

Board of Trustees

February 25, 1949

The regular meeting of the Board was called to order at 4:05 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Owen and Stafford.

The Minutes of the previous meeting stood approved as read.

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

The Librarian reported that the survey of renovations for the Main building had not been received from Mr. Harris but that he had said they knew the work will cost above \$60,000. since they had found that the drains between the walls from the roof had worn through and would need replacing also that the screeds under the basement floor had rotted and that all flooring there would have to be replaced.

The Board instructed the Librarian to call a special meeting when the survey did come in.

A motion was made by Mr. Stafford, seconded by Mr. Blackford and unanimously passed that bills totaling \$1,046.39 be paid.

The Librarian reported that the installation of the thermostat on February 8th had done more for the comfort of both public and staff than any single improvement for a long time. The Delahunty Company estimated that we would make up for its cost by saving on heat bills in little more than a year.

It was reported that Mrs. Betty Ann Weiss, a graduate of Millikin, joined the staff as a clerk February first to take the place of Miss Bloomquist whose resignation will take effect March first.

The meeting adjourned at 5:05 o'clock.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Secretary

Librarian's Report for  
January 1949

Financial Statement

Receipts:

Bal. January 7, 1949           \$23601.02

Disbursements:

Staff salaries	\$2559.84
Janitor salaries	305.66
Books	292.58
Periodicals	16.00
Microfilms	39.38
Binding	259.98
Supplies	216.20
Light	7.93
Telephone	34.75
Postage, drayage & express	12.93
Insurance	32.60
Bookmobile	29.20
Miscellaneous	66.07
	\$3873.12

Balance in checking account January 31, 1949 . . . . . \$20,093.15

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1949</u>	<u>1948</u>	
Main Library	11244	3378	14622	15868	1246 -
Evans Branch	893	1620	2513	2853	340 -
Bookmobile	1481	1845	3326	0	
Decatur & M.C. Hospital	127	0	127	288	161 -
T. B. Sanitorium	181	0	181	300	119 -
Longview	0	0	0	32	
	13926	6843	20769	19341	1428+

	<u>1949</u>	<u>1948</u>
Largest daily circ. at Main - (Evans - 197) (Bkm. - 294) - - - -	1012	1229
Overdue notices mailed - - - - -	609	514
Reserve postals mailed - - - - -	89	96
Pictures loaned - - - - -	1036	1438
Telephone calls - - - - -	850	597
Reference questions asked - - - - -	311	*

Binding, Mending and Typing

	<u>1949</u>	<u>1948</u>
Books sent to bindery - - - - -	194	0
Books mended in Library - - - - -	391	384
Cards typed for catalogs		
Library of Congress cards - - - - -	159	*
Typed cards - - - - -	1763	*

\* No record kept

Registration

<u>Main</u>	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Carried forward	8812	2401	11213
Additions	386 (168)	190 (68)	476
Cancellations	141	447	188
Total	9057	2444	11501

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	<u>Registration (concluded)</u>		
	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>Evans Branch</u>			
Carried forward	338	628	966
Additions	22 (8)	21 (19)	43
Cancellations	<u>9</u>	<u>7</u>	<u>16</u>
Total	351	642	993
<u>Bookmobile</u>			
Carried forward	275	640	915
Additions	<u>19 (8)</u>	<u>53 (51)</u>	<u>72</u>
Total	294	693	987
Grand Total	9702	3779	13481
( ) New registrations			

	<u>Book Stock</u>			Total vols. Jan. 31, '49
	Total vols. Jan. 1, '49	Books Added	Books Withdrawn	
<u>Main</u>				
Adult	64018	118	103	64033
Youth	52	6	0	58
Juvenile	<u>10665</u>	<u>84</u>	<u>192</u>	<u>10557</u>
Total	74735	208	295	74648
<u>Evans Branch</u>				
Adult	4699	33	31	4701
Youth	20	6	0	26
Juvenile	<u>4017</u>	<u>33</u>	<u>36</u>	<u>4014</u>
Total	8736	72	67	8741
<u>Extension</u>				
Adult	1858	39	0	1897
Youth	143	4	0	147
Juvenile	<u>774</u>	<u>52</u>	<u>0</u>	<u>826</u>
Total	2775	95	0	2870
<u>School collection</u>				
Total	3979	0	6	3973
<u>East End Branch</u>				
Adult	620	0	0	620
Youth	0	0	0	0
Juvenile	<u>817</u>	<u>0</u>	<u>42</u>	<u>775</u>
Total	1437	0	42	1395
Grand Total	91662	375	410	91627

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Eight school classes made tours of the Library under the supervision of Miss Wolfe and Miss Kowalsky. Three organizations held meetings in the auditorium.

Four Story Hours were held, three under the supervision of the Librarian, one under Miss Bloomquist's direction. A total of forty-six boys and girls came to these (An average of 11+)

Mr. Cohen was active during the Midwest Conference of Agriculture, Industry and Labor held January 13 and 14 under the auspices of the Association of Commerce.

The Librarian spoke on the United Nations at a meeting of the League of Women Voters and attended a meeting of the school librarians at the High School. She and Miss Wolfe were present at three meetings of civic organizations.

The local camera club held an exhibit in the Library of photographs submitted during the annual newspaper contest. Robert Schaub of the Decatur Herald and Review directed this.

The Librarian and Miss Wolfe were present at the A. L. A. Midwinter Convention held in Chicago January 20 - 23. The former was Chairman of the National Public Relations Committee and as Editor of the Division of Public Libraries magazine took part in all the Division's meetings. Mr. Cohen was present at the Convention one day.

Dr. Leo Stine of the Millikin University faculty talked with the Librarian on several occasions regarding the plans for adult forum meetings to be held here next month.

Respectfully submitted,

*Muriel E. Perry*

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Librarian