

Board of Trustees

August 29,

1947

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

Members present: Mr. Knuth presiding, Mrs. Evans, Mr. Imboden.

The Minutes of the last meeting were read and ordered filed.

The Librarian's report for July was read.

The Librarian reported the following items:

That three owls had been installed on the front of the building July 28th and the janitors had reported no further trouble with starlings.

That Mr. Hubbard of the City Electrical Department and Mr. Hamilton our electrician had seen her about the switch box in the Staff Room. Mr. Hamilton wanted to say that it should be condemned and replaced. Mr. Hubbard, however, said that while it might be the cause of a fire at any time, it might last indefinitely. They both agreed that the price of replacement with modern equipment would be around \$600.00

That Martin Cohen of the Reference Department of the Newark, New Jersey, Public Library had been engaged as Business Librarian and Head of Reference and would begin work on October 13th.

That the front steps were in need of immediate repairs.

That she had written the Mayor requesting him to appoint a lawyer to the Board if Mrs. Huff were to definitely refuse reappointment. She said we needed advice on the possibility of giving county service, also that there were rumors that the Secretary of State had threatened to "punish" all librarians who worked for the passage of library legislation last year. Although she realizes that nothing can be done to harm her professionally, it might be possible for the Secretary of State's office to influence our city government in such matters as budget, and she was reporting the rumors only as a matter of record.

Miss Maude Bridges had approached the Librarian requesting a form for a bequest to a public library, and the latter had sent her forms suggesting every possible type of bequest. Mr. Garman had been kind enough to check these for her.

Mr. Busher of the Emerson Piano Co. had a new apartment size Frigadaire which was to sell for about \$195.00. She asked the Board's permission to purchase this for the Staff room. This was granted.

A discussion of the Bookmobile followed, and the Librarian was instructed to continue her investigation.

It was agreed to hold no meeting in September since the Librarian would be on vacation.

The meeting adjourned at 4:55 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

over

Note to follow Minutes of Board meeting for August 29, 1947

On September 4th and 5th the Librarian paged by telephone all members of the Board (Mr. Knuth, Mrs. Evans, Mrs. Garman, Mrs. Loewen and Messrs Imboden, and Nalefski) She told them she had decided that the Evanston Public Library type of Bookmobile would serve Decatur best since it is capable of carrying from 500 to 700 more books than the St. Louis Public Library model.

The Trustees voted unanimously that she place the order for same. From that time until September 23d she corresponded with the Baily Auto Company verifying facts and getting further information. On the latter date she placed an order with them for a Bookmobile of the Evanston type which we hope will be delivered sometime during February 1948.

Librarian's Report for
July, 1947

Financial Statement

Receipts:

Bal 1 Jl '47	\$1069 34
Appropriation	18798.13
Fines, lost & dam books	165 06
Non-resident fees	32.50
Rental collection	16 60
Other sources	2 48
	\$20084 11

Disbursements:

Staff Salaries	\$2301.51
Janitor Salaries	305.00
Books	1025 36
Microfilm	16 10
Binding	245 84
Supplies	122 08
Repairs & improvements	212 74
Light	6.31
Heat	12 60
Furniture & fixtures	150 00
Telephone	56 51
Postage, drayage, etc	12.00
Miscellaneous	44.78
	\$4510 83

Balance in checking account August 1, 1947 - - - - - \$15573.28

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1947</u>	<u>1946</u>
Main Library	9807	3417	13224	11684
Evans Branch	746	982	1728	1211
Decatur & M.C Hospital	106	11	117	0
Longview	66	240	306	0
Maroa	217	34	251	0
	10942	4684	15626	12895

Largest daily circ at Main - - - (Evans Br 89) - - - - -	808	625
Overdue notices mailed - - - - -	582	492
Reserve postals mailed - - - - -	119	100
Pictures loaned - - - - -	35	183
Telephone - - - - -	472	385
Volumes used for reference - - - - -	607	455

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 30 Je '47	11247	3270	521	910	15948	15156
New Borrowers	227	102	9	7	345	363
Cancelled	166	84	5	5	260	339
Borrowers 31 Jl '47	11308	3288	525	912	16033	15180

Book Account

	<u>Adult</u>	<u>Child</u>	<u>1947</u>	<u>1946</u>
Total vols July 1 '47	68238	19290	87528	84892
Books added	205	2	207	275
Books withdrawn	0	0	0	793
Total vols 31 Jl. '47	68443	19292	87735	84374

Binding and Repair

Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	1008	667

Librarian's Report for July 1947

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The Librarian represented Decatur at the American Library Association's National Convention in San Francisco June 29th to July 5th. As retiring Vice President of the Division of Public Libraries, Secretary of the Small Librarians Section, member of the A.L.A. Public Relations Committee and special representative of Amy Winslow to the Divisional meeting of the A.L.A. Personnel Board, she was present at and took part in numerous meetings. Her report on the National Plan for Public Library Service as presented to the Convention appears in the A.L.A. Bulletin for August.

The Convention meetings were a source of great inspiration and encouragement. Librarians from all parts of the world met and discussed problems in their own particular fields. The speakers were ^{unw}usually well chosen and the programs were of a high cultural quality testifying that the library profession is increasingly aware of its responsibility as an educational agency.

July 10th marked two important events: Eunice Wolfe assumed her duties as Assistant Librarian, coming to Decatur from the Kansas City, Missouri Public Library and the Gaylord charging machines were put into use at all loan desks.

The summer reading game for children, a project designed to help children maintain their reading ability during vacation, was inaugurated at the Longview Housing Project as well as at Main and the Evans Branch. This year the project is in the form of a fishing game with the children fishing their books from "pools". For each book read and reviewed the child receives a paper fish for his line. Five books are the goal. Two hundred and twenty-nine children have registered.

Although we feel that we are not properly covering the territory surrounding the Longview Housing Project, we believe that the need there does not justify the addition of the Longview Library as a permanent branch. When we have a bookmobile we should be able to cover this area well in one afternoon's visit weekly. Until that time we shall try to help keep the Library there open. The 306 books circulated this month is an excellent return for our efforts.

Under Miss Bloomquist's and Miss Sly's supervision 117 books were loaned to patients at the D. & M.C. Hospital. Here is one of the fields that we should develop as quickly as possible.

Principals from three schools have requested books for every grade and collections more adaptable to their needs. Our present schools collection does not permit us to fill these requests. We should make every effort to improve our extension services as soon as possible.

A request for the organization of a poetry study group has had to be filed with other similar requests until such time as our resources permit more extension work.

Librarian's Report for July 1947

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Lawrence Barding began work as second janitor on July 3d.

The exhibit of paintings continues to be one of the most popular projects we have. Mrs. Ruth Armstrong exhibited this month.

Christine Herrin of the Decatur High School faculty brought her junior class of 30 members two mornings to the Library where Miss Wolfe spoke to them about the use of reference books, Miss Bloomquist described the Recordak and showed newspaper films of historical interest and the Librarian gave instruction in the use of the catalog and the Dewey Decimal System.

The Librarian attended meetings of three civic groups and conferred with Miss Gilman of the Springfield Public Library concerning the survey of the Illinois municipal retirement plan which the I.L.A. Personnel Committee is conducting.

Respectfully submitted,

Muriel E. Perry

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Librarian