

Board of Trustees

April 25, 1947

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

Members present: Mrs. Evans, Mr. Imboden, Mr. Nalefski.

The Minutes of the last meeting were read also the Librarian's report for March.

The members approved of the Librarian's suggestion that the Sargent painting "Coles Hill County Country" be purchased for the first office.

The Librarian requested consideration of a gas unit being installed in the heater at the Evans Branch as soon as government restrictions on new installations should be lifted which will probably not be for another year. She explained that the use of gas will eliminate coal dust and dirt and will enable us to use the basement floor for shelving books and for group meetings. The members agreed that this should be done when possible.

The Librarian spoke of the need for a definite sick leave policy for staff members which would be just to them and to the Library. She suggested that the Library follow the practice of the local schools and gave the following statement for the Board's consideration:

SICK LEAVE

Ten days will be allowed annually for personal sickness. When an assistant is out because of illness for more than three consecutive days, she must file a doctor's statement with the office on her return.

If an assistant's sick leave is not used, it may accumulate for three years or until it becomes one calendar month. Individual cases, when assistants are hospitalized for long periods, will be considered by the Board of Trustees upon the Librarian's recommendation.

DEATH IN IMMEDIATE FAMILY

Three days leave-of-absence will be allowed in case of a death in an assistant's immediate family. "Immediate family" is interpreted as including father, mother, sister, brother, husband, wife or child or a person who has lived in the assistant's home for a period of years.

For absence because of sickness or death as stated above there shall be no deductions from salaries.

The members agreed that this matter should be laid on the table until next meeting when more members might be present.

The Librarian reported that Chief Ping of the Fire Department had spoken to her of the need of an outside exit from both the basement and the rear of the first floor at the Evans Branch and that she is trying to get figures on the cost of putting in these exits.

April 25, 1947

- 2 -

She also reported that Mr. Hubbard of the City Electrical Department had offered to install flood lights at the front of the building to replace the old entrance lights, the work to be done by his men with the Library bearing only the expense of materials.

It was agreed that the annual meeting should be held May 13th.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Secretary

Librarian's Report for  
March 1947

Financial Statement

Receipts

Bal. 1 Mr. '47	\$20102.32
Fines, lost ' dam. bks.	266.38
Non-resident fees	41.00
Rent collection	19.55
Other sources	4.10
	\$20433.35

Disbursements

Staff salaries	\$2069.33
Janitor salaries	315.00
Books	376.02
Periodicals	2.00
Binding	345.86
Supplies	18.49
Light	9.30
Heat	142.00
Telephone	28.40
Postage, drayage, etc.	158.74
Miscellaneous	106.26
	\$3571.40

Balance in checking account April 1, 1947 - - - - - \$16861.95

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1947</u>	<u>1946</u>
Main Library	12710	4168	16878	13273
Evans Branch	973	1811	2784	2275
Decatur-M.C. Hosp.	168	10	178	0
	13851	5989	19840	15548

	<u>1947</u>	<u>1946</u>
Largest daily circ. - - - Main 816 - - - - Evans 177 - - - - -	993	1027
Overdue notices mailed - - - - -	831	439
Reserve postals mailed - - - - -	168	197
Pictures loaned - - - - -	938	726
Telephone calls - - - - -	611	470
Volumes used for reference in Main adult dept. - - - - -	1706	980

Registration

	<u>Main Lib.</u>		<u>Evans Br.</u>		<u>1947</u>	<u>1946</u>
	<u>Adult</u>	<u>Child.</u>	<u>Adult</u>	<u>Child.</u>		
Borrowers 28Fb.'47	10878	3321	501	911	15611	15088
New borrowers	366	62	18	14	460	397
Cancelled	235	73	6	19	333	408
Borrowers 31Mr.'47	11009	3310	513	906	15738	15077

Book Account

	<u>Adult</u>	<u>Child</u>	<u>1947</u>	<u>1946</u>
Total vols. 28 Fb.'47	67385	18804	86189	84244
Books added	221	45	266	210
Total additions	221	45	266	210
Books withdrawn	0	0	0	213
Total vols. 31 Mr.'47	67606	18849	86455	84241
Gifts (Added in above)				

Binding and Mending

	<u>1947</u>	<u>1946</u>
Books sent to bindery - - - - -	210	0
Books mended in library - - - - -	896	732

Librarian's Report for  
March 1947

-2-

Public Relations claimed their share of our time and thought during March. Mrs. Garman, as President of the Illinois Trustee's Association, was present at a meeting of the Officers of I.L.A. in Chicago.

Mrs. Evans spoke on the subject Children and the Church for a local group.

The Librarian presided at a meeting of the Illinois Steering Committee for Library Service to Business at A.L.A. Headquarters. She visited Miss Hinman's Extension class in Teaching aids to Children's literature where she spoke on the resources which the Decatur Library offers to teachers. She was a guest of the Sisters at St. Theresa's Academy where she visited the school library and the convent. She represented the Library at a meeting held in the Y.M.C.A. where civic leaders discussed Decatur's traditional Christmas observances and plans were made to consider future observances on a community scale. She was a guest at an All State Luncheon meeting. On March 9th she reviewed Chiang Kai-Shek's China's destiny for the Decatur Women's Club.

At a meeting of the Macon County Historical Society Miss Baker's study of Books in the pioneer household was received with great interest. This paper has been bound and added to the Library's collection of material on local history. Three meetings were held in the building by local organizations and three Extension classes from the State Normal School.

Two groups of school children visited the Library, one receiving instruction in the use of the catalog and the other visiting the various departments.

A book list of current titles for young people was mailed to the Librarian of the Maroa High School Library in reply to the request for help in this field.

Five story hours were held at Main with a total attendance of 130 children. Miss Bloomquist was in charge of four of these and the Librarian, one. They each supervised one hour at the Evans Branch where there was a total attendance of 52.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Librarian

MEP/BB