

Board of Trustees

February 23, 1951

The regular meeting of the Board was called to order at 3:40 P.M.

Members present, Mr. Knuth presiding; Mrs. Gage, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Owen, and Stafford.

The minutes of the previous meeting were read and approved.

The Librarian's report for January was examined and ordered filed. A motion was made by Mr. Stafford, seconded by Mr. Blackford, and unanimously passed that Maintenance bills for \$6,952.61, and Renovation bills for \$3,143.39 be paid.

The members of the 75th Anniversary Committee were requested to meet with the Librarian to draw up suitable plans for a celebration.

The Librarian asked for instructions regarding the rehanging of materials in the Lincoln room. It was agreed that she should write to the Curator of the Illinois State Historical Library asking for information regarding the possibility of some qualified member of the Staff making an inventory of the valuable things in our collection and recommending ways of displaying them. The Board agreed that the 75th Anniversary Committee should also have the responsibility of deciding what pictures should be rehung throughout the building.

The Librarian reported to the Board that several Staff parties had been held in the building. She asked for a statement of policy regarding such affairs. She believes that it serves to bring the Staff together in a unified way if they occasionally meet for Canasta or other games. It was the Board's opinion that the Staff may hold parties in the building if the Librarian or Assistant Librarian or a Janitor is on duty to see that the building is properly closed.

The Librarian requested a second outside telephone line which would permit the public to reach us more easily and for the Staff to have more access to outside communication. The motion was made by Mr. Stafford, seconded by Mr. Blackford, and unanimously passed that the Librarian investigate an extra line and place an order for the one most suited to our needs. (The Bell Telephone Company has reported the installation charge to be \$6.00 and the monthly charge \$9.00)

A letter from Mr. Merris, City Attorney, regarding the microfilming of newspapers beyond our ability to pay currently, with the Herald and Review assuming the costs until the bills could be cleared through a planned budget was read and discussed. The Librarian was instructed to write to Mr. Schaub of the Herald and Review asking for a letter definitely outlining the plan. The Board agreed that the microfilming should be completed as soon as possible.

The question of equipment for the Young Adult room was discussed at length. The Librarian was instructed to issue bids to Walrus Company, Swain and Meyers, and the Library Bureau for shelving only.

It was noted that the ladies of the Grand Army of the Republic had offered a picture of Lincoln to be given to the library during their final encampment in June. It was decided that if they wished to give this picture without our guarantee that ^{it would be used} it should be accepted.

The subject of the Staff's petition for adequate salary increases to cover cost-of-living rise was discussed. The Financial Committee was instructed to meet to consider a positive pay scale and report to the Board at their next meeting. The Staff was to be informed that the Board would give sympathetic attention to their request and that whatever raises were possible would begin, or be retroactive to, March 1 of this year.

The Librarian asked for the Board's reaction to the possibility of releasing Mr. Reeve, the second janitor. She reported that he is not capable of doing the routine work and is definitely a handicap. It was suggested that she try to fill this position with a more capable person and, if possible, with one who could drive the Bookmobile during Mr. Barding's vacations and in emergencies.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

Librarian's Report
January, 1951

FINANCIAL STATEMENT

RECEIPTS:

Bal. on hand Jan. 1, 1951	14052.54
Appropriation	10985.46
Fines, L. & D. Books	304.88
Non-resident fees	33.00
Other sources	1.82
Total	<u>25377.70</u>

DISBURSEMENTS:

Staff Salaries	3494.32
Janitor Salaries	416.66
Books	1407.48
Periodicals	6.00
Visual Aids	21.01
Printing	13.50
Supplies	187.09
Heat	131.50
Furniture & Fixtures	14.54
Telephone	41.70
Postage, express, etc.	17.44
Bookmobile	82.55
Miscellaneous	19.21
Total	<u>5853.00</u>

Balance in checking account January 31, 1951 - \$19,524.70

CIRCULATION

	ADULT	Y	JUVENILE	1951	1950	
Main Library	10495	379	3694	14568	14260	+308
Evans Branch	1042	154	1694	2890	3196	306
Bookmobile	2044	367	3613	6024	5553	+471
D&MC Hospital	119	0	0	119	149	-30
T. B. Sanitorium	248	0	14	262	221	+41
Total	<u>13948</u>	<u>900</u>	<u>9015</u>	<u>23863</u>	<u>23379</u>	<u>+484</u>

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	1951	1950
Largest daily circulation at Main (Evans 214, Bkm. 480)	922	950
Overdue notices mailed	327	372
Reserve postals mailed	35	106
Pictures loaned	685	1019
Telephone calls	904	599
Reference questions asked	477	371

BINDING AND MENDING

	1951	1950
Books sent to bindery	0	0
Books mended in library	0	277

NON-BOOK MATERIAL

	ON HAND				TOTAL ON HAND	
	JAN. 1, 1951		ADDED		JAN. 31, 1951	
Recordak films	799		4		803	
Projector films	142		0		142	
Records, etc.	45A	15J	0A	0J	45A	15J

Librarian's Report

January, 1951

-2-

BOOK STOCK

	<u>TOTAL VOLS.</u> <u>JAN. 1, 1951</u>	<u>BOOKS</u> <u>ADDED</u>	<u>BOOKS</u> <u>WITHDRAWN</u>	<u>TOTAL VOLS.</u> <u>JAN. 31, 1951</u>
<u>MAIN</u>				
Adult	62494	244	85	62653
Youth	473	43	0	516
Juvenile	<u>10396</u>	<u>488</u>	<u>259</u>	<u>10625</u>
Total	73363	775	344	73794
<u>EVANS BRANCH</u>				
Adult	5349	59	48	5360
Youth	169	15	0	184
Juvenile	<u>4488</u>	<u>218</u>	<u>71</u>	<u>4635</u>
Total	10006	292	119	10179
<u>EXTENSION</u>				
Adult	2974	75	7	3042
Youth	402	25	0	427
Juvenile	<u>3216</u>	<u>213</u>	<u>12</u>	<u>3417</u>
Total	6592	313	19	6886
<u>SCHOOL COLLECTION</u>				
Total	1273	0	0	1273
<u>EAST END BRANCH</u>				
Adult	545	0	10	535
Youth	0	0	0	0
Juvenile	<u>568</u>	<u>0</u>	<u>9</u>	<u>559</u>
Total	1113	0	19	1094
GRAND TOTAL	92347	1380	501	93226

	<u>REGISTRATION</u>			
		<u>ADULT</u>	<u>JUVENILE</u>	<u>TOTAL</u>
<u>MAIN</u>				
Carried forward	10145	10580	3188	13768 13333
Additions		381 (136)	86 (67)	467 (203)
Cancellations		496	115	611
Total	10030	<u>10465</u>	<u>3159</u>	<u>13624</u> 13189
<u>EVA NS BRANCH</u>				
Carried forward	401	421	852	1273 1253
Additions		20 (5)	33 (28)	53 (33)
Cancellations		9	39	48
Total	412	<u>432</u>	<u>846</u>	<u>1278</u> 1258
<u>BOOKMOBILE</u>				
Carried forward		699	1824	2523
Additions		20 (2)	34 (32)	54 (34)
Cancellations		0	3	3
Total		<u>719</u>	<u>1855</u>	<u>2574</u>
GRAND TOTAL		<u>11616</u> (143)	5860 (127)	17476 (270) 17021

() - New Registrations

Librarian's Report

January, 1951

-3-

FINANCIAL STATEMENT

RENOVATION FUND

RECEIPTS:

Bal. on hand Jan. 1, 1951	6260.23
Appropriation	9663.62
Total	15923.85

DISBURSEMENTS:

None

Balance in checking account Jan. 31, 1951 - \$15,923.85

In addition to increased activity in circulation over last year (484 volumes) and in registration (574 new cards were issued of which 270 were for people who had never used the Library before) a tremendous amount of work was accomplished behind the scenes. 1380 books were cataloged and processed for the shelves. This is the highest number, we believe, to ever be added in the space of a month, and words are not adequate to describe what this has meant in time and effort. Mr. Duchac has taken many hours from his own work to help Miss Poland in the catalog department. 501 books were withdrawn, again an achievement.

No less strenuous were our outside activities. Miss Poland and Miss Austin spoke on library service for the Professional Group of the Women's Club; Miss Austin gave a talk on the Near East and new Religious Books for the Evening Circle of the First Evangelical United Brethern Church; Miss Yamamoto spoke on The College of the Ozarks for the Women's Federation of the Westminster Church; the Librarian spoke on Library Service to Young Adults for the Women's Council and lectured on Bibliographical aids in Medicine and Nursing for the second year class at D. & M. C.

These talks are all prepared on personal time since pressure of work prevents allotment of periods for such preparation. As Staff members do more of this important work some means must be found to make it less burdensome.

In addition to the above activities, Miss Austin and Miss Poland cooperated with Mr. Duchac and the Librarian in preparing a list of 1950 publications for the Notable Book List published annually by the Public Library Division of A.L.A. The Librarian wrote a series of radio spot announcements on March subjects for A.L.A. for distribution to libraries on their mailing list. A great deal of material was prepared and sent to Myron Golton of Chicago for background of his proposed magazine article on public library service.

Mrs. Steffen, Miss Larmon, Mrs. Newman and Miss Yamamoto attended a class in mimeographing methods at Millikin.

Four Story Hours were held under Miss Sloan's supervision with a total attendance of 60 children, an average of 15.

Librarian's Report
January, 1951

-4-

Gifts of books were received from the American Legion Auxiliary and the Women of the Moose. A press photograph was taken of Mayor Hedrick and County Superintendent Ernst as Mr. Duchac received the second gift.

Mrs. Beth Mullins, a grey lady at St. Mary's Hospital had several conversations with the Librarian relative to bedside library service at that institution. The Sister Superior ultimately decided that this should be deferred until their new hospital is built.

Miss Garrett was present at a meeting of the Civic Exchange and the Librarian, at meetings of two civic groups.

Seven meetings were held in the auditorium by local groups, among them League of Women Voters, Great Books Group (2), Decatur Stamp Club, Women's Council, and the Barn Colony.

Eleven teachers sent children to the Evans Branch for books to be used as supplementary reading in their classes while six others visited the Library to make their own selection. Miss Davis gave special reading guidance to one mother in search of material for a non-reading child.

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