

Board of Trustees

June 24, 1949

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

Members present: Mr. Knuth, presiding, Mrs. Garman, Messrs. Blackford, Hull and Stafford.

The Minutes for the meeting of May 13th were read and approved.

The Librarian's reports for April and May were examined and ordered filed.

Bills totaling \$1,296.22 were ordered paid.

Mr. Hull reported on the status of the financing of the renovations. He said that the budget must be passed by the City Council by the end of July. The Librarian reported she had heard that the Council intended to pass the budget as it was submitted to them.

There was a discussion of the concrete walks and steps. A bid from J.L. Simmons Co. was for \$1,730. and another unitemized one from Harold Walters was \$1,525.53. The Board agreed to table this for the present.

The Librarian asked permission to send Miss Garrett, Head of Circulation, to Columbia Summer School's Workshop in Adult Education. She said that this would give Miss Garrett the background needed to set up a program of adult education here next year. The cost of \$217.00 would be more than worthwhile if we could begin such service. The Board voted unanimously to send Miss Garrett.

The Librarian discussed with the Board the problem of our next step in development - whether it should be the creation of a Young Adult Department at Main or the rejuvenation of the Evans Branch. She said that the present policy was to develop service at Main to the best point possible in view of our resources and then to branch out to the other agencies. A teen-age room is greatly needed and would be one of those services which would be an instant success and immensely popular. On the other hand, the Evans Branch is more a loss than otherwise at the present time since the people are not using it sufficiently to warrant the expense of keeping it open. It is in a neighborhood of great library potentialities and could be made a fine agency if we could give it the attention it merits.

Mrs. Garman spoke to the Board of the fine young adult service being given by the Springfield Library and urged the Trustees to make it a point to visit their new room.

The Board agreed that although they wanted to see the Main agency developed, they would leave the next step up to the Librarian.

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The Librarian asked the Board for a statement of policy regarding the purchase of equipment. Additional catalog units are needed for the Evans Branch and a modern catalog for the Main children's room. The Board voted that needed items be purchased.

It was reported that the American Legion had dismantled the garage that separated their grounds from ours. Without some barrier people will use the rear of the Library grounds as a passageway from North to Eldorado Street. The Commander of the American Legion told the Librarian that they intend to erect a wire fence at the spot in question.

It was reported that the Illinois Power Co. stated we could not have gas heat at the Evans Branch for at least four or five years.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary of the Board

Librarian's Report
April, 1949

Financial Statement

| <u>Receipts</u> | <u>Disbursements</u> | | |
|-------------------------|----------------------|--------------------------|-------------------|
| Bal. April 1, 1949 | \$21249.08 | Staff salaries | \$3026.71 |
| Fines, lost & dam. bks. | 373.87 | Janitor salaries | 361.74 |
| Non-resident fees | 29.00 | Books | 5544.61 |
| Other sources | 12.84 | Microfilms & Visual aids | 96.13 |
| | <u>21664.79</u> | Binding | 416.78 |
| | | Supplies | 374.56 |
| | | Repairs & Improv'ts. | 8.45 |
| | | Heat | 101.00 |
| | | Furniture & fixtures | 415.88 |
| | | Telephone | 34.79 |
| | | Postage, drayage | 60.79 |
| | | Insurance | 187.29 |
| | | Bookmobile | 56.28 |
| | | Building survey | 2400.00 |
| | | Miscellaneous | 36.71 |
| | | | <u>\$13121.72</u> |

Balance in checking account May 1, 1949 \$8543.07

Circulation

| | <u>Adult</u> | <u>Juvenile</u> | <u>1949</u> | <u>1948</u> | |
|-------------------------|--------------|-----------------|--------------|--------------|--------|
| Main Library | 10180 | 4357 | 14537 | 15972 | - 1435 |
| Evans Branch | 937 | 1616 | 2553 | 2832 | - 279 |
| Bookmobile | 1661 | 2350 | 4011 | 0 | |
| Decatur & M.C. Hospital | 194 | 0 | 194 | 208 | |
| T.B. Sanitorium | 249 | 2 | 251 | 308 | |
| Longview | 0 | 0 | 0 | 54 | |
| Amvets | 0 | 0 | 0 | 92 | |
| | <u>13221</u> | <u>8325</u> | <u>21546</u> | <u>19466</u> | + 2080 |

| | <u>1949</u> | <u>1948</u> |
|--|-------------|-------------|
| Largest daily circulation at Main - (Evans-177) (Bkm. 326) | 943 | 1329 |
| Overdue notices mailed - - - - - | 710 | 638 |
| Reserve postals mailed - - - - - | 130 | 124 |
| Pictures loaned - - - - - | 940 | 1401 |
| Telephone calls - - - - - | 656 | 715 |
| Reference questions asked - - - - - | 719 | * |

Binding, Mending, and Typing

| | <u>1949</u> | <u>1948</u> |
|-------------------------------------|-------------|-------------|
| Books sent to bindery - - - - - | 226 | 87 |
| Books mended in library - - - - - | 139 | 338 |
| Cards typed for catalogs | | |
| Library of Congress cards - - - - - | 310 | * |
| Typed cards - - - - - | 1824 | * |

*No record kept

Librarian*s Report
for April 1949

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Registration

| | <u>Adult</u> | <u>Juvenile</u> | <u>Total</u> |
|-----------------------|--------------|-----------------|--------------|
| <u>Main</u> | | | |
| Carried forward | 9494 | 2565 | 12059 |
| Additions | 260 (112) | 109 (82) | 369 |
| Cancellations | 141 | 45 | 186 |
| Total | <u>9613</u> | <u>2629</u> | <u>12242</u> |
| <u>Evans Branch</u> | | | |
| Carried forward | 366 | 686 | 1052 |
| Additions | 9 (2) | 32 (26) | 41 |
| Cancellations | 9 | 8 | 17 |
| Total | <u>366</u> | <u>710</u> | <u>1076</u> |
| <u>Bookmobile</u> | | | |
| Carried forward | 340 | 793 | 1133 |
| Additions | 17 (3) | 104 (101) | 121 |
| Total | <u>357</u> | <u>897</u> | <u>1254</u> |
| Grand total | 10336 | 4236 | 14572 |
| () New registrations | | | |

Book Stock

| | <u>Total vols.</u> <u>April 1'49</u> | <u>Books</u> <u>Added</u> | <u>Books</u> <u>Withdrawn</u> | <u>Total vols.</u> <u>April 30'49</u> |
|--------------------------|---|------------------------------|----------------------------------|--|
| <u>Main</u> | | | | |
| Adult | 61992 | 145 | 22 | 62115 |
| Youth | 104 | 13 | 0 | 117 |
| Juvenile | 9639 | 197 | 26 | 9810 |
| Total | <u>71735</u> | <u>355</u> | <u>48</u> | <u>72042</u> |
| <u>Evans Branch</u> | | | | |
| Adult | 4752 | 45 | 3 | 4794 |
| Youth | 44 | 8 | 0 | 52 |
| Juvenile | 3899 | 101 | 18 | 3982 |
| Total | <u>8695</u> | <u>154</u> | <u>21</u> | <u>8828</u> |
| <u>Extension</u> | | | | |
| Adult | 2037 | 79 | 0 | 2116 |
| Youth | 177 | 8 | 0 | 185 |
| Juvenile | 905 | 132 | 0 | 1037 |
| Total | <u>3119</u> | <u>219</u> | <u>0</u> | <u>3338</u> |
| <u>School collection</u> | | | | |
| Total | 3900 | 0 | 0 | 3900 |
| <u>East End Branch</u> | | | | |
| Adult | 605 | 0 | 52 | 553 |
| Youth | 0 | 0 | 0 | 0 |
| Juvenile | 601 | 0 | 7 | 594 |
| Total | <u>1206</u> | <u>0</u> | <u>59</u> | <u>1147</u> |
| <u>Grand total</u> | 88655 | 728 | 128 | 89255 |

Librarian's Report
April, 1949

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Mr. Cohen spoke on Library Service to Business for the Rotary Club on April 4th. Such talks are of great value to our library since they give staff members an opportunity to use a direct approach in selling library service to the public.

Mr. Cohen was present at a meeting of the Central Illinois Committee of the Association of Commerce where he was made Chairman of the Program Talent Pool Committee whose objective is to make available information regarding local public speakers. He was also appointed a member of the Mayor's Clean Up Committee and was present at a meeting of that group.

On April 20th he supervised a film forum on the subject of soil conservation. Mr. Russell of the Soil Conservation Service provided the film and led the discussion. Twelve people were present.

The Librarian spoke on "Library service in a modern age" for one of the local chapters of P.E.O. and on International relations for the Taylorville Parent-Teachers Association. She played in the Civic Orchestra's spring concert which continues to be one of the best library publicity contacts we have. She was present at a meeting of the Courtesy Committee of the A. of C. and at two meetings of civic groups. As editor of Public Libraries she was present at the Executive Board meeting of the A.L.A. Division of Public Libraries in Chicago April 20th.

Miss Wolfe represented the Library at a meeting of the Council of Social Agencies and was present at one other meeting.

Mrs. Pierson, the Librarian at Bement, and Mrs. Quensel, a library worker from Blue Mound, visited the Library and had conferences with the Librarian and Miss Wolfe regarding library methods in their towns.

Mrs. Garman, the Librarian and Miss Wolfe were guests at Millikin University's Friends of the Library luncheon on April 8th.

Five staff members dealing with extension services were present at a dinner meeting where a discussion of our methods took place. It is hoped that similar meetings with staff groups can be held in the future and since in this way assistants doing different types of work become acquainted with the overall picture of library service.

On April 1st, Miss Fern Garrett, formerly with the Illinois State Library, became our Head of Circulation.

One group of elementary school children and a troop of Girl Scout Brownies made tours of the building.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian

Librarian's Report

May 1949

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Financial Statement

Receipts

| | |
|--------------------------|------------------|
| Bal. on hand May 1, 1949 | \$8543.07 |
| Fines, lost & dam. bks. | 298.46 |
| Non-resident fees | 25.00 |
| Other sources | 5.07 |
| | <u>\$8871.60</u> |

Disbursements

| | |
|----------------------------|------------------|
| Staff salaries | \$3104.54 |
| Janitor Salaries | 361.66 |
| Books | 885.07 |
| Periodicals | 2.00 |
| Visual aids | 19.25 |
| Supplies | 106.37 |
| Repairs & improvements | 9.59 |
| Light | .75 |
| Heat | 65.50 |
| Telephone | 34.85 |
| Postage, drayage & express | 9.74 |
| Bookmobile | 27.94 |
| Miscellaneous | \$ 5.00 |
| | <u>\$4632.26</u> |

Balance in checking account June 1, 1949 - - - - - \$ 4239.34

Circulation

| | <u>Adult</u> | <u>Juvenile</u> | <u>1949</u> | <u>1948</u> | |
|-------------------------|--------------|-----------------|--------------|--------------|-------|
| Main Library | 9691 | 3269 | 12960 | 12935 | + 25 |
| Evans Branch | 835 | 1548 | 2383 | 2459 | - 76 |
| Bookmobile | 1555 | 2580 | 4135 | - | |
| Decatur & M.C. Hospital | 155 | - | 155 | 259 | - 104 |
| T. B. Sanitorium | 316 | - | 316 | 237 | + 79 |
| Longview | - | - | - | 33 | |
| Total | <u>12552</u> | <u>7397</u> | <u>19949</u> | <u>15923</u> | 4026+ |

| | <u>1949</u> | <u>1948</u> |
|--|-------------|-------------|
| Largest daily circulation at Main - (Evans -218)(Bookmobile-337) | 722 | 920 |
| Overdue notices mailed | 722 | 616 |
| Reserve postals mailed | 106 | 110 |
| Pictures loaned | 671 | 1085 |
| Telephone calls | 592 | 747 |
| Reference questions asked | 477 | * |

Librarian's Report

May 1949

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Binding, Mending, and Typing

| | | |
|-------------------------------------|------|------|
| Books sent to bindery - - - - - | 1949 | 1948 |
| Books mended in library - - - - - | 0 | 0 |
| Cards typed for catalogs | 108 | 307 |
| Library of Congress cards - - - - - | 382 | * |
| Typed cards - - - - - | 1211 | * |

*No record kept

Registration

| <u>Main</u> | <u>Adult</u> | <u>Juvenile</u> | <u>Total</u> |
|---------------------|--------------|-----------------|--------------|
| Carried forward | 9613 | 2629 | 12242 |
| Additions | 224 (65) | 111(107) | 335(172) |
| Cancellations | 146 | 40 | 6 |
| Total | <u>9691</u> | <u>2700</u> | <u>12391</u> |
| <u>Evans Branch</u> | | | |
| Carried forward | 366 | 710 | 1076 |
| Additions | 8 | 22(19) | 30(19) |
| Cancellations | 4 | 8 | 12 |
| Total | <u>370</u> | <u>724</u> | <u>1094</u> |
| <u>Bookmobile</u> | | | |
| Carried forward | 357 | 897 | 1254 |
| Additions | 15(1) | 67(67) | 82(68) |
| Cancellations | - | - | - |
| Total | <u>372</u> | <u>964</u> | <u>1336</u> |
| Grand Total | 10433 | 4388 | 14821(259) |

Book Stock

| | <u>Total vols. May 1, 1949</u> | <u>Books Added</u> | <u>Books Withdrawn</u> | <u>Total vols. May 31, 1949</u> |
|---------------------|------------------------------------|------------------------|----------------------------|-------------------------------------|
| <u>Main</u> | | | | |
| Adult | 62115 | 125 | 0 | 62240 |
| Youth | 117 | 5 | 0 | 122 |
| Juvenile | 9810 | 74 | 0 | 9884 |
| Total | <u>72042</u> | <u>204</u> | <u>0</u> | <u>72246</u> |
| <u>Evans Branch</u> | | | | |
| Adult | 4794 | 52 | 0 | 4846 |
| Youth | 52 | 3 | 0 | 55 |
| Juvenile | 3982 | 26 | 0 | 4008 |
| Total | <u>8828</u> | <u>81</u> | <u>0</u> | <u>8909</u> |

Librarian's Report

May 1949

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| | Book stock (con't.) | | Books Withdrawn | Total vols. May 31, 1949 |
|--------------------------|----------------------------|----------------|--------------------|-----------------------------|
| | Total vols. May 1, 1949 | Books Added | | |
| <u>Extension</u> | | | | |
| Adult | 2116 | 44 | 0 | 2160 |
| Youth | 185 | 3 | 0 | 188 |
| Juvenile | 1037 | 36 | 0 | 1073 |
| Total | <u>3338</u> | <u>83</u> | <u>0</u> | <u>3421</u> |
| <u>School collection</u> | | | | |
| Total | 3900 | 0 | 0 | 3900 |
| <u>East End Branch</u> | | | | |
| Adult | 553 | 0 | 0 | 553 |
| Youth | 0 | 0 | 0 | 0 |
| Juvenile | 594 | 0 | 0 | 594 |
| Total | <u>1147</u> | <u>0</u> | <u>0</u> | <u>1147</u> |
| Grand total | 89255 | 368 | 0 | 89623 |

The tapering off of the winter season has not meant any decrease in the use of the Library on the part of the public. The Bookmobile is now serving some borrowers who formerly had to come to Main for their books. This is seen in the small decrease in circulation in the main children's room and the Evans Branch. On the other hand, the mobile branch is reaching people who never before used the library at all. An increase in circulation of 4,026 volumes is credited almost entirely to the Bookmobile and to Miss Austin's splendid work. 259 people took out new registrations.

With the closing days of school an increased number of classes came to the library for stories and elementary instruction in borrowing books. Nine such groups came with their teachers. The total attendance was 319 and the average, 35. Miss Vancil supervised the instruction and stories for four groups, and the Librarian had charge of five.

One group of students from St. Johns School made a tour of the building.

900 books owned by the State Library and distributed by us to the Lake-view Schools were collected, checked and returned to Springfield.

A reserve shelf of specially selected titles was maintained for several high school classes at the request of their teacher.

One group held a meeting in the auditorium.

Librarian's Report

May 1949

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Miss Wolfe spoke on the Displaced Persons of Europe for the Y.W.C.A. Public Relations Group. Miss Vancil spoke for Dr. Bell's classes at Millikin University on the subject "Background for Children's Reading". The Librarian gave an address for the Community Mother-Daughter banquet in Blue Mound. She was present at the meetings of four civic groups.

On May 31st, the Librarian spent the day at the State offices in Chicago doing research on the librarians retirement system for the Illinois Library Association.

She, Miss Wolfe, Miss Garrett, Miss Poland, Miss Austin, Miss Kowalsky, and Miss Larmon attended the Regional Library Conference at the Bloomington Public Library, May 10th.

Five hundred booklists of titles for brides and new homemakers were mimeographed for the local Welcome Wagon.

Our books and records received their regular six months auditing, and the auditor remarked that he had rarely seen such businesslike records in a public institution.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary