

Board of Trustees

January 31, 1947

The regular meeting of the Board was called to order at 4:10 o'clock.

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Mrs. Huff and Mrs. Loewen.

The Minutes of the previous meeting were read and approved.

The Librarian's report for December was read and ordered filed.

A long discussion of the insurance problem took place. The Librarian was instructed to see the Mayor, outline our problem for him, ask his advice and report back. She was also to find out how other city property is insured and if it would be possible for us to be considered as part of a city insured group with financial benefit to us.

The Librarian reported the gift of three seventeenth century manuscripts from a Mr. Dau of New York City. She said she had written him asking for some information regarding them.

The motion was made by Mrs. Evans, seconded by Mrs. Huff and passed unanimously that the suggested new books be purchased.

The motion was made by Mrs. Evans, seconded by Mrs. Garman and passed unanimously that the bills be paid.

The purchase of a Victor adding machine was approved.

The meeting adjourned at 4:55 o'clock.

Respectfully submitted,

*Muriel E. Perry*

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Secretary

Librarian's Report for  
December 1946

Receipts

Bal. 1 Dec. '46	22304.01
Fines, lost & dam. bks.	299.49
Non-resident fees	37.00
Rent collection	14.10
Other sources	2.52
	22657.12

Disbursements

Staff salaries	2082.05
Janitor salaries	270.00
Books	719.94
Periodicals	7.75
Microfilms	30.20
Binding	24.85
Supplies	144.25
Repairs & improvements	13.61
Light	8.06
Heat	60.60
Furniture & fixtures	45.02
Telephone	27.06
Postage & drayage	7.40
Insurance	39.00
Miscellaneous	17.20
	3496.99

Bal. in checking account 1 Jan. '47  
\$19160.13

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1946</u>	<u>1945</u>	
Main Library	9506	2457	11963	9707	2,156+
Evans Branch	699	1167	1866	1565	301+
Decatur-Macon Cty. Hsp.	149	12	161	0	161+
Schools	0	2601	2601	2705	2,614+
	10354	6237	16591	13977	
			1946	1945	

Largest daily circ. - - - - -	782	- - (Evans Branch - 170)	- - - - -	952	781
Overdue notices mailed - - - - -				935	696
Reserve postals mailed - - - - -				95	119
Pictures loaned - - - - -				395	204
Telephone calls - - - - -				446	407
Volumes used for reference in Main adult dept. - - - - -				1069	458

Registration

	<u>Main Lib.</u>		<u>Evans. Br.</u>		<u>1946</u>	<u>1945</u>
	<u>Adult</u>	<u>Child</u>	<u>Adult</u>	<u>Child</u>		
Borrowers 30 Nv. '46	10551	3365	513	906	15335	15023
New Borrowers	299	40	6	14	359	242
Cancelled	175	35	12	10	232	274
Borrowers 31 Dec. '46	10675	3370	507	910	15462	14991 471+

Book Account

	<u>Adult</u>	<u>Child</u>	<u>Total</u>	
			<u>1946</u>	<u>1945</u>
Total vols. 30 Nv. '46	66523	18519	85042	83984
Books added purchase	223	198	421	146 - 275+
"    " gift	21	0	21	2
Magazines bound	191	3	194	1
Books replaced	2	77	79	56
Total additions	437	278	715	205
Books withdrawn	150	226	376	0
Total vols. 31 Dec. '46	66810	18571	85381	84189

Binding and Mending

	<u>1946</u>	<u>1945</u>
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	718	718

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December is always a genuine holiday month in a public library. Under Miss Baker's artistic direction the main floor was decorated with Christmas posters, exhibits and the eternally lovely crèche. Mrs. Schoby did the decorations of the Children's Room and Miss Davis was responsible for the Branch. Everywhere the Decatur Library looked its Christmasy best.

We more than appreciated the very beautiful poinsettias which were sent to us from the Stappenbeck Bindery and by Miss Wayne.

Christmas cards expressing our appreciation were mailed to the Herald and Review for the cooperation they have given us in publishing our weekly lists, to the State Library for the loan of books which made it possible for us to fill our school deposits and to Hourans for their contribution of flowers throughout the year.

On December 13<sup>th</sup> the Library was host to Dr. Goldhor, professor of library administration, University of Illinois. Dr. Goldhor spent the entire day surveying the Library and the Community.

One of the most interesting events of the month was the radio program "The Dinner Bell" the recording of which originated in our Lincoln Memorial Room Thursday, December 19<sup>th</sup> with the actual broadcast being sent over the air from Station W. L. S., Chicago, the following day.

An inter-departmental telephone system was installed December 27<sup>th</sup> but is not yet in full use due to the fact that local electricians have been too busy to modernize our buzzer system.

Thirteen classes, a total of 349 pupils, were brought from the Decatur High School by their teachers who explained the use of library tools to them.

The League of Women Voters, the Macon County Historical Society and a Committee from the Art Study Club held meetings in the building.

Two Story Hours with a total attendance of forty children were held at the Main Library under the supervision of the Librarian and Miss Bloomquist. The latter with Miss Davis had charge of three Hours at Evans Branch where a total of seventy children came to hear the stories.

The Librarian was one of the judges for the Annual Herald and Review Short Story Contest. She visited the extension class in children's poetry given by the State Normal University in the High School where she offered the resources of the Decatur Library to the teachers taking the courses. She also visited the State Employment Bureau where she spent a most profitable hour surveying the facilities which the State has to offer returned veterans.

On December 18<sup>th</sup> the Librarian represented Carl Vitz at a Committee meeting at the American Library Association Headquarters where preparations were made for the programs of the Public Library Division at the Midwinter Convention. From December 27 to 30, she represented Decatur at the Convention where she spoke at the Sunday evening meeting on the work being done in this city.

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Miss Kowalsky joined the Librarian at the Association of Commerce dinner on December 17th when all the major business and industrial houses gathered to hear an outstanding program on present economic conditions.

During the month our books were audited by the City auditor who found everything in excellent condition.

Harry Bateman became our second janitor December 12th.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Librarian

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