

Board of Trustees

October 31, 1947

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 and Mr. Nalefski.

The Minutes of the previous meeting were read and approved.

The Librarian's reports for August and September were read and ordered filed.

The Librarian reported that the J. J. Swartz Co. was the only firm to submit an estimate for repairing the concrete steps. They submitted one figure of \$540. for patching the rear and north steps and making all new front steps; also a figure for patching all outside stairways for \$60.00. The motion was made by Mrs. Evans and seconded by Mr. Nalefski and unanimously carried that the steps be only patched at this time and that an order be given to the J. J. Swartz Co. for this work, the cost to be \$60.00. In addition, the Librarian was asked to have them repair the wall between our grounds and the house on Eldorado Street at the same time.

The Librarian reported that she had talked with Logan Rice, City Electrician, about flood lights for the front of the building. He said the City Electrical Department could not help us in any way but he gave illustrations and figures of various types of flood lights. The Board instructed her to continue investigating and report back.

A discussion was held as to the possible advantages of the Library being made a county library, and the Librarian was instructed to visit Mr. Merris, the City Attorney, asking for information and advice.

The Librarian asked for an opinion from the Board regarding the continuation of extension service to the schools. She said that the Library was so poorly equipped with books that under present circumstances it was impossible to give the schools any reasonably good service. She explained that in the majority of cities such service is the joint responsibility of the Board of Education and the Public Library Board but that in Decatur the Library was attempting something far beyond its possibilities and the result was not anything of which to be proud. She recommended that the present type of inadequate service be abolished when the present deposits are returned next spring and that we try to get the cooperation of the School Board so that we can give the schools modern library service.

The Board voted unanimously to lay the matter on the table for further consideration.

She also brought up the matter of the serious situation existing in the Cataloging Department where the Cataloger was unable to cope with cataloging processes. She said that she was endeavoring to obtain a cataloger qualified to bring order out of the present chaos and to give us simple, clear cataloging.

The Board voted unanimously that the Librarian might give a reception to her new Staff members in the Library some evening during Book Week.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Secretary

Librarian's Report for  
August, 1947

Financial Statement

Receipts:

Bal. 1 Aug. '47	\$15573.28
Fines, lost & dam bks.	186.39
Non-resident fees	26.75
Rental collection	15.60
Other sources	26.14
	<u>\$15828.16</u>

Disbursements:

Staff Salaries	\$2168.10
Janitor salaries	319.16
Books	488.56
Periodicals	9.00
Microfilm	14.90
Supplies	96.92
Repairs & Improvements	13.85
Light	4.38
Furniture & Fixtures	54.16
Telephone	30.13
Postage, drayage, etc.	22.89
Miscellaneous	16.61
	<u>\$3238.66</u>

Balance in checking account September 1, 1947 - - - - - \$12589.50

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1947</u>	<u>1946</u>
Main Library	8312	3358	11670	11685
Evans Branch	577	1083	1660	1345
Decatur M.C. Hospital	129	20	149	0
Longview	9	56	65	0
Camp Kiwanis	15	182	197	0
	<u>9042</u>	<u>4699</u>	<u>13741</u>	<u>13030</u>
			<u>1947</u>	<u>1946</u>
Largest daily circ. at Main - - 625 - - (Evans Br. - 199) - - - -			824	664
Overdue notices mailed - - - - -			417	430
Reserve postals mailed - - - - -			61	87
Pictures loaned - - - - -			85	158
Telephone calls - - - - -			471	340
Volumes used for reference - - - - -			396	236
References - - - - -			80	0

Registration

	<u>Main Library</u>		<u>Evans Branch</u>		<u>1947</u>	<u>1946</u>
	<u>Adult</u>	<u>Juvenile</u>	<u>Adult</u>	<u>Juvenile</u>		
Borrowers 31 Jl. '47	11308	3288	525	912	16033	15180
New borrowers	350	107	19	18	2494	307
Cancelled	155	46	4	4	209	270
Borrowers 31 Ag. '47	11503	3349	540	926	16318	15217

Book Account

	<u>Adult</u>	<u>Juvenile</u>	<u>1947</u>	<u>1946</u>
Total vols. August 1 '47	68443	19292	87735	84374
Books added	71	375	446	325
Books withdrawn	21	237	258	673
Total vols. 31 Ag. '47	<u>68493</u>	<u>19430</u>	<u>87923</u>	<u>84026</u>

Binding and Mending

	<u>1947</u>	<u>1946</u>
Books sent to bindery - - - - -	267	194
Books mended in library - - - - -	3650	3744

## Librarian's Report

August, 1947

August proved to be a very busy month with the children's reading project in full swing at Main, Evans Branch and Longwood. Of the two hundred and twenty-nine children who registered for "the game" at Main, one hundred, twenty nine read and reported on at least one book, the majority read four or five and a few read beyond the six titles required.

Miss Moody, the assistant in charge of the project, reported that she could see marked development in the children's reading ability as well as in poise and the ability to give oral reports. The development of reading ability was, naturally, the aim of the project.

During the last week of August parties supervised by Miss Martin, were held at the three agencies for all children who had participated in the game. Ninety-eight children enjoyed the one at Main.

At the request of the Lincoln Statue Committee two models of statues of the famous President by Fred Torrey, Chicago sculptor, were placed on exhibition in the library foyer. Citizens were asked to vote on their preference of either the seated or standing model. The statue for which \$25,000. was levied by the State Legislature will be placed in Decatur.

Paul Swarm visited the Librarian to suggest the creation of a music department in the Library. He offered music, books and recordings from his own collection to help stock it. The Librarian assured him of our interest and told him that several people had made similar requests and that a music department would be opened as soon as personnel and space were available.

Mrs. Kirby of Oreana requested help in cataloging her school library. The Librarian told her that since Oreana was outside Decatur limits, we could not help her. The subject of county service was brought up, and Mrs. Kirby said that Oreana as well as other small libraries in Macon County need professional aid badly.

Barbara Moody, who has been assisting us during the summer left August 30th to study children's work in the Western Reserve Library school. Miss Moody did unusually fine work for us and we regreted having her go.

One group of Girl Scouts made a tour of the library.

Miss Wolfe and Miss Martin visited the Gary Indiana Public Library August 6th. Each gave us a fine report of her visit.

The Librarian visited the Evanston and St. Louis Public Libraries for the purpose of inspecting their bookmobile service. Both vehicles impressed her very much.

With Miss Wolfe she visited the Decatur-Macon County Hospital where they discussed adequate hospital service with Mrs. Goldenberg the Superintendent of nurses.

The Librarian received word of her reappointment to the Public Relations Committee of A.L.A.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry, Librarian

Librarian's Report  
for  
September, 1947

Financial Statement

Receipts:

Bal. 1 Sp. '47	\$12589.50
Appropriation	12214.49
Fines, lost & dam. bks.	199.05
Non-resident fees	29.75
Rent collection	19.50
Other sources	2.14
	\$25054.43

Disbursements:

Staff salaries	\$2289.49
Janitor salaries	319.16
Light	5.36
Postage, drayage, etc.	6.08
Miscellaneous	35.13
	\$2655.22

Balance in checking account October 1, 1947 - - - - - \$22399.21

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1947</u>	<u>1946</u>
Main Library	8989	2136	11125	10297
Evans Branch	659	1162	1821	1666
Decatur Macon County Hosp	183	20	203	16
Longview	Closed during the month of Spt.			
	9831	3318	13149	11979
			1947	1946
Largest daily circ. at Main - - - (-Evans Br. - 161) - -			614	614
Overdue notices mailed - - - - -			422	394
Reserve postals mailed - - - - -			74	95
Pictures loaned - - - - -			904	621
Telephone calls - - - - -			395	390
Volumes used for reference - - - - -			581	472

Registration

	<u>Main Library</u>		<u>Evans Branch</u>		<u>1947</u>	<u>1946</u>
	<u>Adult</u>	<u>Child</u>	<u>Adult</u>	<u>Child</u>		
Borrowers 31 Ag. '47	11503	11334	540	926	16318	15217
New borrowers	525	71	16	71	683	357
Cancelled	239	63	17	20	339	365
Borrowers 30 Sp. '47	11789	3357	539	977	16662	15209

Book Account

	<u>Adult</u>	<u>Child</u>	<u>1947</u>	<u>1946</u>
Total vols. Sept. 1 '47	68493	19430	87923	84026
Books added	276	7	283	150
Books withdrawn	0	0	0	0
Total vols. 30 Sp. '47	68769	19437	88206	84176

Binding and Mending

	<u>1947</u>	<u>1946</u>
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	1170	428

Librarian's Report

September, 1947

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Arrangements were made to send 291 bound newspapers which had been microfilmed to the University of Illinois. This will give us a small amount of space for storage of other material. While the papers were being prepared for transportation, it was discovered that between 500 and 600 pages in the films sold us by the Decatur Herald and Review were missing or damaged. We had understood that the newspaper library had collated each volume before sending it for filming. Arrangements have now been made to have the damaged and missing pages made by the University of Illinois Library which will furnish both the Newspaper Library and the Public Library with positive films at cost. Steps will be taken in the future to see that papers are collated before filming.

Meetings of two local organizations were held in the library during the month.

Miss Kowalsky supervised an exhibit of books on agricultural subjects at the Regional Agriculture Conference held in the Masonic Temple.

Miss Bloomquist has registered as a student at Milliken University. Previous courses give her the status of a junior. We are proud to have our Staff represented there.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Secretary

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