Board of Trustees

July 30, 1948

The regular meeting of the Board was called to order at 4:00 o'clock.

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

The Minutes of the April and May meetings were read. The motion was made by Mrs. Garman, seconded by Mrs. Loewen and unanimously passed that the Minutes for April be approved. The motion was made by Mr. Owens, seconded by Mrs. Evans and unanimously passed that those for May be approved.

The Board asked the Librarian to report on the use of the Bookmobile during its first month of service. She said that the total cost for the vehicle was $8,146.23 and that the total cost for new stock, $1,242.80 of which $600.00 was from the Caroline S. Loeb bequest. Although July is always a slow month for libraries, 879 volumes were loaned in one week. She read a few comments made by people coming to the various stops who expressed surprise, pleasure and appreciation for the new service. She said she was concerned that we might have difficulty getting stock or personnel enough to fill demands when the winter season is in full swing.

The Librarian asked the Board for help in solving the problem of parking the Bookmobile on Tuesday and Friday mornings when Mr. Barding does not come on duty until noon since we give night service on these days. The garage helper has been moving it just outside the garage on East William St. where we have been receiving parking tickets. Mr. Summers the owner does not want the responsibility of moving it farther for fear his man might damage it.

The Trustees instructed the Librarian to see if Mr. Summers would have it taken on our responsibility to Jackson St. which is unrestricted, also to contact the Mayor regarding any possible arrangement which might be made with the police for parking it on these mornings on East William Street.

The Librarian showed the Board the charred remains of another fuse which had burned out in the main floor control box causing the building to be filled with smoke and frightening both staff and public. She said she was afraid of the continual fire hazard caused by our outdated wiring system. A discussion of the matter took place and the members asked for information regarding possible sources of funds for electrical repairs. The Librarian explained that there was $12,578.55 as of this date in the so-called "building fund." (purchase price plus interest of our government bonds) This fund is from non-tax sources being an accumulation of fines and fees saved over a long period of years.

Mr. Smart of the Illinois Power Company explained to the Board that it was the opinion of his Company that steps should be taken to make the building as fireproof as possible even though nothing were done to bring the lighting fixtures up-to-date.

The motion was made by Mr. Hull, seconded by Mr. Stafford and unanimously passed that three electrical firms be asked to submit recommendations regarding what repairs in their opinions were necessary to make the building reasonably safe from fire. The Librarian was instructed to make it clear that we are not asking for bids on complete electrical installations and to include in the firms the Swarm Electrical Company which has an engineer on its staff.

The motion was made by Mrs. Evans, seconded by Mrs. Garman and unanimously passed that the locks on both front doors and the main floor restroom be repaired.

It was moved by Mrs. Garman, seconded by Mrs. Evans and unanimously passed that the bills paid in the interim since the Annual Meeting and the current bills to the amount of $1,546.86 be approved.

The Librarian asked the Board's approval on the purchase of an International Business Machine electrical typewriter, explaining that it would permit many more duplicate copies of material to be made at one time than the usual machines. Mr. Owen suggested that she also investigate the new electricl Underwood machine.
The motion was made by Mr. Owen, seconded by Mrs. Evans that the Librarian be given power to purchase the machine she thought best suited to library needs.

A discussion was held concerning the changes in personnel during the past two years. Several members reported that some borrowers were unhappy because so many changes had occurred on the Staff. The Librarian explained that actually only three librarians had left since she became administrator of whom two were catalogers who did not serve the public directly and that Miss Baker who had been at the desk for so many years had reached the retirement age which was unavoidable. She also pointed out that when borrowers refuse to permit new staff members to serve them, they are making it impossible for the latter to be friendly but that as time goes on new appointees will become known and the problem will solve itself. She mentioned the fact that no institution serving the public can please all the people all the time, and she expressed her appreciation for the many borrowers who have made it a point to tell her that they like the changes in service which are gradually being made.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

The Librarian reported that Mr. Albert called on June 2nd from City Hall. He said that hereafter we should have to pay for our electric lights. In April, when the City received its power from I.P.L. on the test, our bill was $25.91. He suggested that we deposit with the City a yearly sum from which they could draw for the payment of bills.

Librarian's Report for
May 1948

Financial Statement

Receipts:

Bal. 1 May '48	$11689.65
Fines, lost & dam. bks.	250.57
Non-resident fees	18.00
Other sources	63.62
	$12021.84

Disbursements:

Staff salaries	$2569.53
Janitor salaries	388.32
Books	488.96
Periodicals	1.00
Microfilms	31.60
Supplies	49.38
Repairs & Improv.	4.80
Light	6.47
Heat	73.90
Telephone	45.60
Postage, drayage, etc.	8.35
Insurance	952.61
Bookmbile	429.22
Miscellaneous	210.71
	$5260.45

Balance in checking account --- $6761.39

Circulation

	Adult	Juvenile	1948	1947
Main Library	9201	3734	12935	13032
Evans Branch	658	1801	2459	2221
Decatur M. C. Hospital	259	0	259	233
T. B. Sanitorium	233	4	237	0
Longview	12	21	33	0
	10363	5560	15923	15486

	1948	1947
Largest daily circ. in Main - - - - - - - - - -(Evans Br. 189) - -	920	773
Overdue notices mailed -	616	583
Reserve postals mailed -	110	101
Pictures loaned -	1085	372
Telephone calls -	747	545
Volumes used for reference in Main adult department - - - - - - - -	721	885

Binding and Mending

	1948	1947
Books sent to Bindery- - - - - - - - - - - - - - - - - - - -	0	0
Books mended in library - - - - - - - - - - - - - - - - - - -	307	1279

Registration

	Adult	Juvenile	Total
Main			
Carried forward	7419	2092	9511
Additions	254 (74)	123 (84)	377
Total May 31	7673	2215	9888
Evans			
Carried forward	319	577	896
Additions	9 (5)	17 (10)	26
Total May 31	328	594	922
Grand total	8001	2809	10,810

Librarian's Report
May 1948
Book Account

	Total vols. May 1, '48	Books Added	Books Withdrawn	Total vols May 31,'48
Main				
Adult	63194	144	0	63338
Youth	0	0	0	0
Juvenile	10214	0	0	10214
Total	73408	144	0	73552
Evans Branch				
Adult	4488	26	0	4514
Youth	0	0	0	0
Juvenile	3906	0	0	3906
Total	8394	26	0	8420
Extension				
Adult	1193	218	0	1411
Youth	0	79	0	79
Juvenile	373	0	0	373
Total	1566	297	0	1863
School collection	3979			3979
East End Branch				
Adults	620	0	0	620
Youth	0	0	0	0
Juvenile	817	0	0	817
Total	1437	0	0	1437
Grand total	88784	467	0	89251

Total vols. May 31,1947
86979

over

Librarian's Report
May 1948

Much time has been spent this month in preparation for the new Bookmobile. The Librarian and Miss Wolfe made a trip to Chicago May first and were much pleased with the progress of the work. The schedule of stops is outlined and ready to be set up. Miss Wolfe has catalogued many hundreds of books so that it will be well equipped to take the road.

A new Garden Club corner has been placed in the northwest section of the adult reading room. All books on flower gardening and arrangements are now easily accessible on the first floor.

At the request of the Association of Commerce, Mr. Cohen compiled an inclusive list of historical dates for Decatur. This will be on file at both the A. of C. and in our Reference Department.

Miss Vancil lectured on "Developing children's reading" for Dr. Bell's classes at Millikin University.

The Librarian and Miss Wolfe were present at a demonstration of lighting for public buildings at Johns Hill Junior High School. The meeting was sponsored by the Illinois Power Co.

Six school classes made tours of the building. Three rural schools visited the Children's Room. The Librarian instructed two high school classes in the use of the catalog and told stories to two of the elementary classes. She was present at seven group meetings.

Three Story Hours were held under her supervision for a total attendance of 83 boys and girls or an average of 28.

Mr. George Jones, a Trustee of the John Crerar Library on Chicago, visited us May 5th and examined the Library, noting inparticular our plans for service to business and industry.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian

Librarian's Report
June 1948

Financial Statement

Receipts:		Disbursements:	
Bal 1 June '48	$6761.39	Staff salaries	$2320.56
Fines, lost & dm. bks.	243.30	Janitor salaries	435.32
Nonresident fees	24.50	Books	934.98
Other sources	1954.65	Periodicals	2.00
	$8983.84	Binding	89.51
		Supplies	123.83
		Repairs & Improvements	65.75
		Light	80.75
		Heat	126.50
		Telephone	35.22
		Postage, drayage, express	9.94
		Insurance	112.29
		Bookmobile	3639.02
		Miscellaneous	35.70
Balance in checking account - - - - - - -	$972.47		$8011.37

Circulation

	Adult	Juvenile	1948	1947
Main Library	8139	4877	13016	12109
Evans Branch	648	784	1432	1739
Decatur Macon County Hosp.	174	0	174	176
T. B. Sanitorium	237	0	237	0
Longview	9	10	19	0
Bookmobile (5 days service)	135	177	312	0
Schools	0	0	0	20955
	9342	5848	15190	34979

	1948	1947
Largest daily circ. at Main - - - - (Evans Br. 113) - - - - - - -	890	615
Overdue notices mailed -	557	717
Reserve postals mailed -	79	114
Pictures loaned -	146	126
Telephone calls -	631	547
Vols. used for reference in Main adult dept. - - - - - - - - - -	406	321

Registration

	Adult	Juvenile	Total
Main			
Carried forward	7673	2215	9888
Additions	+258 (55)	+176 (119)	434
Cancellations	-281	-127	-408
Total June 30, 1948	7650	2264	9914
Evans Branch			
Carried forward	328	594	922
Additions	+5(2)	+4 (0)	+9
Cancellations	-20	-28	-48
Total June 30, 1948	313	570	883
Bookmobile			
Began service June 25, 1948	36 (14)	11 (11)	47
Grand Total	7999	2845	10,844

( ) New registrations

Binding and Mending

	1948	1947
Books sent to bindery - - - - - - - - - - - - - - - -	0	0
Books mended in Library - - - - - - - - - - - - - - - - - -	187	404

	Book Stock Total vols. June 1, 1948	Books Added	Books Withdrawn	Total vols. June 30, 1948	
Main					
Adult	63338	104		63442	
Youth	0	0		0	
Juvenile	10214	94		10308	
Total	73552	198		73750	
Evans Branch					
Adult	4514	18		4532	
Youth	0	0		0	
Juvenile	3906	14		3920	
Total	8420	32		8452	
Extension					
Adult	1411	151		1562	
Youth	79	7		86	
Juvenile	373	0		373	
Total	1863	158		2021	
School Collection	3979			3979	
East End Branch					
Adult	620			620	
Youth	0			0	
Juvenile	817			817	
Total	1437			1437	Total vols. June 30, '47
Grand Total	89251	388		89639	87528

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An event of historical importance for library service in Decatur was the arrival of our new Bookmobile on June 21st, when the Librarian and Mr. Barding, the driver - clerk, brought it from the General Body Company in Chicago. Painted cream and brown with shadowed lettering and the interior furnished with every modern equipment, it is a source of pride to us all.

On June 24th Open House was observed. The Bookmobile, stocked and ready for service, was stationed in the parking area. Flowers received from friends and librarians were arranged outside. During the afternoon and evening the public came to see it and to enjoy the refreshments prepared by the Staff.

In the mending-room the new ceiling projector was on demonstration.

The next day the bookmobile began its regular service to outlying sections of the City. At the end of this report is appended the original schedule of stops.

During the week of June 21st, stocking and preparing the vehicle took first place in our program. Every member of the Staff added extra duties to her schedule to help get it ready for public inspection. Their cooperation was heartening.

On the 23d Mrs. Evans of the Board of Trustees and the Librarian gave a radio program over W. S. O. Y. describing the Bookmobile and inviting the citizens to make use of it. The newspapers gave us generous space for pictures and articles.

From June 13 through 19 the Librarian and Miss Wolfe represented Decatur at the American Library Association's annual convention in Atlantic City. The former was present for various committees of which she is a member and several meetings in which she took part. The announcement was made at the Conference of her appointment to the editorship of Public Libraries the journal of the A. L. A. Division of Public Libraries. Martin Cohen, Business Librarian, was present for several days' meetings.

During the month the Librarian visited the Gastman Grade school at various times to advise them on the establishment of their library. She was the guest of Mrs. MacAuliff of the McKay Publishing House at the bookdealer's luncheon and also a guest at the Millikin University's Friends of the Library annual luncheon. She was present at a meeting in Chicago of the Executive Board for the Illinois Library Association where plans were made for the state convention next fall. She attended meetings of two civic groups.

A ceiling projector which makes it possible for invalids to "read books from the ceiling" was received June 9th as a gift from the Royal Arcanium Lodge.

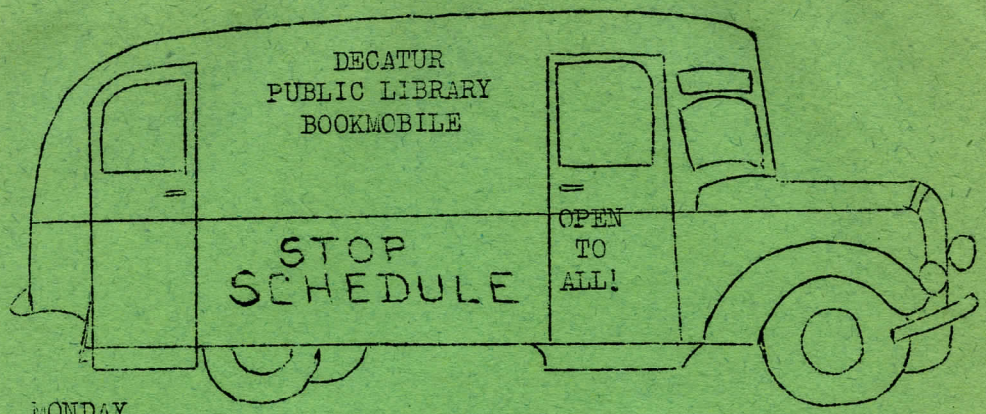
The Librarian gave a brief demonstration of the machine for the Macon County Medical Society.

The Macon County Historical Society held its regular quarterly meeting in the Library and one elementary grade made a tour of the building.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian



MONDAY

9:30 - 12:30 Davis Cleaning Shop, Oakland and West Wood Street

1:00 - 5:00 Grand Grill, Oakland and Grand Ave.

TUESDAY

1:00 - 3:00 Monroe and West ~~Olive~~ Sawyer Streets

3:30 - 8:00 Longview parking space on E. Orchard St.

WEDNESDAY

9:30 - 11:30 S. Illinois and E. Wood Streets

12:30 - 2:00 Club House, Lawrence and 20th Streets

2:30 - 4:30 Staley's Clock House

THURSDAY

9:30 - 12:00 ~~South Drive~~ Garfield and North Water Street

1:00 - 3:00 N. Jasper Housing Project parking space

3:30 - 4:30 Macon County Tuberculosis Sanitorium parking space

FRIDAY

2:00 - 8:00 Fire Station No. 5, E. Clay and 22d Sts.

SATURDAY

9:30 - 12:30 Tarrant's filling station, Cantrell and Jasper Streets

1:00 - 5:30 Franklin Market, 1035 S. Franklin St.

DECATUR PUBLIC LIBRARY

June 1948