

Board of Trustees

August 27, 1948

The motion was made by Mrs. Evans, seconded by Mr. Tolly and passed that a committee be appointed to discuss the bookmobile parking problem with the Mayor and Chief of Police. The committee appointed were Mr. Owen, Mr. Hull and Mrs. Loewen.

The motion was made by Mr. Owen, seconded by Mr. Stafford and passed that the bookmobile be kept off restricted parking areas until other arrangements can be made.

An election was held in which Mr. Knuth was re-elected president.

Respectfully submitted,

Winifred Loewen

Secretary Pro Tem.

*Winifred Loewen*

Librarian's Report  
July 1948

Financial Statement

Receipts:

Bal. 1 Jl. '48	\$ 972.47
Appropriation	30000.00
Fines, lost & dam. bks.	187.13
Non-resident fees	49.75
Other sources	<u>75.01</u>
	\$31284.36

Disbursements:

Staff salaries	\$2478.30
Janitor salaries	361.66
Books	830.64
Periodicals	31.45
Microfilms	32.15
Supplies	334.72
Repairs & Improvements	41.50
Light	6.36
Furniture & Fixtures	244.81
Telephone	42.14
Postage, drayage, etc.	12.78
Bookmobile	22.14
Miscellaneous	<u>23.22</u>
	\$4461.87

Balance in checking account -----\$26822.49

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>
Main Library	8811	4520	13331	13224
Evans Branch	594	782	1376	1728
Bookmobile	895	1416	2311	0
Decatur M.C. Hospital	208	0	208	117
T. B. Sanitorium	<u>274</u>	<u>3</u>	<u>277</u>	<u>0</u>
	10782	6721	17503	15069

	<u>1948</u>	<u>1947</u>
Largest daily circ. at Main - - - - - (Evans - 90) - - - - -	723	808
Overdue postals mailed - - - - -	364	582
Reserve postals mailed - - - - -	77	119
Pictures loaned - - - - -	38	35
Telephone calls - - - - -	608	472
Vols. used for reference in Main adult dept. - - - - -	292	607

Registration

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>Main</u>			
Carried forward	7650	2264	9914
Additions	320(36)	138(108)	458
Cancellations	193	110	303
Total July 31, 1948	7777	2292	10069
<u>Evans Branch</u>			
Carried forward	313	570	883
Additions	16(0)	27(6)	43
cancellations	7	43	50
Total July 31, 1948	322	554	876
<u>Bookmobile</u>			
Carried forward	36	11	47
Additions	77 (36)	211(209)	288
Total July 31, 1948	113	222	335
<u>Grand Total</u>	8212	3068	11280

( ) New registrations

Librarian's Report

July 1948

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	Total vols. July 1, 1948	<u>Book Stock</u>		Total vols. July 31, 1948	
		Books Added	Books Withdrawn		
<u>Main</u>					
Adult	63442	70	-5	63507	
Youth	0	0		0	
Juvenile	<u>10308</u>	<u>0</u>	<u>-6</u>	<u>10302</u>	
Total	73750	70	-11	73809	
<u>Evans Branch</u>					
Adult	4532	22		4554	
Youth	0	0		0	
Juvenile	<u>3920</u>	<u>0</u>		<u>3920</u>	
Total	8452	22		8474	
<u>Extension</u>					
Adult	1562	88		1650	
Youth	86	6		92	
Juvenile	<u>373</u>	<u>0</u>		<u>373</u>	
Total	2021	94		2115	
<u>School Collection</u>	3979			3979	
<u>East End Branch</u>					
Adult	620			620	
Youth	0			0	
Juvenile	<u>817</u>			<u>817</u>	
Total	1437			1437	
<u>GRAND TOTAL</u>	89639	186	-11	89814	Total vols. July 31, '47 87735

Binding and Mending

Books sent to bindery - - - - -	1948	1947
Books mended in library - - - - -	0	0
	374	1008

The Bookmobile completed its first full month of service with 2,115 volumes in stock. A total of 288 people signed applications making 335 who have registered in the five weeks of operation. A total of 2,311 books were loaned for the month. Our main difficulty has been the need for more books, especially for children, which loans from Main and Evans Branch have helped to take care of temporarily.

We are greatly indebted to Commissioner Sattley, to Fred Gretch of the City Electrical Department and to Mr. Hunt of the Illinois Power Company for their cooperation in locating and installing plugs for electricity on the Bookmobile, also to Commissioner Kirby and his assistants for filling in the gutter between our driveway and Eldorado Street so the the Bookmobile could be brought near the building.

## Librarian's Report

July 1948

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As part of our recruitment program, we invited Miss Dorothy Hayes, a student at the University of Illinois to observe library work behind-the-scenes for two weeks. The University made the arrangements for Miss Hayes visit.

James Andrews, a graduate student at the University's Library School spent an afternoon with us observing methods and asking questions regarding our work.

Miss Van Ness, Librarian of the Bloomington Public Library, visited us and requested information regarding our 1945 campaign for placing municipal workers under the Illinois Municipal Retirement System.

Mr. Cohen was asked to serve as a member of the Mayor's Committee for the Freedom train which visited the City during the month.

Ruth Pollock, cataloger here since 1924, left July 3d to become a cataloger on the Staff of the Pittsburgh University Library.

Three View-Masters with a number of slides were purchased to replace the stereoscopes in the Boys and Girls Room.

The Librarian with Miss Gilman of the Springfield Public Library represented the Illinois Library Association at a hearing before the Cash Commission at the State House on July 30th urging the extension of the Illinois Municipal Retirement Fund to all municipalities in the State. The Librarian was present at one session of the Council of Social Agencies and at a meeting at the American Library Association in Chicago of the Illinois Committee on Library Service to Business and Industry of which she is Chairman.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Librarian