

Board of Trustees

October 29, 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, Messrs. Blackford, Hull and Stafford.

The Minutes of the last meeting were read and on the motion of Mr. Stafford, seconded by Mr. Blackford, it was unanimously voted that they be accepted.

The Librarian's report for September was examined and ordered filed.

Mrs. Garman reported on the progress of plans for making the electrical system in the main building safe. She had held several conversations with Charles Harris the architectural engineer who estimated the probable cost of a survey of the building as between \$500.00 and \$600.00. She read to the Board a letter from Mr. Hunt of the Illinois Power Company which stated that our present lines are severely overloaded and which recommended certain procedures to make the lines entering the building and going as far as the control boxes conform with the electrical code.

After a lengthy discussion the motion was made by Mr. Stafford and seconded by Mr. Hull that the Committee advertise for bids on the necessary work as outlined in Mr. Hunt's letter and that the work include the installation of floodlights for illumination of the front steps.

All voted "aye".

Mrs. Evans suggested that if possible another stop be arranged for the Bookmobile in the vicinity of Whitmer and Webster Streets.

The Librarian reported that she believes the Royal Arcanum Lodge is considering the gift of a second ceiling projector for the Library.

Bills to the amount of \$1062.75 were presented for consideration and ordered paid.

The meeting adjourned at 4:55 p.m.

Respectfully submitted

Muriel E. Perry

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Secretary

Librarian's Report
for
September, 1948

Financial Statement

Receipts:

Bal. Sept. 1, '48	\$23528.20
Fines, lost & dam. bks.	174.84
Non-resident fees	26.00
Other sources	4.07
	<u>\$23733.11</u>

Disbursements:

Staff salaries	\$2763.82
Janitor salaries	361.66
Books	698.25
Microfilm	54.66
Printing	29.00
Supplies	320.33
Repairs & Improvements	69.12
Light	5.42
Telephone	34.37
Bookmobile	39.49
Miscellaneous	4.63
	<u>\$4380.75</u>

Balance in checking account Oct. 1, 1948 - - - \$19352.36

Circulation

	<u>Adult</u>	<u>Juvenile</u>	1948	1947
Main Library	8669	2232	10901	11125
Evans Branch	546	1137	1683	1821
Bookmobile	1289	1178	2467	0
Decatur M. C. Hospital	123	1	124	203
T. B. Sanitorium	257	0	257	0
	<u>10884</u>	<u>4548</u>	<u>15432</u>	<u>13149</u>

	1948	1947
Largest daily circ. at Main - -(Evans-137) --(Bkm.-210) -	590	614
Overdue Notices mailed - - - - -	274	422
Reserve Postals mailed - - - - -	111	74
Pictures loaned - - - - -	372	904
Telephone calls - - - - -	512	395
Vols. used for reference in the Main adult Dept. - - - -	273	581

Binding and Mending

	1948	1947
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	482	1170

Registration

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Main			
Carried forward	7906	2318	10224
Additions	426(143)	82(47)	508
Cancellations	143	84	227
Total Sept. 30, 1948	8189	2316	10505
Evans Branch			
Carried forward	323	546	869
Additions	15(4)	84(18)	99
Cancellations	7	21	28
Total Sept. 30, 1948	331	609	940
Bookmobile			
Carried forward	174	338	512
Additions	31(11)	85(81)	116
Cancellations (None)			
Total Sept. 30, 1948	205	423	628
Grand Total Sept. 30, 1948	8725	3348	12073 (Over)

Librarian's Report
for
September 1948

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	<u>Book Stock</u> <u>Total Vols.</u> Sept. 1, 1948	Books <u>Added</u>	Books <u>Withdrawn</u>	<u>Total</u> Sep. 30, '48
Main				
Adult	63585	111		63696
Youth	0	0		0
Juvenile	<u>10310</u>	<u>45</u>		<u>10355</u>
Total	<u>73895</u>	<u>156</u>		<u>74051</u>
Evans Branch				
Adult	4573	25		4598
Youth	0	0		0
Juvenile	<u>3921</u>	<u>12</u>		<u>3933</u>
Total	<u>8494</u>	<u>37</u>		<u>8531</u>
Extension				
Adult	1707	39		1746
Youth	92	0		92
Juvenile	<u>377</u>	<u>48</u>		<u>425</u>
Total	<u>2176</u>	<u>87</u>		<u>2263</u>
<u>School Collection</u>				
Total	3979	0		3979
East End Branch				
Adult	620	0		620
Youth	0	0		0
Juvenile	<u>817</u>	<u>0</u>		<u>817</u>
Total	<u>1437</u>	<u>0</u>		<u>1437</u>
Grand Total	89981	280		90261

With the opening of school our circulation desks at Main and on the Bookmobile were slightly less busy than last month although we recorded an increase of 2,283 volumes in the number of books loaned for home use over September 1947.

Ninety-two new borrowers applied for cards on the Bookmobile, making a total of 628 cards issued from that source since June 25th.

Miss Austin believes that greater publicity is needed if we are to reach the adults as we hope to. Toward this end, we are investigating the possibilities of a good public address system which several libraries have used to good advantage in announcing the arrival of their bookmobiles at specific locations as well as for story hours and musicals.

The League of Women Voters held two meetings in the Library for one of which Mr. Cohen borrowed a motion picture machine, screen and films from the State Library. The Macon County Historical Society held their quarterly meeting here.

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Use of the new ceiling projector is increasing as more people know it is available for home loan. It was sent to the D. & M.C. Hospital once and to private homes twice this month. Each time the patient enjoyed reading from the ceiling for a period of about ten days. All three cases are permanent disabilities, and each person is waiting for another turn at the machine.

We are cooperating again with the Extension Department of the University of Illinois by distributing their book collections to students registered for local extension courses.

The Library now runs a small news feature in each month's issue of In-Decatur, the publication of the Association of Commerce.

The Librarian was a guest of Miss Duncan, Secretary of the Inter-national Ladies' Garment Workers Union at a meeting and she represented the Library at two other civic groups.

Respectfully submitted,

Muriel E. Perry

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Librarian