

Board of Trustees

March 26, 1948

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

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Garman, Mr. Owens, and Mr. Stafford.

The Minutes of the last meeting were read and approved.

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

The Librarian spoke of the great increase in circulation in the Boys' and Girls' Room which she believes is the result of Miss Vancil's very fine work. Mrs. Garman spoke of the service to the teen-age group which is given by the Springfield Public Library. She expressed the hope that we could have a similar service in this City in the near future. The Librarian explained that a Young People's Department should be the next logical addition to our present service, but that this would entail the salary for a librarian trained for service to this age group and money for many more books than we can afford at present. We are, however, extremely fortunate in having space for the inclusion of such a department since the spare room at the back of the first floor stacks is located just right for this purpose.

The Librarian reported that the building was entered on the night of February 29th but that the police frightened away the intruder before any harm was done.

She brought to the Board's attention that we are having great trouble with the heating system, that steam and hot water had penetrated the wall of the mending room supply closet and had ruined paper, envelopes, etc. Mr. Stafford and Mr. Owen both suggested that she call the Delahunty Plumbing Company and ask for Mr. Earnshaw who, they were sure, would give her good service. The Board agreed that if this firm could quote a reasonable price for repairing the pipes and radiators she was to page them by telephone for instructions as to whether or not to have the work done.

She reported to the Board that the Bookmobile shell was now completed and that she and Mr. Barding were to go to Richmond, Indiana April first and take it to the General Body Company in Chicago for the interior work.

She spoke of the seemingly impossible task of finding applicants for the various vacancies on the staff (head of circulation, bookmobile librarian and cataloger) and she gave as the reason that our salary schedule is still far below those of other libraries in our size group.

The motion was made by Mrs. Garman, seconded by Mrs. Evans and passed unanimously that the bills totaling \$1,188.70 be paid.

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Librarian's Report
for February 1948

Financial Statement

Receipts

Bal. 1 Feb. '48	\$ 12557.05
Appropriation	7820.86
Fines, Lost & dam. bks.	269.05
Non-resident fees	53.00
Rent collection	10.70
Other sources	<u>105.85</u>
	\$ 20816.51

Disbursements

Staff salaries	\$ 2518.35
Janitor salaries	319.16
Books	779.40
Periodical	67.90
Microfilms	15.30
Supplies	116.42
Repairs	60.79
Light	8.36
Heat	125.50
Telephone	34.75
Postage, drayage, etc.	18.07
Miscellaneous	<u>56.68</u>
	\$ 4120.68

Balance in checking account March 1, 1948 -\$16695.83

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>
Main	10810	4204 ²	15012	14079
Evans Branch	778	1712	2490	2496
Decatur & M.C. Hospital	205	12	217	166
T.B. Sanitorium	216	6	222	0
D. & MC. Nurse's Home	21	0	21	0
Longview	<u>23</u>	<u>18</u>	<u>41</u>	<u>0</u>
	12053	5950	18003	16741

	<u>1948</u>	<u>1947</u>
Largest daily circ. at Main - - - - 1206 - (Ev. Br. 184) - -	1390	1183
Overdue notices mailed - - - - - - - - - - - - - - - - -	469	631
Reserves postals mailed - - - - - - - - - - - - - - - - -	133	133
Pictures loaned -	981	1281
Telephone calls -	794	474
Volumes used for reference in Main Adult Dept. - - - - - - - - - - -	790	933

Registration

Adult

Reregistration to 31 Jan. '48 - - - - - - - - - - - - - - - - -	6514
*Main Adult - - 438 (125)	Evans Adult - -23 (10) <u>461</u>
	6975

Juvenile

Reregistration to 31 Jan. '48 - - - - - - - - - - - - - - - - -	2336
Main Juvenile - - 102 (60)	Evans Juvenile - - 19 (12) <u>121</u>
	2457

Total borrowers 28 Feb. '48 - - - - - - - - - - - - - - - - - 9432

Book Stock

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>
Total vols. Feb. 1 '48	68778	19927	88705	85933
Books added	244	84	328	256
Books withdrawn	<u>665</u>	<u>0</u>	<u>665</u>	<u>0</u>
Total vols. Feb. 29 '48	68357	20011	88368	86189

Binding and Mending

	<u>1948</u>	<u>1947</u>
Books sent to bindery - - - - - - - - - - - - - - - - -	100	0
Books mended in library - - - - - - - - - - - - - - - - -	473	702

Librarian's Report

February, 1948

-2-

The new bookmobile continues to be the project on which we are centering the greater part of our attention. With so short a time before its scheduled delivery May first and with the tremendous number of books to be prepared, it will take the united efforts of the entire Staff if we are to be ready to begin the service so eagerly anticipated by the public.

The Librarian spent February 14th in Chicago with officials of the General Body Company, going over several problems concerning the construction of the vehicle which had come up because of labor difficulties and shortages of materials.

To make it possible for our Staff to give better and quicker pamphlet service to the public, our verticle files were moved from the rear of the stackroom to the west reference room where they are now immediately accessible. Mr. Cohen and Miss Kowalsky have begun a complete re-organization of this material. An authority for subject headings will be used and continual revision will keep it up-to-the-minute.

On February 25th Miss Larmon finished a course in mimeographing at one of the local secretarial schools. She is now equipped to take charge of all such work here, and we have already had samples of her well illustrated booklists and post-cards. We expect that now we can have many items which the high cost of printing formerly made it impossible for us to buy.

The boys and girls are really using their room to capacity. We need many more books in the various subject fields to keep up with the demands made on our stock. On February 7th, 508 volumes were borrowed by the children. 4,202 books were loaned for home use during the month, an increase of 849 over the same period last year.

Four Story Hours were held under the supervision of Miss Vancil with a total of 134 present and an average of 34.

The Library cooperated with the Junior Welfare League in helping them place twelve periodicals in the Macon County Tuberculosis Sanitorium.

A telephone for the use of the public was installed in the front entrance hall.

Mr. Cohen spoke on the subject "Congress at the Crossroads" for the University Club. He was present at a meeting of the Association of Commerce trade development committee and also, with Miss Wolfe, at a Conference on audio-visual materials held at Johns Hill Junior High School.

The Librarian and Miss Wolfe discussed the report of the President's Civil Rights Committee for the Public Relations luncheon group at the Y.W.C.A. The Librarian was one of a group of local people chosen to judge scrapbooks on social hygiene prepared by various Parent-Teacher groups as a Family welfare project. She was present at a meeting of the Decatur Civic Forum and was a guest of the D. & M. C. Hospital Class of 1950 at their Capping service. She attended the workshop on library taxation held in Springfield under the auspices of the Illinois Association, the State Library and the University of Illinois

A minimum of 116 first class letters was mailed from the first office.

Respectfully submitted,
Muriel E. Perry
Librarian