

Board of Trustees

November 26, 1948

The regular meeting of the Board was called to order at 4:15 o'clock.

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Loewen, Messrs. Blackford, Hull and Tolly.

The Minutes of the previous meeting were read and, there being no objection, ordered filed.

The Librarian's report for October was examined and ordered filed.

In the absence of Mrs. Garman, the Librarian reported that copies of the original working plans of the building had been received from the architects, Russell, Crowell, Mullgardt & Schwarz of St. Louis, and had been given to Mr. Harris. She said that the Committee did not feel that it had the actual authority to hire Mr. Harris for the survey and, therefore, had not concluded definite arrangements with him. This was discussed by the members and a re-reading of the September 24th Minutes clarified the situation since Mr. Hull's motion of that date included the power to engage Mr. Harris. The Librarian was instructed to pass this information on to Mrs. Garman.

The Librarian asked the Board to consider the advisability of setting up the outdoor exhibit cases at the same time that the floodlights are installed since it would mean that the electric wires could be extended from the latter with little extra work.

The motion was made by Mr. Hull, seconded by Mrs. Evans and unanimously passed that this be done.

It was reported that the Decatur Messenger Service Garage had agreed to house the Bookmobile for \$20.00 a month.

A discussion took place regarding the salary status of the cataloger who had been off duty five weeks because of serious illness. The Librarian explained that because she had only recently joined the Staff, the Library had no obligation in the case. On the other hand she was a good cataloger (and catalogers are not available) and it might be wise to consider part of her salary as a subsidy to insure retaining her services but that some adjustment was necessary out of fairness to the other staff members. The Board agreed that the Librarian was to make a salary adjustment which would be fair to her and yet recognize a responsibility to the Library.

It was reported that John Valentine, former owner of the Abraham Lincoln Book Shop in Chicago, had valued the Lincoln photograph at \$1,000.00

The motion was made by Mrs. Evans, seconded by Mr. Hull and unanimously passed that bills to the amount of \$5,209.12 be paid.

It was agreed to hold the next meeting January 7th.

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

34

Librarian's Report for
October 1948

Financial Statement

Receipts:

Bal. Oct. 1, 1948	\$19352.36
Appropriation	17626.49
Fines, lost & dm. bks.	233.48
Non-resident fees	48.50
Other sources	35.12
	<u>\$37295.95</u>

Disbursements:

Staff salaries	\$2792.07
Janitor salaries	361.66
Books	438.03
Periodicals	15.00
Binding	244.99
Supplies	83.53
Repairs & Improvements	25.38
Light	148.00
Furniture & Fixtures	21.54
Telephone	36.05
Postage, drayage & Express	7.79
Bookmobile	12.48
Miscellaneous	29.96
	<u>\$4216.48</u>

Balance in checking account November 1, 1948 - - - - - \$33079.47

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>	
Main Library	9659	2949	12608	13640	- 1032
Evans Branch	838	1236	2074	2421	- 847
Bookmobile	1348	1406	2754	0	+ 2754
Decatur M. C. Hospital	187	0	187	184	
T. B. Sanitorium	221	0	221	234	
	<u>12253</u>	<u>5591</u>	<u>17844</u>	<u>16479</u>	+ 1305

Congress

	<u>1948</u>	<u>1947</u>
Largest daily circ. at Main - - - - (Evans - 124) - (Bk. 248)	776	706
Overdue notices mailed - - - - -	488	480
Reserve postals mailed - - - - -	87	110
Pictures loaned - - - - -	937	1205
Telephone calls - - - - -	687	604
Volumes used for reference in Main adult dept. - - - - -	583	655

Binding and Mending

	<u>1948</u>	<u>1947</u>
Books sent to bindery - - - - -	23	181
Books mended in library - - - - -	453	439

Catalog cards made - - - L.C. 295 - - Typed 1590 - - - - - 1885

Registration

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Main			
Carried forward	8189	2316	10505
Additions	371 (148)	99 (58)	470
Cancellations	141	89	230
Total Oct. 31, 1948	8419	2326	10745
Evans Branch			
Carried forward	331	609	940
Additions	13 (3)	27 (17)	40
Cancellations	9	14	23
Total Oct. 31, 1948	335	622	957

(Next page)

Librarian's Report

October 1948

-2-

Registration (Concluded)

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Bookmobile			
Carried forward	205	423	628
Additions	21 (7)	74 (73)	95
Cancellations	0	0	0
Total Oct. 31, 1948	226	497	723
Grand Total	8980	3445	12425
() New registrations			

	<u>Book Stock</u>			
	<u>Total vols.</u>	<u>Books</u>	<u>Books</u>	<u>Total vols.</u>
	<u>Oct. 1 '48</u>	<u>Added</u>	<u>Withdrawn</u>	<u>Oct. 31 '48</u>
Main				
Adult	63696	122		63818
Youth	0	21		21
Juvenile	<u>10355</u>	<u>45</u>		<u>10400</u>
Total	74051	188		74239
Evans Branch				
Adult	4598	23		4621
Youth	0	10		10
Juvenile	<u>3933</u>	<u>11</u>		<u>3944</u>
Total	8531	44		8575
Extension				
Adult	1746	39		1785
Youth	92	20		112
Juvenile	<u>425</u>	<u>33</u>		<u>458</u>
Total	2263	92		2355
School Collection				
Total	3979	0		3979
East End Branch				
Adult	620	0		620
Youth	0	0		0
Juvenile	<u>817</u>	<u>0</u>		<u>817</u>
Total	1437	0		1437
Grand Total	90261	324		90585

#####

Word was received this month that this Library has been selected as a representative type for a survey of personnel and salary standards being made by the American Library Association and the U. S. Bureau of Labor Statistics.

Under our contract with the Lakeview School District 900 books were borrowed from the State Library, were graded and boxed for the various grades.

October 20th was the date for the School Library Conference when school librarians, teacher-librarians and administrators gathered in the Decatur High

Librarian's Report

October 1948

-3-

School to discuss professional problems. The Librarian spoke before the teacher-librarian group on the subject of Future School Library Service. After the closing session, the delegates were invited to the Public Library where a beautiful Tea Table had been prepared by our Staff. Mrs. Garman poured for the large number of visitors who enjoyed the relaxation and took advantage of the opportunity to see the Bookmobile.

The Library has been a busy place with various meetings. The extension class in "Informational Books for Children" from the Illinois State Normal University asked for permission to hold its classes in the Boys and Girls Room for the semester. Four classes were held here during the month. The Junior Red Cross held two meetings in the building while one Committee from a local Study Group used one of the Study Rooms. Two classes from the local High School were given library instruction and a class from Bement made a tour of the Library.

Two Story Hours were held under the supervision of Miss Vancil with an attendance of eighteen children.

Beginning October 12th the public documents were moved from the front document room under the direction of Mr. Cohen to a series of stacks in the basement hall. The former location is now being prepared for a small auditorium where adults may have discussion groups and the children hold their Story Hours.

Mr. Cohen toured the City's manufacturing plants with the local fire inspection committee. The experience will be of value to him in his work with labor groups. He has been invited to become a member of the Decatur Council of Education.

The Librarian spoke for the Junior Group at the Central Christian Church and demonstrated the ceiling projector at the Postal Employees Party for Shut-Ins. She was present at five civic and professional meetings including a study group of workers at the International Ladies Garment Union.

She cataloged and classified about one hundred books for the Gastman School Memorial Library.

The Staff received instruction in the use of fire extinguishers from Mr. Parmenter.

Mr. Carmean of the local Park Department treated both maple trees on the front lawns and trimmed and shaped all trees on the grounds.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Librarian