

DECEMBER 1961

REFERENCE

001	PHILOSOPHY	3		3	3
002	RELIGION				4
003	SOCIAL SCIENCE	3		3	13
005	SCIENCE				3
006	USEFUL ARTS	4		4	18
007	FINE ARTS				5
008	LITERATURE	3		3	5
009	HISTORY	2		2	12
011	BIOGRAPHY				3
		15		15	66

115 FICTION

15 15 71

218	BIBLIOGRAPHIES				28
219	BOOKTALKS				2
221	CLASS VISITS				3
223	INSTRUCTION				30
225	ATTENDANCE				106
226	EXHIBITS				1
232	RECORDAK	282		282	1025
240	INTER LIBRARY L	17		17	79
250	RADIO				1
251	RECORDS LP				1
256	READERS ADVISOR	192	348	4	544
		491	348	4	843
		491	348	4	843

601	AP			335	335	3626
602	AM					26
603	AT	4	63	343	410	2911
604	YP					17
		4	63	678	745	6580
		4	63	678	745	6580

DECEMBER 1961
2ND OFFICE

242 MEETINGS IN BLD
243 ATTENDANCE
249 PROFESSIONAL VI
262 TELEPHONE INCOM

4
21
4
6843
6872
6872

DECEMBER 1961

MARY T HOWE

008 LITERATURE

4

4

4

218 BIBLIOGRAPHIES

1

219 BOOKTALKS

3

242 MEETINGS IN BLD

43

243 ATTENDANCE

405

249 PROFESSIONAL VI

29

250 RADIO

2

262 TELEPHONE INCOM

75

264 VISITS IN COMM

9

567

567

DECEMBER 1961
TECHNICAL PROCE

244 MENDING

1 4 3	1 8 1 8
1 4 3	1 8 1 8
1 4 3	1 8 1 8

DECEMBER 1961
LINCOLN ROOM

227	FILMS ATTENDANC	716		186	902	5237
228	SHOWINGS	23		4	27	120
229	16 MM	14		2	16	93
231	FILM STRIPS	4			4	5
245	OVERDUE BOOKS	672	73	310	1055	1055
246	OVERDUE NOTICES	428	55	235	718	718
262	TELEPHONE INCOM	580			580	2070
		2437	128	737	3302	9298
		2437	128	737	3302	9298

DECEMBER 1961
EXTENSION DEPT
GENERAL WORKS

002	RELIGION	2
003	SOCIAL SCIENCE	5
006	USEFUL ARTS	17
008	LITERATURE	9
009	HISTORY	2
011	BIOGRAPHY	4
013	PERIODICALS	4
		19
		62

115	FICTION	75
117	J E	3
		78
		140

242	MEETINGS IN BLD	5
243	ATTENDANCE	46
244	MENDING	189
		240
		240

DECEMBER 1961

B 1

	GENERAL WORKS	10	1		11	146
001	PHILOSOPHY	6	6		12	149
002	RELIGION	7		17	24	229
003	SOCIAL SCIENCE	30	10	76	116	1007
004	LANGUAGE	2		11	13	57
005	SCIENCE	7	9	130	146	1661
006	USEFUL ARTS	46	16	143	205	2092
007	FINE ARTS	46	21	94	161	1378
008	LITERATURE	43	3	51	97	631
009	HISTORY	40	20	51	111	1087
010	TRAVEL	20	1	42	63	678
011	BIOGRAPHY	34	24	95	153	1728
012	FOREIGN NON FIC			4	4	31
013	PERIODICALS	96	4	12	112	1026
014	PAMPHLETS	1			1	11
015	PAPERBACKS	4			4	4
		392	115	726	1233	11915
115	FICTION	786	499	1164	2449	23030
116	FOREIGN FICTION			44	44	180
117	J E			1977	1977	19674
		786	499	3185	4470	42884
		1178	614	3911	5703	54799
221	CLASS VISITS					4
223	INSTRUCTION					2
224	STORIES					6
225	ATTENDANCE					159
226	EXHIBITS					1
235	GROUPS NOT CLAS					1
236	ATTENDANCE					23
244	MENDING	36	12	88	136	779
245	OVERDUE BOOKS	54			54	426
246	OVERDUE NOTICES	36			36	211
251	RECORDS LP	4			4	23
252	RECORDS S					4
256	READERS ADVISOR	89	87	283	459	4373
257	REQUESTS	8	11	13	32	192
259	STORY HOURS					8
260	ATTENDANCE					142
261	NUM OF STORIES					27
		227	110	384	721	6381
		227	110	384	721	6381
401	18TH & E WILLIA	101	85	610	796	5898
403	NORTHLAND HEIGH	234	115	886	1235	17802
405	WATSON COURT	196	71	387	654	8197
407	GARFIELD & WATE	179	44	585	808	6814
408	SAWYER & MONROE	214	137	564	915	3223
411	GRAND & SUMMIT	226	144	779	1149	12719
511	STALEY BRIDGE	28	18	100	146	146
601	AP					3
602	AM			4	4	4
604	YP					5
607	JP					1
		1178	614	3915	5707	54812
		1178	614	3915	5707	54812

B 2

	GENERAL WORKS	7	4	8	19	1 1 8
001	PHILOSOPHY	7	1 0	2	19	1 2 2
002	RELIGION	16		27	43	4 0 0
003	SOCIAL SCIENCE	21	1 4	1 4 5	1 8 0	1 6 3 0
004	LANGUAGE	2		4	6	7 5
005	SCIENCE	2	5	1 5 2	1 5 9	1 9 6 2
006	USEFUL ARTS	31	1 7	1 0 1	1 4 9	1 7 8 4
007	FINE ARTS	25	1 0	7 1	1 0 6	1 3 3 3
008	LITERATURE	50	3	3 7	9 0	6 3 1
009	HISTORY	39	1 6	6 3	1 1 8	1 1 5 6
010	TRAVEL	15	3	5 5	7 3	8 5 9
011	BIOGRAPHY	33	2 6	1 3 0	1 8 9	2 0 2 3
012	FOREIGN NON FIC			5	5	8 5
013	PERIODICALS	75	1 1	2 1	1 0 7	1 0 4 0
014	PAMPHLETS	2			2	2 6
015	PAPERBACKS	1			1	1
		3 2 6	1 1 9	8 2 1	1 2 6 6	1 3 2 4 5
115	FICTION	557	2 7 8	1 0 4 1	1 8 7 6	2 1 0 1 3
116	FOREIGN FICTION			1 5	1 5	1 2 1
117	J E			1 8 1 2	1 8 1 2	1 8 6 3 2
		557	2 7 8	2 8 6 8	3 7 0 3	3 9 7 6 6
		8 8 3	3 9 7	3 6 8 9	4 9 6 9	5 3 0 1 1
218	BIBLIOGRAPHIES					1
221	CLASS VISITS					1
223	INSTRUCTION					1
225	ATTENDANCE					2 4
226	EXHIBITS					6
235	GROUPS NOT CLAS			7	7	5 0
236	ATTENDANCE			1 1 3	1 1 3	7 2 3
244	MENDING	1 7 0	9 3	2 6 2	5 2 5	2 0 3 7
245	OVERDUE BOOKS	23	1 3	7 4	1 1 0	5 6 3
246	OVERDUE NOTICES	17	1 0	4 3	7 0	3 2 5
250	RADIO					2
251	RECORDS LP	32			32	1 1 6
256	READERS ADVISOR	64	3 6	3 1 6	4 1 6	4 3 1 3
257	REQUESTS	34	4		3 8	4 6 1
		3 4 0	1 5 6	8 1 5	1 3 1 1	8 6 2 3
		3 4 0	1 5 6	8 1 5	1 3 1 1	8 6 2 3
501	OAKLAND & W WOO	70	1 1	4 3 4	5 1 5	4 9 4 0
503	FOREST & LINCOL	77	2 1	2 8 2	3 8 0	3 3 1 5
506	MT CALVARY CHUR	293	1 4 4	1 0 4 6	1 4 8 3	2 0 0 6 6
508	S TAYLOR & W WO	177	9 4	8 9 1	1 1 6 2	1 1 4 2 1
509	S FRANKLIN					1 1 4 6
510	L BR RD & SOUTH	41	5 1	3 5 5	4 4 7	1 2 4 6
511	STALEY BRIDGE	8		6 2	7 0	2 1 3
512	22ND & E CLAY	57	1 4	4 0	1 1 1	3 6 5
513	24TH & E WILLIA	50	1 9	1 8 7	2 5 6	8 8 2
514	16TH & LINCOLN	110	4 3	3 9 2	5 4 5	9 4 1 7
601	AP					1 3
604	YP					3 0
607	JP			1	1	6 9
		8 8 3	3 9 7	3 6 9 0	4 9 7 0	5 3 1 2 3
		8 8 3	3 9 7	3 6 9 0	4 9 7 0	5 3 1 2 3

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EVANS BRANCH

	GENERAL WORKS	5	1	5	11	122
1	PHILOSOPHY	12	2		14	155
2	RELIGION	14	1	8	23	283
3	SOCIAL SCIENCE	44	2	73	119	1029
4	LANGUAGE	7		2	9	73
5	SCIENCE	11	8	91	110	1036
6	USEFUL ARTS	60	15	26	101	1240
7	FINE ARTS	57	5	36	98	1033
8	LITERATURE	40	3	31	74	592
9	HISTORY	16	8	27	51	634
10	TRAVEL	21	5	22	48	406
11	BIOGRAPHY	44	15	33	92	952
12	FOREIGN NON FIC			14	14	74
13	PERIODICALS	195	5	7	207	1598
14	PAMPHLETS	7	1		8	31
		533	71	375	979	9258
115	FICTION	640	202	426	1268	13714
116	FOREIGN FICTION			1	1	56
117	J E			746	746	7551
		640	202	1173	2015	21321
		1173	273	1548	2994	30579
218	BIBLIOGRAPHIES					2
221	CLASS VISITS					11
223	INSTRUCTION					4
224	STORIES					7
225	ATTENDANCE					241
227	FILMS ATTENDANC			77	77	239
228	SHOWINGS			1	1	3
229	16 MM			2	2	6
244	MENDING	3		15	18	877
245	OVERDUE BOOKS	44		34	78	679
246	OVERDUE NOTICES	32		17	49	395
247	PICTURES FRAMED					10
248	PICTURES MOUNTE			227	227	2227
249	PROFESSIONAL VI					2
250	RADIO					9
251	RECORDS LP	52	3	2	57	464
252	RECORDS S	1			1	7
253	RECORDS SR	6			6	21
256	READERS ADVISOR	52	55	147	254	2508
257	REQUESTS					23
259	STORY HOURS					40
260	ATTENDANCE	21			21	309
261	NUM OF STORIES	2			2	2
262	TELEPHONE INCOM	185			185	204
		398	58	522	978	8290
		398	58	522	978	8290
601	AP	13			13	13
603	AT	1			1	1
604	YP		15		15	18
606	YT		2		2	2
		14	17		31	34
		14	17		31	34

DECEMBER 1961

MILLIKIN HOME

GENERAL WORKS

001 PHILOSOPHY
002 RELIGION
003 SOCIAL SCIENCE
005 SCIENCE
006 USEFUL ARTS
007 FINE ARTS
008 LITERATURE
009 HISTORY
010 TRAVEL
011 BIOGRAPHY
013 PERIODICALS

1
11
22
5
4
6
17
33
17
54
23
66
259

115 FICTION

162
162
421

218 BIBLIOGRAPHIES
237 HOME SERVICE VI
238 HOME SER NEW PA
239 HOME SER NEW PA
257 REQUESTS

1
97
97
2
18
215
215

DECEMBER 1961

HOME SERVICE

GENERAL WORKS

		2			2	13
001	PHILOSOPHY	2			2	50
002	RELIGION	27			27	274
003	SOCIAL SCIENCE	31			31	150
004	LANGUAGE					7
005	SCIENCE	7	4		11	43
006	USEFUL ARTS	17	1	2	20	208
007	FINE ARTS	12	3		15	129
008	LITERATURE	74			74	403
009	HISTORY	37		4	41	319
010	TRAVEL	60		12	72	483
011	BIOGRAPHY	50	6	3	59	695
012	FOREIGN NON FIC					14
013	PERIODICALS	71			71	491
		390	14	21	425	3279

115	FICTION	405	16	4	425	2763
116	FOREIGN FICTION	18			18	20
117	J E			41	41	203
		423	16	45	484	2986
		813	30	66	909	6265

218	BIBLIOGRAPHIES	1			1	1
227	FILMS ATTENDANC					30
228	SHOWINGS					10
230	C PROJECTOR					10
237	HOME SERVICE VI	90		3	93	603
238	HOME SER NEW PA	90		3	93	603
239	HOME SER NEW PA	1			1	21
249	PROFESSIONAL VI					1
250	RADIO	1			1	2
257	REQUESTS	1			1	91
		184		6	190	1372
		184		6	190	1372

301	MABELS NURSING					195
302	VELWYN	102			102	337
306		45			45	339
307	MINOR NURSING H	90			90	369
308	MINOR NURSING H	44			44	116
601	AP					1
		281			281	1357
		281			281	1357

DECEMBER 1961
ST MARYS HOSP

001	PHILOSOPHY					7
002	RELIGION	1			1	41
003	SOCIAL SCIENCE	2			2	7
005	SCIENCE					4
006	USEFUL ARTS		1		1	26
007	FINE ARTS	4			4	14
008	LITERATURE	4			4	80
009	HISTORY	6	2		8	61
010	TRAVEL	9			9	64
011	BIOGRAPHY	10	1		11	110
013	PERIODICALS	12			12	78
		48	4		52	492
115	FICTION	94	2	1	97	978
117	J E			13	13	30
		94	2	14	110	1008
		142	6	14	162	1500
237	HOME SERVICE VI					1
238	HOME SER NEW PA					1
249	PROFESSIONAL VI					2
257	REQUESTS	1			1	34
		1			1	38
		1			1	38
601	AP					1
						1
						1

DECEMBER 1961

D M C

	GENERAL WORKS					14
001	PHILOSOPHY	1			1	33
002	RELIGION	5			5	145
003	SOCIAL SCIENCE	6		16	22	275
004	LANGUAGE			2	2	7
005	SCIENCE			57	57	451
006	USEFUL ARTS	1		21	22	341
007	FINE ARTS	41		8	49	433
008	LITERATURE	2		14	16	173
009	HISTORY	3		10	13	112
010	TRAVEL	16	1	18	35	316
011	BIOGRAPHY	5		17	22	370
013	PERIODICALS	22			22	234
		102	1	163	266	2904
115	FICTION	170	66	62	298	2930
116	FOREIGN FICTION					37
117	J E			102	102	927
		170	66	164	400	3894
		272	67	327	666	6798
218	BIBLIOGRAPHIES					1
220	CEILING PROJECT					6
227	FILMS ATTENDANC					85
228	SHOWINGS					75
230	C PROJECTOR					64
237	HOME SERVICE VI					1
238	HOME SER NEW PA					1
239	HOME SER NEW PA					1
250	RADIO					1
257	REQUESTS	1			1	43
		1			1	278
		1			1	278

DECEMBER 1961

T B SAN

GENERAL WORKS

001	PHILOSOPHY					2
002	RELIGION					22
003	SOCIAL SCIENCE					31
005	SCIENCE	2		1	3	40
006	USEFUL ARTS					50
007	FINE ARTS		1		1	68
008	LITERATURE	10			10	99
009	HISTORY	3			3	100
010	TRAVEL	12			12	252
011	BIOGRAPHY	2			2	71
012	FOREIGN NON FIC					10
013	PERIODICALS	7			7	259
		36	1	1	38	1006
115	FICTION	45			45	841
116	FOREIGN FICTION					17
117	J E					18
		45			45	876
		81	1	1	83	1882
248	PICTURES MOUNTE					10
257	REQUESTS					24
						34
						34

DECEMBER 1961

GIRLS HOME

001	PHILOSOPHY	12
002	RELIGION	4
003	SOCIAL SCIENCE	39
004	LANGUAGE	2
005	SCIENCE	18
006	USEFUL ARTS	28
007	FINE ARTS	7
008	LITERATURE	23
009	HISTORY	6
010	TRAVEL	2
011	BIOGRAPHY	32
		173

115	FICTION	536
117	J E	97
		633
		806

256	READERS ADVISOR	131
257	REQUESTS	59
259	STORY HOURS	1
260	ATTENDANCE	5
261	NUM OF STORIES	2
		198
		198

DECEMBER 1961
BROWN BOOKMOBIL

	GENERAL WORKS	32
001	PHILOSOPHY	93
002	RELIGION	224
003	SOCIAL SCIENCE	721
004	LANGUAGE	27
005	SCIENCE	1081
006	USEFUL ARTS	853
007	FINE ARTS	463
008	LITERATURE	305
009	HISTORY	321
010	TRAVEL	360
011	BIOGRAPHY	899
012	FOREIGN NON FIC	15
013	PERIODICALS	467
014	PAMPHLETS	1
		5862

115	FICTION	7648
116	FOREIGN FICTION	23
117	J E	7106
		14777
		20639

226	EXHIBITS	3
235	GROUPS NOT CLAS	1
236	ATTENDANCE	33
244	MENDING	1190
245	OVERDUE BOOKS	173
246	OVERDUE NOTICES	102
251	RECORDS LP	1
256	READERS ADVISOR	1608
257	REQUESTS	155
		3266
		3266

402	LARKDALE	894
403	NORTHLAND HEIGH	55
404	RAVINA PARK RD	1440
406	HOME PARK	2195
408	SAWYER & MONROE	7525
507	S ILLINOIS & E	872
510	L BR RD & SOUTH	1846
511	STALEY BRIDGE	739
512	22ND & E CLAY	3508
513	24TH & E WILLIA	1565
601	AP	5
604	YP	5
607	JP	1
		20650
		20650

DECEMBER 1961
JUV COORDINATOR

002	RELIGION			11
003	SOCIAL SCIENCE			49
005	SCIENCE			11
006	USEFUL ARTS			14
007	FINE ARTS			8
008	LITERATURE			27
011	BIOGRAPHY			46
				166
115	FICTION	3	3	81
117	J E			65
		3	3	146
		3	3	312
235	GROUPS NOT CLAS			2
236	ATTENDANCE			24
242	MEETINGS IN BLD	2	2	15
243	ATTENDANCE	23	23	172
		25	25	213
		25	25	213

DECEMBER 1961
NURSES RESIDENC

001	PHILOSOPHY	2	2	13
002	RELIGION	6	6	56
003	SOCIAL SCIENCE	1	1	40
004	LANGUAGE	1	1	15
005	SCIENCE	5	5	42
006	USEFUL ARTS	10	10	69
007	FINE ARTS	1	1	10
008	LITERATURE	6	6	42
009	HISTORY	2	2	33
010	TRAVEL	11	11	84
011	BIOGRAPHY	6	6	78
		51	51	482
115	FICTION	188	188	2006
116	FOREIGN FICTION			67
		188	188	2073
		239	239	2555
247	PICTURES FRAMED	1	1	1
		1	1	1
		1	1	1

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTOR'S MEETING - DECEMBER 29, 1961

A special meeting of the Board of Directors was held December 29, 1961, in the Board Room, 457 North Main Street, Decatur, Illinois.

Members Present: Mr. Jack Burnett, President
Mr. Francis Hart, Vice-President
Mr. John Cheeks
Mr. Harold Koslofski

Mrs. Harry Moothart
Mrs. Mary T. Howe, Secretary-Librarian

Members Absent: Mr. James Sommer, Mrs. Erich Stern, and Mrs. Roger Pogue

Also present were: Miss Sandy Salenski and Mr. Eldon Libby from the Herald and Review newspapers; Mrs. Susan Arisman, staff member.

The meeting was called to order at 4:02 PM by Mr. Jack Burnett, president. The minutes of the Board meeting for November 24, 1961 were approved as submitted by mail.

The new auto-page was reported by the librarian as being too small to use at the Main Library. It will be moved to the Dill Branch. The old auto-page is being reconditioned by Mr. Burton and will be replaced in front of the Main Library.

The personnel survey by Mr. Bodnar was not completed in time for the Board Meeting.

The Dill Branch will be opened formally January 2, 1962. The Mayor and several City Officials will be present. Mrs. Read will take Miss Maude Dill (Miss Minnie Dill's sister) to the opening. Mr. Lloyd Latendresse, president of the Friends of the Library will be present.

The report of the Finance Committee was made by the Chairman, Mr. Harold Koslofski. He reported the bills and vouchers were checked and moved the bills for December be paid. Mr. Cheeks seconded the motion. Roll call was taken: Mr. Burnett, Mr. Hart, Mr. Cheeks, Mr. Koslofski, and Mrs. Moothart voted aye. No nays or abstentions were recorded. The motion carried.

Staff salaries	\$13,299.19	
Janitors salaries	<u>465.99</u>	
Total salaries		\$13,765.18
Operating expenditures		<u>6,681.67</u>
Total Expenditures		\$20,446.85

Mr. Koslofski reported the Finance Committee met two different times and considered the proposed budgets for 1962/63 and 1963/64. The seven pages on the budget are statements of cash receipts, disbursements, and balance as of the eight months this year and next two years; and the budgets for the next two years. He then discussed the major points of each budget. Although the bills will be higher for the next four months, the library will disburse all of the appropriation for this year. Salaries item has been lower because of losing some people and the new assistant librarian will not be here until February 1962.

Mr. Burnett pointed out that the \$111,789 figure includes some taxes yet to be collected. Actually the library has only \$64,000 but the difference of \$47,000 is additional taxes to be collected, plus \$17,000 carried over from last year. That \$12,923 in effect becomes what is an unappropriated surplus, which is the excess of our actual cash receipts over our estimated disbursements.

At this point the Librarian left the meeting to investigate an emergency "of something burning in the stack lights." She reported back that it was a ballast burning out; however, there have been two shorts in the wiring during the past week. Mr. Primm is taking care of the repairs.

Discussion was continued on the proposed budgets. The auditing bill is estimated to be the same for 1962/63. The auditors have been in to go over the accounts for the first seven months this fiscal year and reported the checking was accomplished much faster this time. It did not take two days to check the accounts this year; but the auditors must spend quite a lot of time back at their offices.

Mr. Hart objected to the small allocation for repairs and it was agreed that the Properties Committee would reconsider this part of the budget. ~~Mr. Hart, chairman~~ of the Properties Committee reported the Dill Branch had been inspected by Mr. Swartz, Mrs. Howe and Mr. Hart. Agreements were made on certain adjustments such as replacing two broken floor tiles, the edges of the parking lot and the yard work. He thanked the Library Staff for the excellent job of preparing and decorating the new branch.

Mr. Hart proposed the purchase of the tape recorder for \$139.50. Mr. Koslofski seconded the motion. Roll call was taken and all present voted aye. There were no objections. The motion carried.

Mr. Cheeks, chairman of the Personnel Committee reported no progress on the survey but expected it in January.

Mrs. Howe reported a visit from the tax representative and confirmed the Attorney-General's ruling that the Library will not have to pay the sales tax. Mr. Burnett instructed the Librarian to cross off the tax on all bills because it will be hard to get it back. The Librarian reported the IBM co. is setting aside the tax on their bills so that it will be refunded.

Final action on the budget was deferred until the January Board of Directors meeting.

Mrs. Moothart moved adjournment at 5:30 PM.

Respectfully submitted,

Mary T. Howe (Mrs. H.L.)
Secretary