

Board of Trustees

October 25, 1946

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

Members present: Mr. Imboden, presiding, Mrs. Evans, Mrs. Garman, Mrs. Huff, and Mr. Nalefski.

The Minutes of the previous meeting were read and approved.

The Librarian's report for September was read, on motion approved, and ordered placed on file.

The Librarian reported that Captain Ping of the Decatur Fire Department had surveyed the building and had advised her regarding certain fire prevention procedures. He said that the building was in unusually fine condition and that any insurance company should consider us an excellent risk. He recommended that five soda and acid and one carbon dioxide fire extinguishers be placed in the Main Library as follows: in the basement, one in the hall between the mending and extension rooms, one in the document room near the foot of the stairs (the carbon dioxide extinguisher to be in the document room outside the janitor's room) on the first floor one at the foot of each of the stairways leading to the balcony stacks; on the second floor one just inside the door of the children's room; in the Evans Branch two soda and acid extinguishers, one on each floor.

In addition he recommended that the Library secure a licensed electrician to check all electric wiring and fixtures in the Main building, dispose of extension wiring and replace with permanent wiring and outlet boxes, rewire where needed all fixtures which have feed wire strung through the chains to fixtures, tighten fixtures that are loose at ceilings or walls, and at the Evans Branch remove extension light-wire and install permanent wiring and outlet light boxes over furnace.

The motion was made by Mr. Nalefski, seconded by Mrs. Evans and unanimously passed that the City Electrician be asked to look over the wiring and if the work could not be done by his department, that an electrician be hired for the purpose.

The Board discussed at length the insurance plan as suggested by the Wells Insurance Agency. The Librarian was instructed to continue an appraisal of valuation of books, catalogs and special files and to request Harry Leshner of the A. Leath & Co. to appraise the library furniture.

After these appraisals are complete the Librarian is to see one of the established Insurance Companies who handle our insurance and ask advice on adequate coverage.

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A contract for library service between the Decatur Public Library and the Brush College Schools I and II was read and discussed. The motion was made by Mrs. Garman, seconded by Mr. Nalefski and unanimously passed that the President of the Board sign this contract for the Trustees and that the Librarian begin this service as soon as possible.

The Librarian reported that Edward Gharrett began his duties as second janitor on October 16th.

The motion was made by Mrs. Evans, seconded by Mr. Nalefski and unanimously passed that the new books as listed be purchased.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Librarian's Report for September, 1946

Financial Statement

<u>Receipts</u>		<u>Disbursements</u>	
Bal. 1 Sp. '46	15503.15	Staff salaries	2294.50
Fines, lost & dam. bks.	220.01	Janitor salaries	295.00
Non-resident fees	37.50	Books	608.48
Rental collection	22.15	Periodicals	35.00
Other sources	39.06	Binding	2.60
Total receipts	15821.87	Supplies	52.83
		Repairs, improvements	10.65
		Light	5.24
		Telephone	14.25
		Miscellaneous	6.76
		Total disbursements	3325.31

<u>Circulation</u>				
	<u>Adult</u>	<u>Juvenile</u>	<u>1946</u>	<u>1945</u>
Main Library	8288	2009	10,297	10,271
Evans Branch	749	917	1,666	1,663
Decatur-Macon Cty. Hsp.	16		16	0
	9053	2926	11,979	11,934
			1946	1945
Largest daily circ. - - - - (Evans Branch -- 157) - - - - -			614	739
Overdue notices mailed - - - - -			394	398
Reserve Postals mailed - - - - -			95	94
Pictures loaned - - - - -			621	398
Telephone calls - - - - -			390	335
Volumes used for reference in Main adult dept. - - - - -			472	212

<u>Registration</u>					
	<u>Adult</u>	<u>Child.</u>	<u>Evans Br.</u>	<u>1946</u>	<u>1945</u>
			<u>Adult</u>	<u>Child.</u>	
Borrowers 31 Ag. '46	10375	3445	505	892	15217 15088
New Borrowers	282	35	20	20	357 347
Cancelled	289	40	18	18	365 364
Borrowers 31 Sp. '46	10368	3440	507	894	15209 15071

<u>Book Account</u>				
	<u>Adult</u>	<u>Child.</u>	<u>1946</u>	<u>Total</u>
				<u>1945</u>
Total vols. 31 Ag. '46	65998	18028	84026	83458
Books added-purchase	78	69	147	175
" " gift	2	0	2	3
Magazines bound	0	0	0	126
Books replaced	0	1	1	0
Total additions	80	70	150	304
Books withdrawn	0	0	0	180
Total vols. 30 Sp. '46	66078	18098	84176	83582

<u>Binding and Mending</u>			
		<u>1946</u>	<u>1945</u>
Books sent to bindery & - - - - -		0	0
Books mended in library - - - - -		428	398

Librarian's Report, September, 1946

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Miss Wayne, the retiring Librarian, worked for several days after the new Librarian began her duties on September 3d, explaining methods to the latter and introducing her to various people including the Mayor, the City Treasurer and the Secretary of the Association of Commerce. The Librarian also made visits to the newspapers becoming acquainted with the editors and discussing the publication of library articles.

Miss Kowalsky prepared an annotated booklist of interest to labor and industry and this was sent to the Decatur Weekly (A. F. L. publication) the editor of which has promised to cooperate with the Library in giving space for book news.

At the request of Mrs. Sharp, Director of Personnel in Gebhart Gushard Department Store, a deposit of 236 titles was placed in their staffroom. The deposit contains titles of general interest for recreational reading as well as books in economics, social sciences and business. In return for this book service to their employees, the Gebhart Gushard Art Department will send us decorations and display materials for our book exhibits.

Bedside service in the Decatur-Macon County Hospital began September 27th when Miss Wurdell visited all patients who were able to read. Sixteen books were loaned during this first visit. In addition to a small book deposit placed in the Occupational Therapist's office for her use with patients, the Library will give bedside service each Friday afternoon. The Assistant Superintendent has telephoned the Librarian to tell her how much this service means to their patients and to offer the Hospital's full cooperation in the project.

Also on September 27th the first book deposit was sent to the Maroa Township Library in accordance with the contract signed last month. Books for pre-school children and titles on American poetry were included at the request of the Librarian. We look forward to a friendly and helpful relationship between our two libraries.

Letters explaining public library service, with an invitation to become borrowers, were mailed to forty-three foreign brides of returned soldiers.

William Harbarger, our second janitor, resigned September 30th.

The Librarian was the guest of various organizations including the Professional Women's Club, the American Association of University Women and the League of Women Voters. She received many courtesy calls from people in Decatur's civic life and from Library borrowers who made her welcome to the City.

She wishes to express her sincere appreciation to the Library Staff for the fine spirit of cooperation they have displayed during this first month of work together. Their thoughtfulness and courtesy has helped her to feel less a stranger in a strange city and in a new library than she would otherwise have felt.

Respectfully submitted,

Muriel E. Perry
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Librarian