

DECATUR PUBLIC LIBRARY
Decatur, Illinois

PERSONNEL COMMITTEE MEETING
September 21, 1961

The Personnel Committee of the Board of Directors held its monthly meeting on September 21, 1961 at 4 PM in the Board Room of the Decatur Public Library, 457 North Main Street, Decatur, Illinois.

Present were: Mr. John Cheeks, chairman, Mr. Francis Hart, Mr. Sommer, and Mrs. Mary T. Howe.

Mr. John Cheeks called the meeting to order at 4 PM.

The Librarian reported on the reduction of staff and the attitude of the employees toward covering the schedules. Mrs. Virginia Smith resigned from the staff and she will not be replaced. Her health does not permit regular employment. Mrs. McNabb returned to work. All present agreed that she should continue work as long as she is able.

The salary survey for public libraries serving population areas the same as Decatur, is almost complete. 95 returns have been received out of a possible 118. 30 states are represented.

The reservation for the Hott Memorial Center of the University of Illinois, in Monticello has been confirmed. The regular Staff Institute for the Decatur Public Library will be held there October 12, 1962 and October 12, 1963. This is Columbus Day and officially a holiday. It was agreed at a previous Board meeting that this holiday would be given if it could be used as an institute day such as the Macon County Teacher's Institute, which also is held on Columbus Day.

The University of Illinois, Extension Division will give another Library Science course this year. The course will be on storytelling and will give 2 undergraduate credits or $\frac{1}{2}$ unit of graduate credit. It was reported that the Library cabinet had discussed the matter of scholarships and recommended that due to the shortage of staff and tight schedules only scholarships would be given and no compensatory time off for attending night classes. All members of the committee present agreed this was reasonable and approved the recommendation.

It was reported that Miss Artze began work as the new key punch operator. She has passed the Civil Service requirements and takes Mrs. Kimmons place. Mrs. Kimmons resigned for maternity reasons. Jim Key began work as a page. He takes the place of Grantley Pieper.

The meeting adjourned at 5:20 PM.

Respectfully submitted,

Mary T. Howe
Secretary

DECATUR PUBLIC LIBRARY
Decatur, Illinois

POLICY COMMITTEE OF THE BOARD OF DIRECTORS MEETING
September 22, 1961

The Policy Committee of the Board of Directors met at 4 PM on September 22, 1961 in the Board Room of the Decatur Public Library, 457 North Main Street, Decatur, Illinois

Mr. David Pilcher, chairman, called the meeting to order at 4 PM.

Present were: Mr. Pilcher, Mrs. Moothart, Mr. Koslofski and Mrs. Howe.

Absent: Mrs. Greider.

The Librarian asked for approval on a number of items. The bookmobile schedules were explained and the nearest service point for each of the 5 stops dropped was told. Talks by the Librarian have been requested by the Lions Club and the Sertoma Club. The Library has sold \$500.00 worth of back issues of magazines which have been superceded by micro-film copies. The Library keeps the current issues up to one year of these magazines.

The Illinois Library Association meets in Chicago at the La Salle Hotel on October 26, 27, and 28, 1961. The Board is always represented at the Trustees Section. Members were urged to attend.

The Librarian explained the necessity of eliminating the rental collection. A tax will have to be collected for each rental and the clerical time involved in keeping the records together with reporting to the Retailer's Tax Division of the State is too expensive an operation. The Committee suggested that the Cabinet discuss the possibility of maintaining another collection of free books in the same location, which would not be reserved and therefore be more available to the patrons.

It was reported that the City Finance Department has asked the Library to help them with a data processes problem. Mrs. Weidner has punched the cards and run a list of their bills for May. The Librarian was instructed to present a proposal to the Board meeting on exactly how this matter may be handled.

Policy matters were discussed. It was agreed that the By-Laws would be studied and the members were requested to bring in their recommendations at the next Committee meeting. The Librarian suggested the members read the Handbook for Trustees by Marion Manley and the first part of the A.L.A. Standards for Public Libraries. She showed the members a copy of the Decatur Public Schools Manual of Operations. It was agreed that a statement by the Board Members on the Purpose and General Policy of the Decatur Public Library should be the first page of a Manual for the Library. All department have written their procedures and it is hoped the complete manual will be ready this year.

Reservations for the Staff Institute to be held in the Hott Memorial Center, Monticello have been received. The meetings will be held on October 12 in 1962 and 1963. It was agreed at a previous Board meeting that the October 12th holiday would be given to the staff if it could be used as an institute day such as the Macon County teachers do.

The University of Illinois, Extension Division will give another Library Science course this year. The course will be on storytelling and will give 2 undergraduate credits or ½ unit of graduate credit. It was reported that the Library cabinet had discussed the matter of scholarships and recommended that due to the shortage of staff and tight schedules only scholarships would be given the staff and no compensatory time off for attending night classes. All members of the committee agreed this was a reasonable proposal.

Meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe, secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS MEETING SEPTEMBER 29, 1961

The regular Board of Directors Meeting was held September 29, 1961 in the Board Room of the Decatur Public Library, 457 North Main, Decatur, Illinois.

Members present: Mrs. Harry Moothart, Mr. Harold Koslofski, Mrs. Carolyn Greider, Mr. Jack Burnett, presiding, Mr. Francis Hart, Mr. David Pilcher, Mrs. Erich Stern, and Mrs. Mary T. Howe, Secretary.

Absent were: Mr. James Sommer, Mr. John Cheeks.

Others present: Mr. Eldon Libbey, newspaper, Miss Sandy Salenski, newspaper, Mrs. Susan Arisman, Mrs. Kay Weidner, and Mrs. Pat Goff.

The meeting was called to order at 4:09 PM by Mr. Francis Hart.

The minutes for the August Finance Meeting were approved.

Mr. Koslofski moved that the Bills and Payroll for August and September be approved for payment. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

<u>AUGUST</u>		<u>SEPTEMBER</u>	
Janitors Salaries	\$ 425.01	Janitors Salaries	\$ 470.67
Staff Salaries	<u>16,934.65</u>	Staff Salaries	<u>14,685.55</u>
Total Salaries	\$ 17,359.66	Total Salaries	\$ 15,156.22
Operating Expense	<u>4,295.00</u>	Operating Expense	<u>6,992.99</u>
Total Salaries & Operating Expense	\$ <u>21,654.66</u>	Total Salaries & Operating Expense	\$ <u>22,149.21</u>

Mr. Pilcher mentioned that the Bill List had to be approved by roll call. All present voted aye. Motion carried.

Mr. Hart reported on the Properties Committee Meeting. Selection of a name for the North Branch was discussed. The committee recommended that the library staff select the name which would be approved by the Board Members. Mrs. Howe said she would welcome any ideas from the Board. Mr. Pilcher asked if there would be any value in letting the public recommend a name.

It was reported the Library Insurance will expire October 1, 1961 and we will ask for a 30 day extension on the binder. There will be a meeting October 5, of the Insurance Advisory Committee and Properties Committee. The Properties Committee asked permission to act for the Board as a whole before November 1, 1961. Mr. Hart said we will draw our insurance company out of a hat if all low bids are alike.

Mr. Burnett asked if this met with the approval of the Board.

Mr. Pilcher made the motion to give the Properties Committee permission to act for the Board as a whole before November 1, 1961. Mrs. Greider seconded the motion. All present voted aye. Motion carried.

Mr. Pilcher asked if there was anyone abstaining. Mr. Burnett asked for a roll call. Mr. Hart asked if Mr. Pilcher has a roll call in mind. Mr. Pilcher replied that it is in the by-laws. Mr. Burnett did not feel it was necessary since the Board was not approving any payment of money at this time. Mr. Burnett said he is not required to vote if the majority of the board agrees, unless there is a tie vote, then he could exercise his right to vote.

Bookmobile III will be retired permanently. It is 14 years old. It will be used to sort the collection for the new branch and then consideration will be given to selling it. A new bookmobile schedule will go into effect Monday morning October 3, 1961. A new bookmobile the size of B-3 would cost around \$14,000.00. We have been offered \$500.00 for the bookmobile from a townsman.

Mr. Hart said we would not go outside the city but would select an agent in town for the Public Institution Plan Insurance. All agents would be invited to bid.

Mr. Hart continued his report: - the building was inspected by Mr. Sweetnam, Mrs. Howe, Mr. Burton, and Mrs. Goff. Mr. Hart read the letter from Mr. Sweetnam in regard to the inspection of the building. Mr. Sweetnam made recommendations to the Board as to the building repairs that needed to be taken care of. These recommendations were as follows:

1. Items 1 and 5 should be taken care of immediately
- 3 and 4 should be taken care of by the janitorial staff.
- 2 along with the other 3 items will be investigated further.

These repairs will be included in the next budget.

Mr. Hart talked to Mr. Stephens, City Engineer, and there are no provisions in the city department to take care of this sort of thing.

Mr. Burnett asked if the city offered any suggestions. They have probably been through this before with their own old buildings. They might come up with some ideas that could save us some money. Perhaps they could come to the library and see just what is involved in repairing the buildings.

There was a motion by Mr. Hart to take care of Items 1 and 2. Mr. Koslofski seconded the motion. All present voted aye by roll call. Motion carried.

Mrs. Howe reported on the clearance in the central hall. It has been a catch-all. Thirty five boxes of magazines have been sold and we have hopes of selling most of the others or giving them away, if they will pay for the transportation. We will put the stacks all the way around the central hall. When it is cleared, we will move some old tables in there. It will be opened for people who want to do long research on magazines without having to "page" the material from up-stairs. Mr. Burnett thought this was a very good idea.

Mr. Hart asked for another long range planning meeting to be held after the October Board meeting. There would be a dinner meeting with the long range planning meeting continuing afterwards. It was decided that the Board Meeting be held October 24, 1961 at 3:45 PM because of ILA. The long range planning meeting would then be held afterwards. Mr. Hart made the motion. Mr. Pilcher seconded it. All present voted aye. Motion carried.

It was reported that two Directors, in addition to the Staff members represent Decatur at IIA. Mr. Burnett will attend and he encouraged all of the Board members to attend IIA if at all possible. Mr. Burnett mentioned that they would be surprised how much they would learn about library operations. The Trustees meet in their own section. Mr. Pilcher said he would try to go. Mrs. Howe asked for dinner reservations at IIA.

Mrs. Howe reported on the Personnel Committee Meeting. They reviewed Long Range Plans. The cabinet worked out a plan based on the desire to give the most service in view of the current budget. The people recommended for lay off have been notified. Mr. Ward will be 65 in July and he will not be replaced. The moving of Extension Division to Evans will consolidate the staff in as much as Mrs. Leonard is doubling in Extension and is also the Librarian at Evans. The bookmobiles will continue to park in back of the Main Library. Mrs. McNabb came back to us and will work four hours each day. The attitude of the staff is very good. They are being transferred around to the different departments wherever they are needed. This might upset our personnel survey a bit but their original duties have not changed. It might be that we will find we will have to hire additional staff if the load becomes too heavy in each department. The next two years the Staff Institute will be held in Monticello at the Hott Memorial Center on October 12, 1962 and 1963. The storytelling course will be held on Wednesday at 7PM for 2 undergraduate credits or ½ unit of graduate credit. We will give scholarships for this course but staff members will not be given the time off.

Miss Carol Artze is the new key punch operator replacing Mrs. Kimmons. She passed the Civil Service Test. A new "Page" was hired - James Key, Jr., replacing Grantley Pieper.

Mrs. Howe announced that the salary survey is going well and we have received 98 out of 118 cards sent out.

Mr. Pilcher reported on the Policy Committee Meeting held August 28, 1961. It was recommended there be a change in the By-Laws in relation to publicity. He read the proposed change on publicity. Mr. Pilcher made the motion that the change be adopted. Mr. Burnett asked if everyone was familiar with the change in policy. This is for everyone's benefit. We are not trying to censor; we just wanted to follow a definite plan. Mrs. Moothart seconded the motion. All voted aye. Motion carried. This will be the policy to be followed as far as this Board is concerned. The Policy Committee will now serve as the Public Relations Committee.

Mr. Pilcher said he had not checked with Mr. Marris yet as to whether we can destroy our vouchers after seven years but he will check on this before the next Board Meeting.

Mrs. Howe reported that we would have to collect and report a tax on the rental book collection. The clerical time needed to keep track of this collection over-shadows keeping this collection. It was suggested maintaining a collection in the same spot only it would be free and the books would not be reserved. Mr. Burnett said he thinks getting rid of the rental collection is to the best advantage of this library and not be tied up with paying taxes on something like this. We are actually paying a sales tax even though we are a consumer. We will have to pay this sales tax now when buying from anyone in Illinois. Mrs. Moothart made the motion to do away with the rental collection. Mr. Hart seconded the motion. All present voted aye. Motion carried.

Minutes of the Board of Directors Meeting
Decatur, Public Library, Decatur, Illinois
September 29, 1961

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Mr. Pilcher reported the City Treasurer and Finance Director discussed the City bills with Mrs. Weidner, Mrs. Goff and Mrs. Howe. This was in preparation for the publication of the bills for the fiscal year. The Library has agreed to punch the cards for the May, June, July bills and then talk with Mr. Griffin. Mrs. Weidner said the job involves setting up a code of vendors and coding their funds. She punches the cards directly from the warrants which are arranged by number. Therefore it is impossible to list their accounts by vendor unless they are coded and punched. Mr. Pilcher, Mr. Burnett, and Mr. Hart approved the cooperation with the City.

The new Illinois Libraries had two long articles by Miss Yamamoto. She was recommended for a big THANK-YOU. The Decatur Public Library was recognized in the Annual Report of the National Library Week Committee.

It was announced that a new assistant librarian would be reporting for duty Jan. 2, 1962. Robert Kirschgraber has been librarian of the Colfax, Washington library and he was one of the candidates for the position when the Civil Service Commission gave the examination 1½ years ago.

The Library has an increase of 30,000 books over 1960 at this time. Everyone is carrying an unusual load of service; therefore, it is quite possible we will need to hire on some other people before the year is finished.

Mr. Burnett entertained a motion for adjournment. Mrs. Greider so moved. All present voted aye. Motion carried.

The meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe

Mary T. Howe
Secretary

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

Code	Expense Allocation	Amt. for Yr.	For Sept.	Year-to-date	Balance
100	SALARIES S	17500000		6710760	10789240
	TREAS CIT		1126218 ✓		
	DEC CITY C		89127 ✓		
	UNITED FUN		13375 ✓		
	BL CR AND		433 ✓		
	CITIZENS N		15372 ✓		
			224030 ✓		
100		17500000	1468555	8179315	9320685
150	SALARIES B	552000		181079	370921
	TREAS CIT		38495 ✓		
	CITIZENS N		2892 ✓		
			5680 ✓		
150		552000	47067	228146	323854
	Total	18052000	1515622	8407461	9644539
201	BINDING SU	140000		17810	122190
201		140000		17810	122190
202	CAT MATERI	161000		16450	144550
202		161000		16450	144550
203	FREIGHT EX	10000		2594	7406
	I K C		695 ✓		
203		10000	695	3289	6711
204	IBM SUPPLI	568000		194644	373356
	IBM		51500 ✓		
	IBM		7780 ✓		
	IBM		1218 ✓		
	QUEST MFG		1471 ✓		
204		568000	61969	256613	311387
205	OFFICE SUP	266000		98238	167762
	GAYLORD BR		1500 ✓		
	IBM		1466 ✓		
	INDUSTRIAL		4590 ✓		
	PFILES CAM		200 ✓		
	THERMOFAX		4250 ✓		
	HAINES & E		900 ✓		
	KRESGE S S		146 ✓		
	KRESGE S S		59 ✓		
	VERIFAX		660 CR		
205		266000	12451	110689	155311
206	POSTAGE	117500		48293	69207
	A M A		45 ✓		
	ART INST C		25 ✓		
	BACON PAM		34 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For Sept.</u>	<u>Year-to-date</u>	<u>Balance</u>
	BACON PAM		29 ✓		
	BACON PAM		59 ✓		
	BENEFIC PR		208 ✓		
	CATH UNIV		14 ✓		
	MCGRAW HIL		49 ✓		
	POSTMASTER		9000 ✓		
	QUEST MFG		38 ✓		
	THERMOFAX		80 ✓		
	U CHICAGO		54 ✓		
	U OF I PRE		14 ✓		
	UNIV MICRO		25 ✓		
	HICKEY LAR		29 ✓		
	POSTMASTER		25 ✓		
	POSTMASTER		4 ✓		
	POSTMASTER		36 ✓		
	POSTMASTER		12 ✓		
	POSTMASTER		90 ✓		
	POSTMASTER		75 ✓		
	POSTMASTER		64 ✓		
	POSTMASTER		98 ✓		
	POSTMASTER		16 ✓		
	POSTMASTER		4 ✓		
	POSTMASTER		24 ✓		
	POSTMASTER		41 ✓		
	POSTMASTER		12 ✓		
	POSTMASTER		8 ✓		
	POSTMASTER		8 ✓		
	POSTMASTER		4 ✓		
	POSTMASTER		8 ✓		
	POSTMASTER		20 ✓		
	RESERVES		655 CR		
206		117500	9597	57890	59610 *
207	PRINTING	100000		41065	58935
207		100000		41065	58935 *
208	REP TO EQU	50000		19283	30717
208		50000		19283	30717 *
209	TEL TOLLS	10000		4908	5092
	ILLINOIS B		695 ✓		
	PUB TEL RE		560 CR		
209		10000	135	5043	4957 *
210	TEL SERVIC			10325	10325
	ILLINOIS B		1600 ✓		
210			1600	11925	11925 *
211	TEL ALARM	3600			3600
211		3600			3600 *
212	RENT OF MA	51600		33600	18000
	GAYLORD BR		5000 ✓		
212		51600	5000	38600	13000 *

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For Sept.</u>	<u>Year-to-date</u>	<u>Balance</u>
213	SERV CONTR	34400		40208	5808
213		34400		40208	5808*
220	PROF DEVEL	110000		86575	23425
	BOGGESS J		4333CR		
	BOGGESS J		4072CR		
220		110000	8405CR	78170	31830*
221	COMM SERVI	10000		8924	1076
221		10000		8924	1076*
222	EXHIBIT EX	6500			6500
	EISNERS		186 ✓		
222		6500	186	186	6314*
223	HANDLING C	3400		910	2490
	BACON PAM		178 ✓		
	BACON PAM		130 ✓		
	BACON PAM		263 ✓		
	DECATUR GR		50 ✓		
	HACKER ART		29 ✓		
	CITIZENS N		10 ✓		
223		3400	660	1570	1830*
224	ADVERTISIN	2000			2000
224		2000			2000*
225	AUDITING	50000		53615	3615
225		50000		53615	3615*
228	INVESTMENT	5000			5000
228		5000			5000*
229	R O E			1507	1507
	BARRE PUBL		14 ✓		
	BLACK & CO		3 ✓		
	DEC PAPER		23 ✓		
	FOLLETT PU		540 ✓		
	G E DAY SO		14 ✓		
	G E DAY SO		23 ✓		
	G E DAY SO		23 ✓		
	HEISE ELEC		186 ✓		
	IBM		2060 ✓		
	IBM		272 ✓		
	MCCLURG A		82 ✓		
	MCCLURG A		7 ✓		
	MCCLURG A		77 ✓		
	MCCLURG A		15 ✓		
	NEW METHOD		2099 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For Sept.</u>	<u>Year-to-date</u>	<u>Balance</u>
	NEW METHOD		71 ✓		
	NEW METHOD		223 ✓		
	NEW METHOD		174 ✓		
	NEW METHOD		84 ✓		
	NEW METHOD		108 ✓		
	NEW METHOD		48 ✓		
	NEW METHOD		59 ✓		
	NEW METHOD		59 ✓		
	NEW METHOD		18 ✓		
	NEW METHOD		56 ✓		
	NEW METHOD		81 ✓		
	NEW METHOD		87 ✓		
	NEW METHOD		80 ✓		
	NEW METHOD		514 ✓		
	PRINCETON		44 ✓		
	QUEST MFG		59 ✓		
	STAPPENBEC		148 ✓		
	THERMOFAX		170 ✓		
	U CHICAGO		9 ✓		
	EISNERS		7 ✓		
	HAINES & E		36 ✓		
	KRESGE S S		6 ✓		
	KRESGE S S		3 ✓		
229			7582	9089	9089*
299	MISC	5000		2000	3000
299		5000		2000	3000*
	Total	<u>1704000</u>	<u>91470</u>	<u>772419</u>	<u>931581*</u>
301	BLDG SUPPL	160000		66520	93480
	ACK & CO		60 ✓		
	DEC PAPER		576 ✓		
	G E DAY SO		355 ✓		
	G E DAY SO		575 ✓		
	G E DAY SO		575 ✓		
	HEISE ELEC		4656 ✓		
301		160000	6797	73317	86683*
302	CLEANING S	17500		2370	15130
	DECATUR GR		652 ✓		
302		17500	652	3022	14478*
304	GARBAGE &	10000		3400	6600
	GARD DISPO		400 ✓		
	MAXEDON E		400 ✓		
	ROHMAN FRE		600 ✓		
304		10000	1400	4800	5200*
305	HEAT & FUE	30000		3136	26864
305		30000		3136	26864*

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For Sept.</u>	<u>Year-to-date</u>	<u>Balance</u>
306	INSURANCE	260000		4368	255632
	BENNETT SH		7023 ✓		
	SANKS INS		3500 ✓		
	SANKS INS		3146 ✓		
306		260000	13669	18037	241963
307	LIGHT & PO	260000		51897	208103
	ILL POWER		20529 ✓		
	ILL POWER		24416 ✓		
307		260000	44945	96842	163158
308	BLDG REPAI	100000		3007	96993
	F HUBBARD		3725 ✓		
	GATES JOH		9315 ✓		
	RIEDEL FRA		32551 ✓		
308		100000	129426	132433	32433
309	TRAVEL	70000		16156	53844
	BOGGESS JO		4000 ✓		
	CONSUMER S		578 ✓		
	CONSUMER S		290 ✓		
	CONSUMER S		524 ✓		
	CONSUMER S		414 ✓		
	EMORY CARO		400 ✓		
309		70000	6206	22362	47638
310	HEALTH & S	12000		308	11692
310		12000		308	11692
311	CONTRACT C	453200		33500	419700
311		453200		33500	419700
312	ARCHITECT	100000			100000
	SWEETNAM J		22000 ✓		
312		100000	22000	22000	78000
313	REP AUTO E	200000		82569	117431
	F HUBBARD		3168 ✓		
	HAWKE GEN		600 ✓		
313		200000	3763 ✓	86337	113663
314	CLEANING S	7500		68298	60798
	DEC WINDOW		33300 ✓		
	NORMANS		656 ✓		
314		7500	34156	102454	94954
315	APPRAISAL	15000			15000
315		15000			15000
399	MISC	5000			5000
399		5000			5000
Total		1700200	263019	598548	1101652

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For Sept.</u>	<u>Year-to-date</u>	<u>Balance</u>
401	BINDING	300000		26295	273705
	STAPPENBEC		19587 ✓		
401		300000	19587	45882	254118
402	BOOKS	4300000		949091	3350909
	A M A		650 ✓		
	ART INST C		1000 ✓		
	AUREA PUBL		370 ✓		
	BAKER & TA		21039 ✓		
	BAKER & TA		7239 ✓		
	BAKER & TA		28014 ✓		
	BAKER & TA		1807 ✓		
	BAKER & TA		6005 ✓		
	BAKER & TA		9868 ✓		
	BARRE PUBL		400 ✓		
	BENEFIC PR		7452 ✓		
	BOWKER R R		400 ✓		
	CATH UNIV		375 ✓		
	DOUBLEDAY		895 ✓		
	DOUBLEDAY		562 ✓		
	ENCY BRITA		2250 ✓		
	FOLLETT LI		58860 ✓		
	FOLLETT PU		13491 ✓		
	GLANVILLE		7000 ✓		
	HACKER ART		1000 ✓		
	ILLINOIS B		4715 ✓		
	IMPERIAL B		9466 ✓		
	MCCLURG A		2053 ✓		
	MCCLURG A		175 ✓		
	MCCLURG A		1925 ✓		
	MCCLURG A		371 ✓		
	MCGRAW HIL		2400 ✓		
	NEW METHOD		52474 ✓		
	NEW METHOD		1878 ✓		
	NEW METHOD		5576 ✓		
	NEW METHOD		4358 ✓		
	NEW METHOD		2106 ✓		
	NEW METHOD		2691 ✓		
	NEW METHOD		17500 ✓		
	NEW METHOD		1188 ✓		
	NEW METHOD		1485 ✓		
	NEW METHOD		1464 ✓		
	NEW METHOD		454 ✓		
	NEW METHOD		1396 ✓		
	NEW METHOD		2023 ✓		
	NEW METHOD		2177 ✓		
	NEW METHOD		2010 ✓		
	NEW METHOD		12846 ✓		
	PRINCETON		2925 ✓		
	SCARECROW		3150 ✓		
	SCARECROW		450 ✓		
	SCARECROW		315 ✓		
	U CHICAGO		112 ✓		

DECATUR PUBLIC LIBRARY
Decatur, Illinois

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<u>Code</u>	<u>Expense Allocation</u>	<u>Amt. for Yr.</u>	<u>For Sept.</u>	<u>Year-to-date</u>	<u>Balance</u>
	U CHICAGO		1903 ✓		
	U OF I PRE		360 ✓		
	U OF I PRE		500 ✓		
	L AND D		952 CR		
	STAFF BOOK		60 CR		
402		4300000	290861	1239952	3060048 *
405	FILMS 16MM	100000		18750	81250
405		100000		18750	81250 *
406	FILMS SLID	5000		338	4662
406		5000		338	4662 *
407	FILMS CP	10000			10000
407		10000			10000 *
408	FILMS MICR	150000		23921	126079
	DEC HERLD		1974 ✓		
	UNIV MICRO		1650 ✓		
	UNIV MICRO		5670 ✓		
408		150000	9294	33215	116785 *
409	FILMS RENT	5000		2341 CR	7341
	FILM RENTA		630 CR		
409		5000	630 CR	2971 CR	7971 *
410	PAMPHLETS	25000		2935	22065
	BACON PAM		1720 ✓		
	BACON PAM		1055 ✓		
	BACON PAM		3300 ✓		
410		25000	6075	9010	15990 *
412	PICTURES	10000		766	9234
412		10000		766	9234 *
414	RECORDS LP	200000		52083	147917
	CHESTERFIE		697 ✓		
414		200000	697	52780	147220 *
416	RECORDS SR	45000			45000
416		45000			45000 *
419	PERIODICAL	150000		30242	119758
	DEC HERLD		300 ✓		
	STAFF RECO		699 CR		
419		150000	399 CR	29843	120157 *
420	MAPS	5000			5000
420		5000			5000 *
421	MEMBERSHIP	60000		33650	26350
421		60000		33650	26350 *

DECATUR PUBLIC LIBRARY

-8-

Expense Allocation		Decatur, Illinois		Year-to-date	Balance
		Amt. for Yr.	For Sept.		
22	SERVICES	200000		7200	192800
422		200000		7200	192800
Total		5565000	325485	1468415	4096585
502	ADD TO EQU	165000		11145	153855
	RECORDAK C		18200		
	REMINGTON		1125		
502		165000	19325	30470	134530
Total		165000	19325	30470	134530
Grand Total		27186200	2214921	11277313	15908887
Balance in checking account					\$45,901.43

Bills presented for payment

Approved for payment

Mary T. Howe
Harold W. Koslofski
Alice R. Kline
Edna M. Moorhead

Finance Committee

700	BAL LAST M	598948
	TAX INCOME	3600000
	FINES	37352
	NON RES FE	10850
	L AND D	952
	RESERVES	655
	FILM RENTA	630
	VERIFAX	660
	PUB TEL RE	560
	BOGGESS J	4333
	BOGGESS J	4072
	STAFF BOOK	60
	STAFF RECO	699
	INVESTED I	2500000
	INVESTED I	2500000
	US GOVT BI	2487031CR
	BILL LIST	2169976CR
	CREDITS	12621CR
700	Balance in check account	4590143

PAYROLL - September 1961

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-2-

NAME	ANNUAL	NO.	MONTHLY	RET.&S.S.	INC.TAX	C.U.	B.C.&B.S.	U.F.	TOT.DED.	NET SALARY
Williams, Nancy	\$2924.	32	24367	1523	3540		534		5597	18770
Yamamoto, M. Catherine	7421.	5	61822	3864	11880	1000	534		17278	44544
			1308937	82798	198480	13375	14838	433	309924	999013
Aldridge, Larry 184 h @1.00		42	18400	552	2420				2972	15428
*Bussen, Daniel 152h @ .83		61	12616	378	2340				2718	9898
Collinsworth, James 162 57/60 h @1.38		60	22486	675	3140				3815	18671
*Key, James 75 1/6h @ .66		81	4961	149	1040				1189	3772
Langenberg, David 148h @.83		69	12284	369	2270				2639	9645
McBride, Jim 158h @.83		70	13118	394	2410				2804	10314
*Osbacken, Mary 144h @1.00		46	14400	432	1700				2132	12268
*Petersen, Dora 131 1/6h @2.00		47	26233	1640	4820				6460	19773
Spittler, Helen 128h @1.65		49	21120	1320	2850		534		4704	16416
Woodard, Glenda 140h@1.00		78	14000	420	2560				2980	11020
			159618	6329	25550		534		32413	127205
*Burton, Lynn \$4180.		40	34833	2525	3410				5935	28898
Hendrian, Donald 82 2/3h @1.48		41	12234	367	2270				2637	9597
Total Janitors Salaries			47067	2892	5680				8572	38495
Total Staff Salaries			1468555	89127	224030	13375	15372	433	342337	1126218
TOTAL			\$ 1515622	\$ 92019	\$ 229710	\$ 13375	\$ 15372	\$ 433	\$ 350909	\$ 1164713

* Allen - left employment 9/8/61
 Arisman - began part time employment 8/21/61
 Artze - began full time employment 9/19/61
 Ayers - raised to \$2462 per year, effective 9/1/61
 Bork - left employ 9/6/61
 Dingman - left employ 9/16/61
 Emory - left employ 9/9/61
 Harding - left employ 9/9/61
 McMillan - raised to \$4310. per yr., effective 9/1/61
 McNabb - began part time employment 9/12/61
 Mullen - left employ 9/16/61
 Turnbo - raised to \$3320. per yr., effective 9/1/61
 Vogler - raised to \$2462. per yr., effective 9/1/61

Osbacken - left employ 9/9/61
 Petersen - raised to \$2.00 per hour.
 Bussen - left employ 9/8/61
 Key - began work 8/21/61
 Burton - raised to \$4180, effective 9/1/61

DECATUR PUBLIC LIBRARY
 Decatur, Illinois

NAME	ANNUAL	NO.	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Allen, Dorene	\$2330.	54	3379	211	40				251	3128
Arisman, Susan	3838.	65	7300	219	1400				1619	5681
*Artze, Carol	3518.	80	19522	1220	2560				3780	15742
Atchison, Russell	4310.	37	35917	2604	2550	50	1430		7084	28833
Ayers, Myrna	2462.	33	20517	1282	3780		534		5596	14921
Bogard, Russell	3410.	79	28417	2060	4260				6320	22097
Bogges, Jenny Lind	6060.	8	50500	3156	9540				12696	37804
Bogges, John	4905.	9	40875	2963	5740		1430		10133	30742
*Bork, Shirley	2792.	59	3351	101	40		534		675	2676
*Dingman, John	4151.	44	1217	36	40				76	1141
Dobrinick, Marjorie	3518.	29	29317	1832	4400				6232	23085
*Emory, Carol	2330.	51	5592	349	1040				1389	4203
Ensign, Eunice	2462.	31	20517	1282	1780		534		3596	16921
Goff, Patricia A.	4046.	27	33717	2107	6260	4000		98	12465	21252
*Harding, Joyce K.	3172.	24	7641	478	480	500	534		1992	5649
Honnold, Opal	4410.	20	36750	2297	6660				8957	27793
Houck, Hattie	4310.	26	35917	2245	6550				8795	27122
Howe, Mary T.	9500.	1	79167	4948	12100	6375	1430		24853	54314
Hunk, Clara E.	3254.	34	27117	1695	2970		534		5199	21918
Johnson, Carolyn S.	2330.	53	19417	1214	2560				3774	15643
Jones, Edna	4410.	16	36750	2297	5700				7997	28753
Puek, Esther	6093.	4	57442	3590	9620				13210	44232
Larmon, Margaret E.	3518.	30	29317	1832	4400		534		6766	22551
Leonard, Mildred E.	7157.	7	59642	3728	11160				14888	44754
*McMillan, Harold	4178.	39	35917	2604	550				3154	32763
*McNabb, Nellie	7157.	3	22366	1398	4070		534		6002	16364
Michael, James	4010.	67	33492	2428	4120				6548	26944
Mitchell, Frances L.	3238.	23	26983	1686	5070		1430		8186	18797
*Mullen, Dean	4019.	43	4208	126					126	4082
O'Dell, Gladys E.	4019.	21	33492	2093	5470		1430		8993	24499
Read, Mary A.	4740.	15	39500	2469	7560		534		10563	28937
Ruedger, Ora E.	4740.	19	39500	2469	6550				9019	30481
*Schultz, Verna 64h @	1.65	75	10560	317	980				1297	9263
*Smith, Virginia L.	3832.	68	24076	1505	4540				6045	18031
Stafford, Marjorie	8175.	2	68125	4258	12320		384	335	17297	50828
*Stuke, Sally 52h @	1.27	64	6604	198	260				458	6146
*Turnbo, Dorthia	3320.	28	27667	1729	3110				4839	22828
*Vogler, Ozella	2462.	35	20517	1282	3780				5062	15455
Ward, Emery	3905.	38	32542	2359	3980				6339	26203
Weidner, Mary K.	4574.	25	38117	2382	3980		1430		7792	30325
White, Carola	3634.	22	30284	1893	4540	1000	534		7967	22317
Williams, Charlotte	4740.	18	39500	2469	6550				9019	30481

DECATUR PUBLIC LIBRARY
Decatur, Illinois
CIRCULATION STATISTICS, SEPTEMBER 1961

		Adult	Youth	Juvenile	Total	Y. Date
	GENERAL WORKS	53	27	53	133	516
		82	18	22	122	459
001	PHILOSOPHY	343	47		390	2105
001		257	34		301	1723
002	RELIGION	374	8	95	477	2582
002		342	9	79	430	2203
003	SOCIAL SCIENCE	875	111	527	1513	8530
003		651	100	392	1143	6872
004	LANGUAGE	114	6	19	139	677
004		77	7	19	103	501
005	SCIENCE	473	205	1181	1864	8577
005		487	178	762	1427	6670
006	USEFUL ARTS	1324	189	596	2109	11646
006		1207	191	463	1861	9668
007	FINE ARTS	1149	143	399	1691	9328
007		893	122	206	1221	7132
008	LITERATURE	704	39	184	927	4974
008		548	44	139	731	3689
009	HISTORY	706	192	279	1177	6420
009		542	156	211	909	4681
010	TRAVEL	481	23	309	813	4060
010		476	25	185	686	3586
011	BIOGRAPHY	675	224	629	1528	8422
011		659	187	445	1291	6928
012	FOREIGN NON F	20		33	53	290
012		20		16	36	189
013	PERIODICALS	970	97	88	1155	5489
013		881	99	69	1049	4715
014	PAMPHLETS	45	2	5	52	384
014		47	5	4	56	373
015	PAPERBACKS	45	2		47	47

		8361	1315	4397	14073	74047
Total Non-Fiction	*	7179	1175	3012	11366	59389

115	FICTION	8796	3273	4594	16663	94369
115		7840	2769	3306	13915	78206
116	FOREIGN FICT	94	71	73	238	693
116		31		13	44	105
117	JE			8228	8228	49559
117				6652	6652	42625

		8890	3344	12895	25129	144621
Total Fiction	*	7871	2769	9971	20611	120956

		17251	4659	17292	39202	218668
Grand Total Books	*1	5050	3944	12983	31977	180347

Total Increase 7.225

*September 1960 figures

MAIN ADULT	8686	5	284	8975	44642
MAIN YOUTH	1695	2119	1	3815	24271
MAGIC CARPET			4615	4615	29064
REFERENCE	5			5	38
JUV COORDINATOR			5	5	141
	10386	2124	4905	17415	98156

EXTENSION DEPT	64	1		65	135
B 1	1344	816	4188	6348	33811
B 2	1340	674	3988	6002	32781
EVANS BRANCH	1340	425	1409	3174	19511
MILLIKIN HOME	30	1		31	421
HOME SERVICE	889	89	59	1037	3836
ST MARYS HOSP	70	17		87	814
D M C	578	104	366	1048	4694
T B SAN	192	2	2	196	1410
GIRLS HOME	7	17	18	42	806
BROWN BOOK MOBIL	583	389	2357	3329	20639
NURSES RESIDENC	426			428	1654
	6865	2535	12387	21787	120512
	17251	4659	17292	39202	218668

DECATUR PUBLIC LIBRARY DECATUR, ILL.		Adult	Youth	Juv.	Total	Y-Date	2
218	BIBLIOGRAPHIES	2		2	4	33	
219	BOOKTALKS			2	2	4	
220	CEILING PROJEC			1	1	6	
221	CLASS VISITS			9	9	22	
222	BOOK TALKS			15	15	21	
223	INSTRUCTION			5	5	66	
224	STORIES			3	3	15	
225	ATTENDANCE			217	217	681	
226	EXHIBITS	3		3	6	59	
227	FILMS ATTEND	632		10	642	3232	
228	SHOWINGS	15		10	25	149	
229	16MM	10			10	52	
230	C PROJECTOR			10	10	74	
232	RECORDAK	144			144	435	
235	GROUPS NOT CLA	1		1	2	43	
236	ATTENDANCE	5		23	28	408	
237	HOME SERVICE V	115	3		118	433	
238	HOME SERVICE P	115	3		118	433	
239	HOME SER NEW P	5			5	18	
240	INTER LIBRARY	7			7	37	
241	MAPS					21	
242	MEETINGS IN BL	9			9	59	
243	ATTENDANCE	95			95	530	
244	MENDING	56	5	325	575	4843	
245	OVERDUE BOOKS	61	14	155	230	1828	
246	OVERDUE NOTICE	34	5	77	116	946	
247	PICTURES FRAME	8			8	66	
248	PICTURES MOUNT	295		254	549	1995	
249	PROFESSIONAL V	7			7	34	
250	RADIO	3			3	14	
251	RECORDS LP	754	5	13	772	3385	
252	RECORDS S	10			10	50	
253	RECORDS SR	64	1		65	203	
256	READERS ADVISO	702	689	1421	2812	13789	
257	REQUESTS	96	30	50	176	1003	
259	STORY HOURS		5	4	9	46	
260	ATTENDANCE		79	35	114	488	
261	NUM OF STORIES		16	13	29	93	
262	TELEPHONE INCO	486	1		1314	7473	
265	RECORD BAGS	165			165	523	
301	MABELS NURSING	50			50	192	
302	VELWYN	65			65	116	
306	WAKEFIELDS	90			90	249	
307	MINOR NURSING	119			119	159	
401	18TH & E WILLI	55	71	599	725	3848	
402	LANKDALE	6	6	152	164	894	
403	NORTHLAND HEIG	390	186	1220	1796	11731	
404	RAVINA PARK RD	32	4	34	70	1440	
405	WATSON COURT	304	136	495	935	5232	
406	HOME PARK	29	5	226	260	2195	
407	GARFIELD & WAT	177	45	564	786	4637	
408	SAWYER & MONRO	190	152	831	1173	7525	
411	GRAND & SUMMIT	418	378	1310	2106	8418	
501	OAKLAND & W WO	115	10	57	182	2930	
503	FOREST & LINCO	84	20	237	341	1870	
506	MT CALVARY CHU	499	225	1651	2375	12402	
507	S ILLINOIS & E	6	1	39	46	872	
508	S TAYLOR & W W	296	124	1043	1463	7427	
509	S FRANKLIN	15	73	149	237	1146	
510	L BR RD & SOUT	33	90	312	435	1846	
511	STALEY BRIDGE	42	18	151	211	739	
512	22ND & E CLAY	200	81	396	677	3508	
513	24TH & E WILLI	45	32	216	293	1565	
514	16TH & LINCOLN	<u>331</u>	<u>222</u>	<u>851</u>	<u>1404</u>	<u>7006</u>	
601	AP	36	2	535	573	2532	
602	AM					4	
603	AT	12	82	312	406	1856	
604	YP	2	27	189	218	818	
606	YT	1		5	6	14	
607	JP	20		115	135	319	
609	JT			7	7	23	
		Educ	Bus.	Gen.	Total	Y-Date	

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST - SEPTEMBER 1961

United States Brewers Assoc. 9/6/61
535 Fifth Avenue
New York 17, New York

Brewers almanac, 1961

Mrs. E.L. Simmons
181 Southmoreland Place
Decatur, Illinois

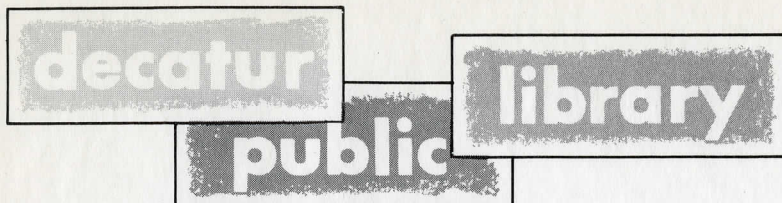
9/6/61

Action for mental health

H.L. Rice
1350 North Oakland
Decatur, Illinois

9/6/61

Animal friends story book
Axelrod - Beggar's choice
Balchen - War below zero
Benson - The image in the sand
Burt - The one that got away
Case - Written in sand
Clevenger - Modern flight
Cohen - Flying high
Crawford - Gore and glory
De Sade - Marquis de Sade
Dewey - Journey to the far Pacific
Farson - Last chance in Africa
The fireside book of flying stories
Fitzpatrick - The biology of flight
Fleure - The steppe and The sown
Forester - Lieutenant Hornblower
Frank - Hold back the night
Fried - The guilt of the German Army
Gann - Getting them into the blue
Gauvreau - The wild blue yonder
Gaynor - Pocket ency. of atomic energy
Getting the most out of life
Glick - Double ten
Grimm's fairy tales
Gunther - Behind the curtain
Hayes - Invention
Henry - The white continent
Herbert - G for Genevieve
Hilton - Lost horizon
Hopper - An invitation to checkers
Jackson - The lost weekend
Kahn - McNair: educator of an army
Lattimore - Ordeal by slander
Lederer - The last cruise
Lent - Air patrol
Lent - Aviation cadet
Lory - Japan's military masters
McAllister - Hi-sky!
Margulies - Wings over the world
Maynard - Russia in flux
Omnibus of science fiction



MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST - SEPTEMBER 1961 (Page 2)

O'reilly - Purser's progress
Plievier - Stalingrad
Prescott - The conquest of Mexico
Raynolds - The private life of Henry Perkins
Robeson - African journey
Seeger - The pageant of Russian history
Sherman - Combat command
Smith - Fire in the pacific
Steele - American campaigns
Stewart - Fire
Stimson - On active service in peace & war
Stone - Form and thought in prose
Stories children love
Sutton - Introduction to Dermatology
Three famous adventures
Trial of Japanese war criminals
U.S. Army in the world war, 1917-1919
Volturno

National Safety Council
425 North Michigan Avenue
Chicago 11, Illinois

9/8/61

Accident facts, 1961

Mr. Carhart
Library Technology Committee
American Library Assoc.
50 East Huron Street
Chicago, Illinois

9/11/61

Study of circulation control systems

Mr. Kenneth G. Hall
Illinois Baptist State Assoc.
Baptist Building
P.O.Box 271
Carbondale, Illinois

9/14/61

Moore, L.H. = Southern Baptists in Illinois

Irwin, Neisler & Co.
P.O.Box 1110
Decatur, Illinois

9/20/61

Tips & Trends

Commercial Credit Company
Baltimore 2,
Maryland

9/25/61

Commercial credit insurance as a management tool

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

GIFT LIST - SEPTEMBER 1961 (Page 3)

Mrs. J.E. Toombs
1347 West Decatur
Decatur, Illinois

9/27/61

Glasgow - They stooped to folly
Heyward - Mamba's daughters
Kyne - Never the twain shall meet
Ober - Heroes of American history
Thomas - Raiders of the deep

Morris Lowe
1199 West King Street
Decatur, Illinois

9/28/61

Illinois. Coal Report 1959
Illinois. Coal Report 1960

Circulation Statistics
September 1961

Sept.

		Adult	Youth	Juvenile	Total	Year-date
	GENERAL WORKS	58	27	53	138	516
		82	18	22	122	459
001	PHILOSOPHY	343	47		390	2105
001		267	34		301	1723
002	RELIGION	374	8	95	477	2582
002		342	9	79	430	2203
003	SOCIAL SCIENCE	875	111	527	1513	8530
003	E	651	100	392	1143	6872
004	LANGUAGE	114	6	19	139	677
004		77	7	19	103	501
005	SCIENCE	478	205	1181	1864	8577
005		487	178	762	1427	6670
006	USEFUL ARTS	1324	189	596	2109	11646
006		1207	191	463	1861	9668
007	FINE ARTS	1149	143	399	1691	9328
007		893	122	206	1221	7132
008	LITERATURE	704	39	184	927	4974
008		548	44	139	731	3689
009	HISTORY	706	192	279	1177	6420
009		542	156	211	909	4681
010	TRAVEL	481	23	309	813	4060
010		476	25	185	686	3586
011	BIOGRAPHY	675	224	629	1528	8422
011		659	187	445	1291	6928
012	FOREIGN NON F	20		33	53	290
012		20		16	36	189
013	PERIODICALS	970	97	88	1155	5489
013		881	99	69	1049	4715
014	PAMPHLETS	45	2	5	52	384
014		47	5	4	56	373
015	PAPERBACKS	45	2		47	47

Non-fiction

8361	1315	4397	14073	74047
8361	1315	4397	14073	74047
7179	1175	3012	11366	59389
7179	1175	3012	11366	59389

2707

115	FICTION	8796	3273	4594	16663	94369
115		7840	2769	3306	13915	78226
116	FOREIGN FICT	94	71	73	238	693
116		31		13	44	105
117	JE			8228	8228	49559
117				6652	6652	42625

115	FICTION	8890	3344	12895	25129	144621
		8890	3344	12895	25129	144621
115		7871	2769	9971	20611	120956
		7871	2769	9971	20611	120956

4518

2707

17251	4659	17292	39202	218668
17251	4659	17292	39202	218668
15050	3944	12983	31977	180345
15050	3944	12983	31977	180345

Increase

+ 7,225 + 38,323

		Adult	Youth	Juvenile	Sept	Year to date
218	BIBLIOGRAPHIES	2		2	4	33
219	BOOKTALKS			2	2	4
220	CEILING PROJEC			1	1	6
221	CLASS VISITS			9	9	22
222	BOOK TALKS			15	15	21
223	INSTRUCTION			5	5	66
224	STORIES			3	3	15
225	ATTENDANCE			217	217	681
226	EXHIBITS	3		3	6	59
227	FILMS ATTEND	632		10	642	3232
228	SHOWINGS	15		10	25	149
229	16MM	10			10	52
230	C PROJECTOR			10	10	74
232	RECORDAK	144			144	435
235	GROUPS NOT CLA	1		1	2	43
236	ATTENDANCE	5		23	28	408
237	HOME SERVICE V	115	3		118	433
238	HOME SERVICE P	115	3		118	433
239	HOME SER NEW P	5			5	18
240	INTER LIBRARY	7			7	37
241	MAPS					21
242	MEETINGS IN BL	9			9	59
243	ATTENDANCE	95			95	530
244	MENDING	56	5	325	575	4843
245	OVERDUE BOOKS	61	14	155	230	1828
246	OVERDUE NOTICE	34	5	77	116	946
247	PICTURES FRAME	8			8	66
248	PICTURES MOUNT	295		254	549	1995
249	PROFESSIONAL V	7			7	34
250	RADIO	3			3	14
251	RECORDS LP	754	5	13	772	3385
252	RECORDS S	10			10	50
253	RECORDS SR	64	1		65	203
256	READERS ADVISO	702	689	1421	2812	13789
257	REQUESTS	96	30	50	176	1003
259	STORY HOURS		5	4	9	46
260	ATTENDANCE		79	35	114	488
261	NUM OF STORIES		16	13	29	93
262	TELEPHONE INCO	486	1		1314	7473
265	RECORD BAGS	165			165	523
301	MABELS NURSING	50			50	192
302	VELWYN	65			65	116
306	WAKEFIELDS	90			90	249
307	MINOR NURSING	119			119	159
401	18TH & E WILLI	55	71	599	725	3848
402	LARKDALE	6	6	152	164	894
403	NORTHLAND HEIG	390	186	1220	1796	11731
404	RAVINA PARK RD	32	4	34	70	1440
405	WATSON COURT	304	136	495	935	5232
406	HOME PARK	29	5	226	260	2195
407	GARFIELD & WAT	177	45	564	786	4637
408	SAWYER & MONRO	190	152	831	1173	7525
411	GRAND & SUMMIT	418	378	1310	2106	8418
501	OAKLAND & W WO	115	10	57	182	2930
503	FOREST & LINCO	84	20	237	341	1870
506	MT CALVARY CHU	499	225	1651	2375	12402
507	S ILLINOIS & E	6	1	39	46	872
508	S TAYLOR & W W	296	124	1043	1463	7427
509	S FRANKLIN	15	73	149	237	1146
510	L BR RD & SOUT	33	90	312	435	1846
511	STALEY BRIDGE	42	18	151	211	739
512	22ND & E CLAY	200	81	396	677	3508
513	24TH & E WILLI	45	32	216	293	1565
514	16TH & LINCOLN	331	222	851	1404	7006

3638

601	AP						4
602	AM						
603	AT	12	82	312	406	1856	
604	YP	2	27	189	218	818	
606	YT	1		5	6	14	
607	JP	20		115	135	319	
609	JT			7	7	23	

772	5566
573	
1345	

	adult	Youth	Juvenile	Sept	Year to date
MAIN ADULT	8686	5	284	8975	44642
MAIN YOUTH	1695	2119	1	3815	24271
MAGIC CARPET			4615	4615	29064
REFERENCE	5			5	38
JUV COORDINATOR			5	5	141
	10386	2124	4905	17415	98156
EXTENSION DEPT	64	1		65	135
B 1	1344	816	4188	6348	33811
B 2	1340	674	3988	6002	32781
EVANS BRANCH	1340	425	1409	3174	19511
MILLIKIN HOME	30	1		31	421
HOME SERVICE	889	89	59	1037	3836
ST MARYS HOSP	70	17		87	814
D M C	578	104	366	1048	4694
T B SAN	192	2	2	196	1410
GIRLS HOME	7	17	18	42	806
BROWN BOOKMOBIL	583	389	2357	3329	20639
NURSES RESIDENC	428			428	1654
	6865	2535	12387	21787	120512
	17251	4659	17292	39202	218668
				8	27333+

5.18 miles

5280 27333.00

26400

9330

5280

40500

48✓

10428✓

87✓

196✓

1037✓

31✓

2829-

Houch

SEPTEMBER 1961

MAIN ADULT

	GENERAL WORKS	23			23	123
001	PHILOSOPHY	264			264	1303
002	RELIGION	200		3	203	1057
003	SOCIAL SCIENCE	636		7	643	3118
004	LANGUAGE	71			71	336
005	SCIENCE	274			274	1360
006	USEFUL ARTS	903		1	904	4548
007	FINE ARTS	720			720	3655
008	LITERATURE	305		7	312	1809
009	HISTORY	388			388	1778
010	TRAVEL	214			214	1035
011	BIOGRAPHY	264		10	274	1361
012	FOREIGN NON F	11			11	85
013	PERIODICALS	310	5		315	1446
014	PAMPHLETS	30			30	246
015	PAPERBACKS	10			10	10
		4623	5	28	4656	23270
115	FICTION	4060		91	4151	20440
116	FOREIGN FICT	3		6	9	53
117	JE			159	159	879
		4063		256	4319	21372
		8686	5	284	8975	44642
226	EXHIBITS	3			3	49
235	GROUPS NOT CLA					18
236	ATTENDANCE					37
241	MAPS					19
242	MEETINGS IN BL	5			5	29
243	ATTENDANCE	74			74	290
246	OVERDUE NOTICE					1
247	PICTURES FRAME	8			8	56
248	PICTURES MOUNT	215			215	544
250	RADIO					1
251	RECORDS LP	598		5	603	2569
252	RECORDS S	10			10	35
253	RECORDS SR	62			62	178
256	READERS ADVISO	218			218	1191
257	REQUESTS					14
262	TELEPHONE INCO	288			288	585
265	RECORD BAGS	149			149	396
		1630		5	1635	6012
		1630		5	1635	6012

MAIN YOUTH

	GENERAL WORKS	10	13		23	87
001	PHILOSOPHY	38	19		57	353
002	RELIGION	16	6		22	192
003	SOCIAL SCIENCE	85	59		144	1015
004	LANGUAGE	15	6		21	155
005	SCIENCE	128	140		268	1081
006	USEFUL ARTS	103	97		200	1530
007	FINE ARTS	157	82		239	1720
008	LITERATURE	137	29	1	167	882
009	HISTORY	119	140		259	1713
010	TRAVEL	68			68	262
011	BIOGRAPHY	86	109		195	1143
012	FOREIGN NON F	9			9	37
013	PERIODICALS	55	19		74	512
014	PAMPHLETS	9	1		10	94
015	PAPERBACKS	35	2		37	37
		1070	722	1	1793	10813
115	FICTION	622	1344		1966	13238
116	FOREIGN FICT	3	53		56	220
		625	1397		2022	13458
		1695	2119	1	3815	24271
235	GROUPS NOT CLA	1			1	2
236	ATTENDANCE	5			5	14
241	MAPS					2
242	MEETINGS IN BL					2
243	ATTENDANCE					21
248	PICTURES MOUNT	80			80	286
251	RECORDS LP	84			84	459
252	RECORDS S					5
253	RECORDS SR					19
256	READERS ADVISO	18	253		271	1215
262	TELEPHONE INCO		1		1	1
265	RECORD BAGS	16			16	127
		204	254		458	2153
		204	254		458	2153
601	AP		1	4	5	13
604	YP		12	164	176	718
606	YT			3	3	7
607	JP					1
			13	171	184	739
			13	171	184	739

MAGIC CARPET

GENERAL WORKS

001	PHILOSOPHY			33	33	89
002	RELIGION					3
003	SOCIAL SCIENCE			32	32	212
004	LANGUAGE			153	153	1079
005	SCIENCE			3	3	16
006	USEFUL ARTS			365	365	1663
007	FINE ARTS			160	160	929
008	LITERATURE			119	119	640
009	HISTORY			56	56	339
010	TRAVEL			75	75	524
011	BIOGRAPHY			86	86	401
012	FOREIGN NON F			164	164	1202
013	PERIODICALS			11	11	52
014	PAMPHLETS			23	23	104
				4	4	11
				1284	1284	7264

115	FICTION			1342	1342	9448
116	FOREIGN FICT			4	4	52
117	JE			1985	1985	12300
				3331	3331	21800
				4615	4615	29064

218	BIBLIOGRAPHIES			2	2	2
219	BOOKTALKS			2	2	2
221	CLASS VISITS			4	4	14
222	BOOK TALKS			15	15	21
223	INSTRUCTION					31
224	STORIES			1	1	9
225	ATTENDANCE			82	82	401
226	EXHIBITS			1	1	1
235	GROUPS NOT CLA					1
236	ATTENDANCE					46
242	MEETINGS IN BL					2
243	ATTENDANCE					8
244	MENDING			64	64	289
245	OVERDUE BOOKS			83	83	686
246	OVERDUE NOTICE			40	40	337
248	PICTURES MOUNT			22	22	206
249	PROFESSIONAL V					2
256	READERS ADVISO	10	11	175	196	1514
257	REQUESTS	3	2	40	45	104
259	STORY HOURS		3	1	4	6
260	ATTENDANCE		68	21	89	131
261	NUM OF STORIES		12	4	16	22
		13	96	557	666	3835
		13	96	557	666	3835

601	AP	25		22	47	81
603	AT	4		8	12	107
604	YP			11	11	14
606	YT					1
607	JP	19		88	107	246
609	JT			7	7	23
		48		136	184	472
		48		136	184	472

SEPTEMBER 1961

REFERENCE

002	RELIGION					3
003	SOCIAL SCIENCE	1		1		5
005	SCIENCE					2
006	USEFUL ARTS					10
007	FINE ARTS	3		3		4
008	LITERATURE					2
009	HISTORY	1		1		7
011	BIOGRAPHY					3
		5		5		36

115 FICTION

						2
						2
		5		5		38

218 BIBLIOGRAPHIES

218	BIBLIOGRAPHIES					27
219	BOOKTALKS					2
221	CLASS VISITS					2
223	INSTRUCTION					30
225	ATTENDANCE					59
226	EXHIBITS					1
232	RECORDAK	144		144		435
240	INTER LIBRARY	7		7		37
251	RECORDS LP					1
256	READERS ADVISO	158	73	1	232	1314
		309	73	1	383	1908
		309	73	1	383	1908

601	AP	6		504	510	2380
602	AM					4
603	AT	5	81	304	390	1731
		11	81	808	900	4115
		11	81	808	900	4115

SEPTEMBER 1961
2ND OFFICE

242	MEETINGS IN BL	4	4	4
243	ATTENDANCE	21	21	21
249	PROFESSIONAL V	4	4	4
262	TELEPHONE INCO		827	5891
		29	856	5920
		29	856	5920

SEPTEMBER 1961
MARY T HOWE

242	MEETINGS IN BL	15
243	ATTENDANCE	127
249	PROFESSIONAL V	24
250	RADIO	1
		167
		167

SEPTEMBER 1961
LINCOLN ROOM

227	FILMS ATTEND	632	632	3117
228	SHOWINGS	15	15	64
229	16MM	10	10	52
		657	657	3233
		657	657	3233

SEPTEMBER 1961
TECHNICAL PROCE

244 MENDING

189	1266
189	1266
189	1266

SEPTEMBER 1961
EXTENSION DEPT
GENERAL WORKS

002	RELIGION	3		3	2
003	SOCIAL SCIENCE	13		13	5
006	USEFUL ARTS	9		9	14
008	LITERATURE	2		2	9
009	HISTORY				2
011	BIOGRAPHY	1	1	2	3
013	PERIODICALS	9		9	4
		37	1	38	19
					58
115	FICTION	27		27	74
117	JE				3
		27		27	77
		64	1	65	135
242	MEETINGS IN BL				5
243	ATTENDANCE				46
244	MENDING				189
					240
					240

SEPTEMBER 1961

B 1

	GENERAL WORKS	12	5		17	57
001	PHILOSOPHY	5	11		16	95
002	RELIGION	12	1	5	18	126
003	SOCIAL SCIENCE	18	18	63	99	590
004	LANGUAGE	6		4	10	32
005	SCIENCE	20	17	197	234	1015
006	USEFUL ARTS	61	26	136	223	1302
007	FINE ARTS	53	21	80	154	864
008	LITERATURE	52	3	17	72	354
009	HISTORY	53	24	54	131	624
010	TRAVEL	25	7	41	73	404
011	BIOGRAPHY	70	29	124	223	1030
012	FOREIGN NON F			2	2	11
013	PERIODICALS	75	33	24	132	593
014	PAMPHLETS					6
		462	195	747	1404	7103
115	FICTION	860	603	1133	2596	14186
116	FOREIGN FICT	22	18	36	76	113
117	JE			2272	2272	12409
		882	621	3441	4944	26708
		1344	816	4188	6348	33811
221	CLASS VISITS			2	2	3
223	INSTRUCTION			2	2	2
224	STORIES			2	2	6
225	ATTENDANCE			57	57	143
226	EXHIBITS					1
235	GROUPS NOT CLA			1	1	1
236	ATTENDANCE			23	23	23
244	MENDING	5		20	25	430
245	OVERDUE BOOKS	27			27	289
246	OVERDUE NOTICE	14			14	124
251	RECORDS LP					17
252	RECORDS S					4
256	READERS ADVISO	158	173	422	753	2486
257	REQUESTS	21	1	1	23	111
259	STORY HOURS			3	3	6
260	ATTENDANCE			9	9	134
261	NUM OF STORIES			6	6	21
		225	174	548	947	3801
		225	174	548	947	3801
401	18TH & E WILLI	55	71	599	725	3848
403	NORTHLAND HEIG	390	186	1220	1796	11676
405	WATSON COURT	304	136	495	935	5232
407	GARFIELD & WAT	177	45	564	786	4637
411	GRAND & SUMMIT	418	378	1310	2106	8418
607	JP					1
		1344	816	4188	6348	33812
		1344	816	4188	6348	33812

SEPTEMBER 1961

B 2

	GENERAL WORKS	9	5	1	15	44
001	PHILOSOPHY	8	8		16	76
002	RELIGION	18		24	42	213
003	SOCIAL SCIENCE	34	11	133	178	967
004	LANGUAGE	6		8	14	50
005	SCIENCE	11	20	245	276	1233
006	USEFUL ARTS	71	28	115	214	1089
007	FINE ARTS	59	20	99	178	849
008	LITERATURE	28	3	42	73	381
009	HISTORY	41	13	92	146	653
010	TRAVEL	21	7	95	123	539
011	BIOGRAPHY	45	30	169	244	1243
012	FOREIGN NON F			15	15	43
013	PERIODICALS	104	13	17	134	655
014	PAMPHLETS	4		1	5	9
		459	158	1056	1673	8044
115	FICTION	881	516	1023	2420	13488
116	FOREIGN FICT			18	18	74
117	JE			1891	1891	11175
		881	516	2932	4329	24737
		1340	674	3988	6002	32781
218	BIBLIOGRAPHIES					1
221	CLASS VISITS			1	1	1
223	INSTRUCTION			1	1	1
225	ATTENDANCE			24	24	24
226	EXHIBITS			2	2	4
235	GROUPS NOT CLA					20
236	ATTENDANCE					255
244	MENDING			54	54	661
245	OVERDUE BOOKS	7	12	35	54	249
246	OVERDUE NOTICE	5	5	20	30	142
250	RADIO					2
251	RECORDS LP	8		8	16	72
256	READERS ADVISO	47	57	471	575	2745
257	REQUESTS	35	25	2	62	357
		102	99	618	819	4534
		102	99	618	819	4534
501	OAKLAND & W WO	115	10	57	182	2930
503	FOREST & LINCO	84	20	237	341	1870
506	MT CALVARY CHU	499	225	1651	2375	12402
508	S TAYLOR & W W	296	124	1043	1463	7427
509	S FRANKLIN	15	73	149	237	1146
514	16TH & LINCOLN	331	222	851	1404	7006
601	AP			5	5	13
604	YP			14	14	26
607	JP			27	27	66
		1340	674	4034	6048	32886
		1340	674	4034	6048	32886

SEPTEMBER 1961
EVANS BRANCH

	GENERAL WORKS	2	4	8	14	59
001	PHILOSOPHY	13	4		17	92
002	RELIGION	11	1	8	20	174
003	SOCIAL SCIENCE	46	11	40	97	606
004	LANGUAGE	8		3	11	38
005	SCIENCE	14	8	123	145	646
006	USEFUL ARTS	100	15	36	151	868
007	FINE ARTS	73	8	46	127	680
008	LITERATURE	31	2	31	64	349
009	HISTORY	26	3	20	49	387
010	TRAVEL	24	3	27	54	214
011	BIOGRAPHY	38	18	39	95	586
012	FOREIGN NON F			3	3	43
013	PERIODICALS	155	15	15	185	939
014	PAMPHLETS	2			2	17
		543	92	399	1034	5698
115	FICTION	797	333	348	1478	8990
116	FOREIGN FICT			6	6	54
117	JE			656	656	4769
		797	333	1010	2140	13813
		1340	425	1409	3174	19511
218	BIBLIOGRAPHIES	1			1	1
221	CLASS VISITS			2	2	2
223	INSTRUCTION			2	2	2
225	ATTENDANCE			54	54	54
244	MENDING	50	3	97	150	818
245	OVERDUE BOOKS	20		17	37	431
246	OVERDUE NOTICE	11		6	17	240
247	PICTURES FRAME					10
248	PICTURES MOUNT			232	232	949
249	PROFESSIONAL V	1			1	1
250	RADIO	2			2	8
251	RECORDS LP	63	5		68	266
252	RECORDS S					6
253	RECORDS SR	2	1		3	6
256	READERS ADVISO	66	61	137	264	1585
257	REQUESTS	5	1		6	20
259	STORY HOURS		2		2	33
260	ATTENDANCE		11	5	16	218
261	NUM OF STORIES		4	3	7	48
262	TELEPHONE INCO	198			198	996
		419	88	555	1062	5694
		419	88	555	1062	5694
601	AP	5	1		6	39
603	AT	3	1		4	18
604	YP	2	14		16	55
606	YT	1		2	3	6
607	JP	1			1	4
		12	16	2	30	122
		12	16	2	30	122

SEPTEMBER 1961
MILLIKIN HOME

	GENERAL WORKS				1
001	PHILOSOPHY				11
002	RELIGION	2		2	22
003	SOCIAL SCIENCE				5
005	SCIENCE				4
006	USEFUL ARTS	1		1	6
007	FINE ARTS	1		1	17
008	LITERATURE	1		1	33
009	HISTORY	3		3	17
010	TRAVEL	3		3	54
011	BIOGRAPHY	1		1	23
013	PERIODICALS	4		4	66
		16		16	259
115	FICTION	14	1	15	162
		14	1	15	162
		30	1	31	421
218	BIBLIOGRAPHIES				1
237	HOME SERVICE V	11		11	97
238	HOME SERVICE P	11		11	97
239	HOME SER NEW P				2
257	REQUESTS	5		5	18
		27		27	215
		27		27	215

SEPTEMBER 1961
HOME SERVICE

	GENERAL WORKS	1			1	8
001	PHILOSOPHY	5			5	23
002	RELIGION	69			69	158
003	SOCIAL SCIENCE	13	6		19	93
004	LANGUAGE					7
005	SCIENCE	14	5	5	24	90
006	USEFUL ARTS	28		4	32	133
007	FINE ARTS	16	1		17	77
008	LITERATURE	68			68	240
009	HISTORY	46	1	3	50	172
010	TRAVEL	62		10	72	293
011	BIOGRAPHY	90	10	6	106	459
012	FOREIGN NON F					4
013	PERIODICALS	104			104	319
		516	23	28	567	2076
115	FICTION	373	66	5	444	1633
117	JE			26	26	127
		373	66	31	470	1760
		889	89	59	1037	3836
227	FILMS ATTEND					30
228	SHOWINGS					10
230	C PROJECTOR					10
237	HOME SERVICE V	104	3		107	335
238	HOME SERVICE P	104	3		107	335
239	HOME SER NEW P	5			5	15
249	PROFESSIONAL V					1
250	RADIO					1
257	REQUESTS	3			3	83
		216	6		222	820
		216	6		222	820
301	MABELS NURSING	50			50	192
302	VELWYN	65			65	116
306	WAKEFIELDS	90			90	249
307	MINOR NURSING	119			119	159
		324			324	716
		324			324	716

SEPTEMBER 1961
ST MARYS HOSP

001	PHILOSOPHY	1		1	5
002	RELIGION	4		4	36
003	SOCIAL SCIENCE		1	1	3
005	SCIENCE	1	1	2	3
006	USEFUL ARTS	1		1	10
007	FINE ARTS	1		1	5
008	LITERATURE	7		7	38
009	HISTORY	1		1	33
010	TRAVEL				32
011	BIOGRAPHY	8		8	55
013	PERIODICALS		3	3	37
		24	5	29	257
115	FICTION	46	12	58	543
117	JE				14
		46	12	58	557
		70	17	87	814
249	PROFESSIONAL V	2		2	2
257	REQUESTS	7		7	23
		9		9	25
		9		9	25
601	AP				1
					1
					1

SEPTEMBER 1961
D M C

	GENERAL WORKS						12
001	PHILOSOPHY	1			1		29
002	RELIGION	23			23		104
003	SOCIAL SCIENCE	3		32	35		192
004	LANGUAGE						5
005	SCIENCE	3		65	68		311
006	USEFUL ARTS	15	4	35	54		243
007	FINE ARTS	44		5	49		279
008	LITERATURE	36		10	46		123
009	HISTORY	2		3	5		81
010	TRAVEL	19	1	17	37		230
011	BIOGRAPHY	32	5	11	48		271
013	PERIODICALS	54			54		140
		232	10	178	420		2020
115	FICTION	346	94	51	491		2040
116	FOREIGN FICT						37
117	JE			137	137		597
		346	94	188	628		2674
		578	104	366	1048		4694
218	BIBLIOGRAPHIES	1			1		1
220	CEILING PROJEC			1	1		6
227	FILMS ATTEND			10	10		85
228	SHOWINGS			10	10		75
230	C PROJECTOR			10	10		64
237	HOME SERVICE V						1
238	HOME SERVICE P						1
239	HOME SER NEW P						1
250	RADIO	1			1		1
257	REQUESTS	11			11		38
		13		31	44		273
		13		31	44		273

T B S A N

GENERAL WORKS

001	PHILOSOPHY					2
002	RELIGION	1			1	20
003	SOCIAL SCIENCE	5			5	26
005	SCIENCE	3			3	30
006	USEFUL ARTS	1	1	1	3	43
007	FINE ARTS	6			6	53
008	LITERATURE	17			17	63
009	HISTORY	13		1	14	75
010	TRAVEL	11			11	181
011	BIOGRAPHY	6			6	57
013	PERIODICALS	49			49	192
		112	1	2	115	744
115	FICTION	80	1		81	648
117	JE					18
		80	1		81	666
		192	2	2	196	1410
248	PICTURES MOUNT					10
257	REQUESTS					21
						31
						31

SEPTEMBER 1961
GIRLS HOME

001	PHILOSOPHY	2	1		3	12
002	RELIGION					4
003	SOCIAL SCIENCE		1	2	3	39
004	LANGUAGE					2
005	SCIENCE			2	2	18
006	USEFUL ARTS		1	2	3	28
007	FINE ARTS					7
008	LITERATURE			1	1	23
009	HISTORY					6
010	TRAVEL					2
011	BIOGRAPHY		1		1	32
		2	4	7	13	173
115	FICTION	5	13	10	28	536
117	JE			1	1	97
		5	13	11	29	633
		7	17	18	42	806
256	READERS ADVISO		5	10	15	131
257	REQUESTS					59
259	STORY HOURS					1
260	ATTENDANCE					5
261	NUM OF STORIES					2
			5	10	15	198
			5	10	15	198

SEPTEMBER 1961
BROWN BOOKMOBIL

	GENERAL WORKS	1		11	12	32
001	PHILOSOPHY	6	4		10	93
002	RELIGION	8		23	31	224
003	SOCIAL SCIENCE	9	4	97	110	721
004	LANGUAGE	6		1	7	27
005	SCIENCE	3	14	179	196	1081
006	USEFUL ARTS	19	17	104	140	853
007	FINE ARTS	15	11	50	76	463
008	LITERATURE	13	2	17	32	305
009	HISTORY	10	11	31	52	321
010	TRAVEL	16	5	33	54	360
011	BIOGRAPHY	22	21	105	148	899
012	FOREIGN NON F			2	2	15
013	PERIODICALS	51	9	9	69	467
014	PAMPHLETS		1		1	1
		179	99	662	940	5862
115	FICTION	404	290	591	1285	7648
116	FOREIGN FICT			3	3	23
117	JE			1101	1101	7106
		404	290	1695	2389	14777
		583	389	2357	3329	20639
226	EXHIBITS					3
235	GROUPS NOT CLA					1
236	ATTENDANCE					33
244	MENDING	1	2	90	93	1190
245	OVERDUE BOOKS	7	2	20	29	173
246	OVERDUE NOTICE	4		11	15	102
251	RECORDS LP	1			1	1
256	READERS ADVISO	27	56	205	288	1608
257	REQUESTS	6	1	7	14	155
		46	61	333	440	3266
		46	61	333	440	3266
402	LARKDALE	6	6	152	164	894
403	NORTHLAND HEIG					55
404	RAVINA PARK RD	32	4	34	70	1440
406	HOME PARK	29	5	226	260	2195
408	SAWYER & MONRO	190	152	831	1173	7525
507	S ILLINOIS & E	6	1	39	46	872
510	L BR RD & SOUT	33	90	312	435	1846
511	STALEY BRIDGE	42	18	151	211	739
512	22ND & E CLAY	200	81	396	677	3508
513	24TH & E WILLI	45	32	216	293	1565
601	AP					5
604	YP		1		1	5
607	JP					1
		583	390	2357	3330	20650
		583	390	2357	3330	20650

SEPTEMBER 1961
JUV COORDINATOR

003	SOCIAL SCIENCE			28
005	SCIENCE			11
006	USEFUL ARTS	2	2	5
007	FINE ARTS			8
008	LITERATURE	2	2	5
011	BIOGRAPHY	1	1	1
		5	5	58
115	FICTION			18
117	JE			65
				83
		5	5	141
242	MEETINGS IN BL			2
243	ATTENDANCE			17
				19
				19

SEPTEMBER 1961
NURSES RESIDENC

001	PHILOSOPHY			8
002	RELIGION	7	7	32
003	SOCIAL SCIENCE	12	12	29
004	LANGUAGE	2	2	9
005	SCIENCE	7	7	29
006	USEFUL ARTS	12	12	40
007	FINE ARTS	1	1	7
008	LITERATURE	7	7	26
009	HISTORY	3	3	26
010	TRAVEL	18	18	53
011	BIOGRAPHY	12	12	53
		81	81	312
115	FICTION	281	281	1275
116	FOREIGN FICT	66	66	67
		347	347	1342

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE BOARD OF DIRECTORS MEETING SEPTEMBER 29, 1961

The regular Board of Directors Meeting was held September 29, 1961 in the Board Room of the Decatur Public Library, 457 North Main, Decatur, Illinois.

Members present: Mrs. Harry Moothart, Mr. Harold Koslofski, Mrs. Carolyn Greider, Mr. Jack Burnett, presiding, Mr. Francis Hart, Mr. David Pilcher, Mrs. Erich Stern, and Mrs. Mary T. Howe, Secretary.

Absent were: Mr. James Sommer, Mr. John Cheeks.

Others present: Mr. Eldon Libbey, newspaper, Miss Sandy Salenski, newspaper, Mrs. Susan Arisman, Mrs. Kay Weidner, and Mrs. Pat Goff.

The meeting was called to order at 4:09 PM by Mr. Francis Hart.

The minutes for the August Finance Meeting were approved.

Mr. Koslofski moved that the Bills and Payroll for August and September be approved for payment. Mrs. Moothart seconded the motion. All present voted aye. Motion carried.

<u>AUGUST</u>		<u>SEPTEMBER</u>	
Janitors Salaries	\$ 425.01	Janitors Salaries	\$ 470.67
Staff Salaries	<u>16,934.65</u>	Staff Salaries	<u>14,685.55</u>
Total Salaries	\$ 17,359.66	Total Salaries	\$ 15,156.22
Operating Expense	<u>4,295.00</u>	Operating Expense	<u>6,992.99</u>
Total Salaries & Operating Expense	<u>\$ 21,654.66</u>	Total Salaries & Operating Expense	<u>\$ 22,149.21</u>

Mr. Pilcher mentioned that the Bill List had to be approved by roll call. All present voted aye. Motion carried.

Mr. Hart reported on the Properties Committee Meeting. Selection of a name for the North Branch was discussed. The committee recommended that the library staff select the name which would be approved by the Board Members. Mrs. Howe said she would welcome any ideas from the Board. Mr. Pilcher asked if there would be any value in letting the public recommend a name.

It was reported the Library Insurance will expire October 1, 1961 and we will ask for a 30 day extension on the binder. There will be a meeting October 5, of the Insurance Advisory Committee and Properties Committee. The Properties Committee asked permission to act for the Board as a whole before November 1, 1961. Mr. Hart said we will draw our insurance company out of a hat if all low bids are alike.

Mr. Burnett asked if this met with the approval of the Board.

Mr. Pilcher made the motion to give the Properties Committee permission to act for the Board as a whole before November 1, 1961. Mrs. Greider seconded the motion. All present voted aye. Motion carried.

Mr. Pilcher asked if there was anyone abstaining. Mr. Burnett asked for a roll call. Mr. Hart asked if Mr. Pilcher has a roll call in mind. Mr. Pilcher replied that it is in the by-laws. Mr. Burnett did not feel it was necessary since the Board was not approving any payment of money at this time. Mr. Burnett said he is not required to vote if the majority of the board agrees, unless there is a tie vote, then he could exercise his right to vote.

Bookmobile III will be retired permanently. It is 14 years old. It will be used to sort the collection for the new branch and then consideration will be given to selling it. A new bookmobile schedule will go into effect Monday morning October 3, 1961. A new bookmobile the size of B-3 would cost around \$14,000.00. We have been offered \$500.00 for the bookmobile from a townsman.

Mr. Hart said we would not go outside the city but would select an agent in town for the Public Institution Plan Insurance. All agents would be invited to bid.

Mr. Hart continued his report: - the building was inspected by Mr. Sweetnam, Mrs. Howe, Mr. Burton, and Mrs. Goff. Mr. Hart read the letter from Mr. Sweetnam in regard to the inspection of the building. Mr. Sweetnam made recommendations to the Board as to the building repairs that needed to be taken care of. These recommendations were as follows:

1. Items 1 and 5 should be taken care of immediately
- 3 and 4 should be taken care of by the janitorial staff.
- 2 along with the other 3 items will be investigated further.

These repairs will be included in the next budget.

Mr. Hart talked to Mr. Stephens, City Engineer, and there are no provisions in the city department to take care of this sort of thing.

Mr. Burnett asked if the city offered any suggestions. They have probably been through this before with their own old buildings. They might come up with some ideas that could save us some money. Perhaps they could come to the library and see just what is involved in repairing the buildings.

There was a motion by Mr. Hart to take care of Items 1 and 2. Mr. Koslofski seconded the motion. All present voted aye by roll call. Motion carried.

Mrs. Howe reported on the clearance in the central hall. It has been a catch-all. Thirty five boxes of magazines have been sold and we have hopes of selling most of the others or giving them away, if they will pay for the transportation. We will put the stacks all the way around the central hall. When it is cleared, we will move some old tables in there. It will be opened for people who want to do long research on magazines without having to "page" the material from up-stairs. Mr. Burnett thought this was a very good idea.

Mr. Hart asked for another long range planning meeting to be held after the October Board meeting. There would be a dinner meeting with the long range planning meeting continuing afterwards. It was decided that the Board Meeting be held October 24, 1961 at 3:45 PM because of ILA. The long range planning meeting would then be held afterwards. Mr. Hart made the motion. Mr. Pilcher seconded it. All present voted aye. Motion carried.

It was reported that two Directors, in addition to the Staff members represent Decatur at ILA. Mr. Burnett will attend and he encouraged all of the Board members to attend ILA if at all possible. Mr. Burnett mentioned that they would be surprised how much they would learn about library operations. The Trustees meet in their own section. Mr. Pilcher said he would try to go. Mrs. Howe asked for dinner reservations at ILA.

Mrs. Howe reported on the Personnel Committee Meeting. They reviewed Long Range Plans. The cabinet worked out a plan based on the desire to give the most service in view of the current budget. The people recommended for lay off have been notified. Mr. Ward will be 65 in July and he will not be replaced. The moving of Extension Division to Evans will consolidate the staff in as much as Mrs. Leonard is doubling in Extension and is also the Librarian at Evans. The bookmobiles will continue to park in back of the Main Library. Mrs. McNabb came back to us and will work four hours each day. The attitude of the staff is very good. They are being transferred around to the different departments wherever they are needed. This might upset our personnel survey a bit but their original duties have not changed. It might be that we will find we will have to hire additional staff if the load becomes too heavy in each department. The next two years the Staff Institute will be held in Monticello at the Hott Memorial Center on October 12, 1962 and 1963. The storytelling course will be held on Wednesday at 7PM for 2 undergraduate credits or ½ unit of graduate credit. We will give scholarships for this course but staff members will not be given the time off.

Miss Carol Artze is the new key punch operator replacing Mrs. Kimmons. She passed the Civil Service Test. A new "Page" was hired - James Key, Jr., replacing Grantley Pieper.

Mrs. Howe announced that the salary survey is going well and we have received 98 out of 118 cards sent out.

Mr. Pilcher reported on the Policy Committee Meeting held August 28, 1961. It was recommended there be a change in the By-Laws in relation to publicity. He read the proposed change on publicity. Mr. Pilcher made the motion that the change be adopted. Mr. Burnett asked if everyone was familiar with the change in policy. This is for everyone's benefit. We are not trying to censor; we just wanted to follow a definite plan. Mrs. Moothart seconded the motion. All voted aye. Motion carried. This will be the policy to be followed as far as this Board is concerned. The Policy Committee will now serve as the Public Relations Committee.

Mr. Pilcher said he had not checked with Mr. Morris yet as to whether we can destroy our vouchers after seven years but he will check on this before the next Board Meeting.

Mrs. Howe reported that we would have to collect and report a tax on the rental book collection. The clerical time needed to keep track of this collection over-shadows keeping this collection. It was suggested maintaining a collection in the same spot only it would be free and the books would not be reserved. Mr. Burnett said he thinks getting rid of the rental collection is to the best advantage of this library and not to be tied up with paying taxes on something like this. We are actually paying a sales tax even though we are a consumer. We will have to pay this sales tax now when buying from anyone in Illinois. Mrs. Moothart made the motion to do away with the rental collection. Mr. Hart seconded the motion. All present voted aye. Motion carried.

Minutes of the Board of Directors Meeting
Decatur, Public Library, Decatur, Illinois
September 29, 1961

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Mr. Pilcher reported the City Treasurer and Finance Director discussed the City bills with Mrs. Weidner, Mrs. Goff and Mrs. Howe. This was in preparation for the publication of the bills for the fiscal year. The Library has agreed to punch the cards for the May, June, July bills and then talk with Mr. Griffin. Mrs. Weidner said the job involves setting up a code of vendors and coding their funds. She punches the cards directly from the warrants which are arranged by number. Therefore it is impossible to list their accounts by vendor unless they are coded and punched. Mr. Pilcher, Mr. Burnett, and Mr. Hart approved the cooperation with the City.

The new Illinois Libraries had two long articles by Miss Yamamoto. She was recommended for a big THANK-YOU. The Decatur Public Library was recognized in the Annual Report of the National Library Week Committee.

It was announced that a new assistant librarian would be reporting for duty Jan. 2, 1962. Robert Kirschgraber has been librarian of the Colfax, Washington library and he was one of the candidates for the position when the Civil Service Commission gave the examination 1½ years ago.

The Library has an increase of 30,000 books over 1960 at this time. Everyone is carrying an unusual load of service; therefore, it is quite possible we will need to hire on some other people before the year is finished.

Mr. Burnett entertained a motion for adjournment. Mrs. Greider so moved. All present voted aye. Motion carried.

The meeting adjourned at 5:30 PM.

Respectfully submitted,

Mary T. Howe
Secretary