	2			2	2
		2			2	2
		2			2	2

MAY 1961
GIRLS HOME

001	PHILOSOPHY		2		2	2
003	SOCIAL SCIENCE		3	9	12	12
005	SCIENCE			1	1	1
006	USEFUL ARTS		3	3	6	6
007	FINE ARTS			3	3	3
008	LITERATURE		3	3	6	6
010	TRAVEL			1	1	1
011	BIOGRAPHY		1	2	3	3
			12	22	34	34
115	FICTION	29	46	29	104	104
117	JE			13	13	13
		29	46	42	117	117
		29	58	64	151	151
256	READERS ADVISO		7	15	22	22
257	REQUESTS		5		5	5
			12	15	27	27
			12	15	27	27

MAY 1961
BROWN BOOKMOBIL

	GENERAL WORKS	1	1	10	12	12
001	PHILOSOPHY	7	5		12	12
002	RELIGION	10		40	50	50
003	SOCIAL SCIENCE	9	5	131	145	145
004	LANGUAGE	1	1	9	11	11
005	SCIENCE	3	13	231	247	247
006	USEFUL ARTS	36	17	116	169	169
007	FINE ARTS	32	11	52	95	95
008	LITERATURE	39	6	35	80	80
009	HISTORY	22	1	51	74	74
010	TRAVEL	14	9	68	91	91
011	BIOGRAPHY	32	13	158	203	203
012	FOREIGN NON F			5	5	5
013	PERIODICALS	54	6	11	71	71
		260	88	917	1265	1265
115	FICTION	323	263	729	1315	1315
116	FOREIGN FICT			3	3	3
117	JE			1518	1518	1518
		323	263	2250	2836	2836
		583	351	3167	4101	4101
226	EXHIBITS			1	1	1
235	GROUPS NOT CLA			1	1	1
236	ATTENDANCE			33	33	33
244	MENDING	10	9	158	177	177
245	OVERDUE BOOKS			6	6	6
246	OVERDUE NOTICE			5	5	5
256	READERS ADVISO	25	46	248	319	319
257	REQUESTS	29	8	11	48	48
		64	63	463	590	590
		64	63	463	590	590
402	LARKDALE	10	23	200	233	233
404	RAVINA PARK RD	25	2	127	154	154
406	HOME PARK	49	31	612	692	692
408	SAWYER & MONRO	204	166	879	1249	1249
507	S ILLINOIS & E	7	3	58	68	68
510	L BR RD & SOUT	44	40	288	372	372
511	STALEY BRIDGE	9	7	105	121	121
512	22ND & E CLAY	195	62	493	750	750
513	24TH & E WILLI	40	17	405	462	462
601	AP			1	1	1
604	YP		4		4	4
		583	355	3168	4106	4106
		583	355	3168	4106	4106

MAY 1961
JUV COORDINATOR

242 MEETINGS IN BL
243 ATTENDANCE

1	1	1
10	10	10
11	11	11
11	11	11

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS' MEETING -
May 26, 1961

The regular monthly meeting of the Board of Directors of the Decatur Public Library, 457 North Main, Decatur, Illinois, was called to order at 4 PM by Mr. Jack Burnett, President, in the Boyd Room of the library.

Board members present: Mr. Jack Burnett, President Mrs. Carolyn Greider
 Mr. Francis Hart, Vice Pres. Mr. Dean Madden
 Mrs. Harry Moothart Mr. Harold Koslofski
 Mrs. Erich Stern Mr. John Cheeks
 Mr. David Pilcher Mrs. Mary T. Howe, Secretary

Others present: Miss Esther Larimer, Mrs. Pat Goff, Mrs. Kay Weidner, Mrs. S. Arisman, Mr. Weimholt, newspaper, Mr. Ralph Colburn, City Council representative, and Mr. G. W. Madden, Board of Education.

There were no additions or corrections to the April 28 Board Minutes so Mr. Burnett stated they were approved as received by mail.

Mr. Pilcher moved that the bills be approved for payment. Mr. Madden seconded the motion. All present voted aye. Motion carried. Approved for payment:

Staff Salaries	-	\$ 15,185.17
Janitor's Salaries-		458.92
Total Salaries		\$ 15,644.09
Operating Expenses		5,155.65
GRAND TOTAL		\$ 20,799.74

Mr. Hart reported that the Finance Committee met with Mr. Carl Swartz Tuesday afternoon. This meeting stemmed from the offer from Mr. Swartz to make available to the library, on a rental basis, the possibility of a branch library. The location of the lot was considered. Mr. Hart read the specifications for the library. Mr. Hart said that Mr. Cheeks is interested in a branch of permanent construction such as brick or stone and the additional cost would be \$750 for brick and \$1,000 for Indiana Limestone. Our offer of rental of 1% of the selling price per month with deduction of taxes and insurance with the option to purchase after 1 year was denied by Mr. Swartz except he said he would agree to apply the amount of principle to the purchase but not that of the interest. The interest would be 6% with the \$135.00 applying to both interest and principle.

Mr. Madden asked if he would sell on contract. Mr. Hart said that we would then have bids and architect fees to consider. Mrs. Howe said that by paying for one year of rent in advance we would save money. Mr. Hart said that air conditioning is included for \$16,000. Mr. Burnett added that the location is the original lot, on Cambridge Drive.

The Properties Committee met and distributed forms to the various insurance agents in order that they might submit bids on the property at Main and Evans. This would be the Public and Institutional Plan to include fire and extended coverage, also vandalism. The bids must be in by June 16 at 4 PM. The city's advisory committee will assist us. Mr. Dean Madden asked if there was any particular reason why Decatur insurance agents only were invited to bid. Mr. Burnett said that we will accept any proposals that are submitted. Mrs. Howe sent letters to 54 agents.

The conversion burner is a Lennox. Mr. Hart said the committee recommended the bid from King-Lar be accepted and he made the motion. Mr. Koslofski seconded it. All present voted aye. Motion carried.

Mrs. Howe reported that we are getting endorsements on our insurance and will be receiving some refunds.

Mr. Hart said that Mr. Sweetnam looked at the roof and recommended we do something about the flashing area immediately. It would cost approximately \$800 for the job. He said we should not go another winter as it is.

Mrs. Howe asked the Board to give authority to the Properties Committee to take the lowest bid in order to get the job done, even though there will be no August Board meeting. A proposal was made to run the downspouting outside so that the walls will not have to be torn down. Mr. Sommers made the motion to give the Properties Committee the authority to allow Mr. Sweetnam to draw up the specifications and take up bids of the work he thinks should be done. Mr. Koslofski seconded the motion. All present aye. Motion carried.

Mr. Sommers asked if there was any way they could examine the area which needs this repair. Mr. Hart said, "yes through the Lincoln Room".

Mr. Burnett asked if anything had been done about the Fines Ordinance. Mrs. Howe reported that Mr. Merris still has it under advisement.

It was announced that an Assistant Librarian from Colfax, Washington has been approved by the Civil Service Commission. He is considering the acceptance of this job here in Decatur but could not come before January 1. Mr. Bodnar has advertised for two Pre-professionals.

Librarian's Report •

We had a gain in circulation of 18,000 books.. We received a report from United States Health, Education, and Welfare Dept. on the average cost of books. 1960-\$5.24, '58-\$5.12, '56-\$4.61. Our average cost of books here was in line with \$5.24 for 1960. The minutes of the Board of Directors 1875-date have been indexed and will be helpful in referring to previous action.

There will be a Staff Institute at Allerton, Sunday, July 30. It will be centered on books. Dr. Harold Goldstein from the University of Illinois will give the keynote address and a panel of conversation by community leaders will be held in the afternoon.

Then there will be an award to the Division for excellence during the year. Dinner will be served at 12:30 PM.

Mr. Burnett urged all Board members to attend.

Mrs. Howe reported on ALA, the IBM Seminar, and the Univ. of Chicago conference.

Mrs. Greider moved the meeting adjourn. The meeting adjourned 5:15 PM.

Respectfully submitted,

Mary T. Howe,
Secretary.

Minutes of the Board of Directors' Meeting - May 26, 1961.

Mr. Burnett asked for a motion giving authorization to sign the checks to he and Mr. Hart. Mr. Madden made the motion and Mr. Hart seconded it. All present voted aye. Motion carried.

Mr. Pilcher made the motion that the Citizens National Bank be continued as the depository for the library funds. Mr. Cheeks seconded it. All present voted aye. Motion carried.

Mr. Madden made the motion that we have a safety deposit box in the same bank. Mr. Koslofski seconded it. All present voted aye. Motion carried.

LIBRARIAN'S REPORT -

Mrs. Howe reported that June 16 and 30 have been set up for "long range plans". The June Board Meeting will be held on the 23rd instead of the 30th. The Tuesday before the Board Meeting has been set aside for the Properties Committee to meet. The other committees were encouraged to decide upon their meeting time. Mrs. Howe reported that the office just finished getting 12,000 flyers ready for the summer reading club. The staff was willing to donate their time at the Fun Fair but because of the expense of hooking up one of our regular plugs and because of the fact that we could go only on Friday and Saturday nights our bookmobile was not taken to the Fun Fair. Five people with the possibility of six will be attending the ALA Conference, July 9-15 and three people will attend the Pre-Conference. Those attending are: Mrs. Howe, Miss Stafford, John and Jenny Lind Boggess, Mrs. Read, and Catherine Yamamoto. Mrs. Howe reported that we have 65 titles on microfilm. The A. E. Staley Mfg. Co. took some books, periodicals, etc. off our hands thus giving us more room downstairs. June 21-23 there will be a University of Chicago Conference of the Graduate Library School. Mr. John Sweetnam is checking the unfinished work of Longboms and the replacements needed for the Youth Room fire escape door. A letter has gone to Mr. Merris about the fines ordinance. The Staff Association is honoring the 9 seniors at an informal punch and cookie party. The change made on the Bill List was explained by Mrs. Howe. We are now renting Amanda, a telephone answering machine, to answer the phones when the library is closed. Our local radio and television stations have given it some publicity but it is still too soon to tell how it will work out.

A discussion was held with School Board representative, Mr. G. W. Madden and City Council representative, Mr. Ralph Colburn. They are willing to cooperate in any way possible. The Library Board will appoint a representative to meet with the other two boards. Mr. Colburn said the Council was representing the taxpayers - taxing the same body of people. They are interested in getting better use of:

1. Physical properties
2. Professional staff
3. Maintenance staff
4. Combining building use
5. Adapting building properties and designing new buildings.

Flint, Michigan was visited and Mr. Madden reported the results - apparently ideal cooperation and use of facilities.

Minutes of the Board of Directors' Meeting - May 26, 1961.

Mr. Burnett thanked both gentlemen for coming and Mr. G. W. Madden said he felt everyone listened with an open mind.

The following dates were set up for standing committees:

PROPERTIES	-	Tuesday before Board Meeting at 4 PM.
FINANCIAL	-	Friday before Board Meeting at 3 PM.
PERSONNEL	-	3rd Thursday at 4:30 PM.
POLICIES	-	3rd Thursday at 4 PM.

Mr. Burnett asked for a motion that the Board Meeting be changed from the 30th of June to the 23rd. Mr. Pilcher made the motion and Mr. Hart seconded the motion. All present voted aye. Motion carried.

Mr. Cheeks made a motion to send 5 delegates to Cleveland for the ALA Conference. Mrs. Greider seconded the motion. All voted aye. Motion carried.

Mr. Burnett moved to adjourn at 5:55 PM with Mrs. Greider seconding the motion. All voted aye. Meeting was adjourned.

Respectfully submitted,

Mary T. Howe,
Secretary.