

Board of Trustees

March 7, 1947

The regular meeting of the Board was called to order at 4:10 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen, Mr. Imboden and Mr. Nalefski.

The Minutes of the last meeting were read and approved.

The Librarian's report for January was read and ordered placed on file.

The motion was made by Mrs. Evans, seconded by Mrs. Loewen and unanimously passed that the new books as listed be purchased.

The motion was made by Mrs. Garman, seconded by Mr. Imboden and unanimously passed that the bills as presented be paid.

The Librarian read a letter from Mr. R. S. Bass of the Staley Manufacturing Co. which was forwarded to her by Mayor Hedrick in which Mr. Bass gave his opinion that the Library property was definitely underinsured and in which he recommended 80% co-insurance.

After a thorough discussion of the problem, the motion was made by Mrs. Evans and seconded by Mr. Nalefski that the Board adopt the insurance plan as presented by the Nicholson, Clark Insurance Company. This plan calls for 80% co-insurance on both Main Library and Evans Branch and their contents for a three year term on a budget plan and includes a public liability policy for the Evans Branch similar to that now carried at Main. This motion was carried unanimously.

The Librarian presented for discussion a job analysis in which she had worked out a plan for personnel with the duties assigned to each which she considered adequate for eventual city library coverage. The motion was made by Mr. Imboden, seconded by Mrs. Evans and unanimously carried that the Librarian put this plan into operation as she is able with consideration of our resources.

The Librarian reported that the light at the left hand side of the front entrance had fallen over from its base. The motion was made by Mr. Imboden, seconded by Mr. Nalefski and unanimously carried that the Librarian investigate various types of outside lighting and report back.

She also reported that Mr. Smallwood of the Decatur Housing Project had approached her with a request for book service and that the possibility was excellent for making the Project Library a branch of the Decatur system.

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Librarian's Report for
January 1947

Financial Statement

Receipts

Bal. 1 Ja. '47	\$19160.13
Fines, lost & dam. bks.	231.38
Non-resident fees	42.00
Rent collection	12.45
Other sources	<u>28.34</u>
	\$19474.30

Disbursements

Staff salaries	2047.12
Janitor salaries	305.00
Books	740.75
Periodicals	83.50
Microfilms	1409.86
Binding	35.38
Supplies	111.96
Repairs & Improvements	34.32
Light	8.25
Heat	112.00
Furniture & Fixtures	4.64
Telephone	35.18
Postage & drayage	7.70
Insurance	15.70
Miscellaneous	<u>20.60</u>
	\$4971.96

Balance in checking account February 1, 1947 -----\$14502.34

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1947</u>	<u>1946</u>	
Main Library	11544	3089	14633	13339	1294+
Evans Branch	950	1592	2542	2755	213-
Decatur - M.C. Hosp.	205	17	222	0	
Maroa	<u>164</u>	<u>20</u>	<u>184</u>	<u>0</u>	
	12863	4718	17581	16094	1487+
			<u>1947</u>	<u>1946</u>	
Largest daily circ. at Main Library - - - 981 - - (Evans - 200) - - -			1181	876	
Overdue notices mailed - - - - -			578	570	
Reserve postals mailed - - - - -			153	148	
Pictures loaned - - - - -			908	602	
Telephone calls - - - - -			611	435	176+
Volumes used for reference in Main adult dept. - - - - -			803	804	

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 31 de. '46	10675	3370	507	910	15462	14991
New borrowers	369	52	12	19	452	379
Cancelled	285	65	19	17	386	336
Borrowers 31 Ja. '47	10759	3357	500	912	15528	15034

Book Account

	<u>Adult</u>	<u>Child</u>	<u>1947</u>	<u>1946</u>	
Total vols. 31 De. '46	66810	18571	85381	84189	
Books added-purchase	222	198	420	212	
" " gift	129	0	129	37	
Magazines bound	0	0	0	1	
Books replaced	1	2	3	13	
Total additions	352	200	552	263	289+
Books withdrawn	0	0	0	122	
Total vols. 31 Ja. '47	67162	18771	85933	84330	

Binding and Mending

	<u>1947</u>	<u>1946</u>
Books sent to bindery - - - - -	394	0
Books mended in library - - - - -	929	771

Note: Beginning this month school statistics will be noted at the end of the school year

Librarian's Report for
January 1947

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A special booklist prepared for the Senior class of nurses was set up and mimeographed by Miss White and Miss Bloomquist. Another booklist was prepared for a borrower who wished to make a gift to a boy's military academy.

The Librarian was made a member of the Committee on Family Guidance and was present at two meetings.

She gave two talks during the month: for the women's group at the Temple B'Nai Abraham and for a similar group of the Westminster Church.

She lectured on library tools and bibliography for the Senior class of nurses.

The Librarian was notified that she had been appointed Vice President of the A.L.A. Division of Public Libraries to fill the vacancy caused by the resignation of Miss Merrill of Racine.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian

BAB

Librarian's Report
for
February 1947

Financial Statement

Receipts

Bal. 1 Feb. '47	\$14502.34
Appropriation	8693.77
Fines, lost & dam. bks.	204.66
Non-resident fees	41.00
Rent collection	14.60
Other sources	33.14
	<u>\$23489.51</u>

Disbursements

Staff salaries	2038.29
Janitor salaries	315.00
Books	586.67
Periodicals	75.35
Supplies	100.64
Repairs and improvements	50.49
Light	6.32
Heat	149.50
Furniture & fixtures	8.00
Telephone	28.93
Postage, drayage, etc.	8.27
Miscellaneous	19.73
	<u>\$3387.19</u>

Balance in checking account March 1, 1947 - - - - \$20102.32

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1947</u>	<u>1946</u>
Main Library	10726	3353	14079	12478
Evans Branch	905	1591	2496	2307
Decatur-M. C. Hsp.	160	6	166	0
	<u>11791</u>	<u>4950</u>	<u>16741</u>	<u>14785</u>

	<u>1947</u>	<u>1946</u>
Largest daily circ. - - - - - 1018 - - - - - (Evans Br. 165) - - - - -	1183	1304
Overdue notices mailed - - - - -	631	452
Reserve postals mailed - - - - -	133	203
Pictures loaned - - - - -	1281	774
Telephone calls - - - - -	474	365
Volumes used for reference in main adult dept. - - - - -	933	615

Registration

	<u>Registration</u>		<u>Evans Br.</u>		<u>1947</u>	<u>1946</u>
	<u>Adult</u>	<u>Child</u>	<u>Adult</u>	<u>Child</u>		
Borrowers 31 Ja. '47	10759	3357	500	912	15528	15034
New borrowers	355	50	11	17	433	368
Cancelled	236	86	10	18	350	314
Borrowers 28 Fb. '47	10878	3321	501	911	15611	15088

Book Account

	<u>Adult</u>	<u>Child</u>	<u>1947</u>	<u>1946</u>
Total vols. 31 Ja. '47	67162	18771	85933	84330
Books added by purchase	214	33	247	148
Books added by gift	9	0	9	1
Magazines bound	0	0	0	60
Books replaced	0	0	0	3
Total additions	223	33	256	212
Books withdrawn	0	0	0	298
Total vols. 28 Fb. '47	<u>67385</u>	<u>18804</u>	<u>86189</u>	<u>84244</u>

Binding and Mending

	<u>1947</u>	<u>1946</u>
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	702	454

Librarian's Report for
February 1947

It is good to record a continued increase over last year in both circulation (1956 volumes) and in registration(523 applications).

Two new deposits went out during the month, one for the Nurses Home at Decatur and Macon County Hospital and one for Longview Place (Decatur Housing Project).

The Librarian is discussing with Mr. Smallwood, the Housing Director, the possibility of having the Longview Library as a branch of the Decatur Public Library. The sixteen hundred residents there, over four hundred of whom are children, make a fine clientele for such a project. Library workers would be drawn from residents of the project.

February was a bad month for us with respect to the outside grounds. Twenty-one poplars were removed from the south and west lawns. Without exception they were either dead or badly diseased. We hope to have full grown hardwood trees planted in their places, possibly one or two a year, until the grounds have some shaded areas again.

On February 26th the iron wrought light at the left side of the entrance toppled over from its base. Our regret over its loss was lessened by relief that some children who were standing nearby were not hurt. Some method of lighting our entrance should be considered in the very near future.

Use of the Library for other than books has continued through the month: Four teacher extension classes were held in the children's room. A meeting of the Macon County Historical Society and one of the League of Women Voters were held here. Six classes came from High School to use our materials for term papers.

Three Story Hours were held in the Main Children's Room with a total attendance of 51 boys and girls. Eighty-two children came to four Story Hours at the Evans Branch. These were under the supervision of the Librarian and Miss Bloomquist.

Mr. John Valentine of the Valentine Book Store in Chicago visited the Library one day and indicated to the Librarian the articles of value in the Lincoln collection.

The Librarian attended a two day meeting of the Officers of the Public Libraries Division at A. L. A. Headquarters when the program was planned for the National Convention to be held in San Francisco in June. She was present at a meeting of the local Committee on Family Guidance. In February she became a member of Zonta International, the society for women executives.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Librarian