

Board of Trustees

November 28, 1947

The regular meeting of the Board was called to order at 4:03 o'clock.

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

The Minutes of the previous meeting were read and approved.

The Librarian's report for October was read and ordered filed.

Mr. Knuth read the resignation of Mr. Charles Imboden who has served the Library as Trustee since his appointment in 1941. The motion was regretfully made by Mrs. Evans and seconded by Mr. Nalefski that this resignation be accepted.

The Librarian reported that the Hamilton Electric Company said nothing could be done about our outside lights until after the holidays because of the extra load the City is carrying on its downtown Christmas lights. It is believed that flood lights can eventually be installed and fed from I. P. C. lines for about \$ .50 a night although this would have to be checked with the Illinois Power Co. Our City lines are overloaded as it is.

She reported that the J. J. Swartz and Co. had agreed to be responsible for any injury to the concrete work by frost.

She also reported that she had talked with Mr. Merris, the City Attorney, on the 26th, regarding the possible advantages of our Library being made a county library and she had asked him if it were true that citizens of a city could be taxed double if their Library were a county institution. He told her that he would make a study of the situation and report back.

She believes that the Dennis Company has at last sealed the leaks in the roof over the cataloging room.

It was unanimously agreed that the Library should be closed on the following holidays: January 1 - New Year's (Closed New Year's Eve at 5:00 p.m.) February 12 - Lincoln's Birthday; Good Friday (Three hours only, 12:00 to 3:00 p.m.) May 30th - Memorial Day; July 4th - Independence Day; September - Labor Day; November 11 - Armistice Day; November - Thanksgiving Day; December 25 - Christmas (Closed Christmas Eve at 5:00 p.m.)

A suggestion made by Miss Wolfe that a church choir be invited to sing carols from our balcony some evening during Christmas week was discussed, and the Librarian was instructed to ask Paul Swarm, Choir Director of the Baptist Church to bring his choristers the Tuesday evening before the Holiday. This would be the Library's contribution to the civic holiday celebration.

The Librarian told the Board that the City Electrical Department had agreed to give the Library enough greens to entwine the balcony columns if there were any left after the city light posts were decorated, and that the local Garden Club had agreed to decorate the building.

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She also reported that on Monday, November 10th Miss Grace Barnwell, a retired schoolteacher of Lincoln, had presented the Library with a portrait of Abraham Lincoln which her father had taken in Decatur the day before the Republican convention endorsed him for the Presidency. The portrait had been sent to Jay Monaghan, Illinois State Historical Librarian, for identification. Mr. Monaghan has assured us that it is a new portrait and has asked us to give it to his Library for their permanent collection. The Librarian told him that the picture could not be given to any agency without the recorded permission of the Board of Trustees.

She asked the Board's permission to remove from the Library walls the dark steel engravings and to replace them by long term loans of colored oils which she hopes to secure from the Barn colony. The Board voted that she do with the pictures as she thinks best.

She mentioned that Mr. Chandler of the Park Department had gone over the grounds with her and the Head janitor and had agreed to furnish shrubs including a redbud tree from the Park Commission's nursery. They also agreed to order a hard maple, a red leaf oak and a weeping willow, not to exceed eight dollars each, these to be transplanted after frost.

She reported that the Janitors had begun to paint all iron work and outer doors in an effort to preserve our property. Much of the grill work on the basement windows has rusted through it appears. She expressed concern about the condition of the basement walls at the Evans Branch where the creosote solution used by the Continental Exterminating Company in June, 1946 is staining the plaster walls. Efforts to contact the Company at their main office in this City have failed. The Decatur Credit Rating Bureau said that they had no record of the concern and that it was their opinion that it was a fly-by-night organization that moved into a city, obtained all possible sales and moved on. Efforts are being made to contact them at their Branch office in Carbondale.

Respectfully submitted,

*Muriel E. Perry*  
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Secretary

Librarian's Report for  
October 1947  
Financial Statement

Receipts:

Bal. 1 Oc. '47	\$22399.21
Fines, lost & dam. bks.	183.73
Non-resident fees	23.00
Rent collection	15.65
Other sources	1.68
	\$22623.27

Disbursements:

Staff salaries	\$2554.44
Janitor salaries	319.16
Books	811.41
Periodicals	1.00
Microfilms	30.00
Binding	385.26
Supplies	195.11
Repairs & Improvements	409.80
Light	6.08
Telephone	64.08
Postage, drayage, etc.	7.82
Bookmobile	300.00
Miscellaneous	24.32
	\$5108.48

Balance in checking account November 1, 1947 - - - - \$17514.79

Circulation

	<u>Adult</u>	<u>Juvenile</u>	1947	1946
Main Library	10247	3393	13640	13849
Evans Branch	812	1609	2421	2509
Decatur M.C. Hospital	168	16	184	77
Longview	17	43	60	0
T. B. Sanitorium	234	0	234	0
	11478	5061	16539	16435
			11947	11946
Largest daily circ. at Main - - - - - (Evans Br. 209) - - - - -			706	838
Overdue notices mailed - - - - -			480	725
Reserve Postals mailed - - - - -			110	119
Pictures loaned - - - - -			1205	990
Telephone calls - - - - -			604	540
Volumes used for reference in Main adult Department - - - - -			655	603

Registration

Adult Registrations

Reregistration to October 1, 1947 - - - - -	4100
<u>Main Adult</u>	<u>Evans Adult</u>
726 (323) - - - - -	49 (15) - - - - -
	775
	4875

Juvenile Registrations

Reregistration to October 1, 1947 - - - - -	1600
<u>Main Juvenile</u>	<u>Evans Juvenile</u>
199 (64) - - - - -	70 (29) - - - - -
	269
	1869

Total borrowers November 1, 1947 - - - - - 6744  
( ) new registrations

Book Account

	<u>Adult</u>	<u>Child.</u>	1947	1946
Total vols. Oct. 31, '47	68769	19437	88206	84176
Books added	284	57	341	378
Books withdrawn	0	0	0	0
Total vols. 31 Oc '47	69053	19494	88547	84554

Binding and Mending

Books sent to bindery - - - - -	1947	1946
	181	30
Books mended in library - - - - -	439	785

## Librarian's Report

October 1947

On October 13th our new Business and Technology Department opened with Martin Cohen in charge. Mr. Cohen is at this moment better known as Decatur's first "male" librarian than he is for the excellent service to Decatur's business, labor, and farming elements which he is going to institute for us. Beginning with this date our reference room is manned by a librarian at all times. This releases the main desk from reference duties and improves our service greatly. The recordak was immediately moved to the Reference Room and is now used under the supervision necessary to its proper care.

On October 9th Mr. Chandler of the Park Department inspected our grounds with the Librarian and the Head Janitor to see where new trees and shrubs could be planted. The Park Commission will give us a red bud tree and bushes and will order for us several hardwood trees for transplanting.

The Librarian and Miss Wolfe have begun working on the former East End Branch books, sorting for transfer~~al~~ to the Main collection or, where possible, for use in the Bookmobile. Preparing the book collection for the Bookmobile will tax the combined efforts of the Staff from now on.

A most important piece of equipment was added this month in the form of a beautiful apartment sized Frigadaire for the Staff room. This will permit the Staff to keep food for lunches and suppers and will eliminate the primitive way we have used for keeping water cool in summer.

Our periodical list was thoroughly revised by the Librarian and the Heads of the service departments and changes were made which are more in line with Decatur's needs.

The Librarian, Miss Wolfe and Miss Vancil were present at the School Librarians' Conference in Springfield on October 22d.

Hospital service to the T. B. Sanitorium began October 16th with Miss Bloomquist supervising the distribution of books. A letter has been received from Mrs. Jackson expressing their appreciation for this service.

Mrs. Wayland and Mrs. Gilman of the local Cancer Clinic visited the Librarian to ask her cooperation in furthering the clinic's work. The use of the Extension Room has been given to them each Tuesday from 9:30 to 4:00 o'clock when women gather to make much needed dressings.

The Staff contributed \$256.50 to the Community Chest, an excellent showing. (This included Miss Wayne's pledge)

One Girl Scout Troop made a tour of the Library.

Miss Larmon visited the Terra Haute, Indiana, Library for a day and brought back an exceedingly interesting report on the methods she had observed in use there.

Miss Kowalsky spent one afternoon at the Longview Housing Project giving the library assistants a lesson in elementary librarianship. She reported the time well spent in helping these people make the best of their library facilities.

Miss Wolfe gave a book talk to the Mt. Zion Women's Club.

The Librarian gave a lecture on bibliography for the Junior class of nurses at the Decatur-Macon County Hospital. Later with Miss Wolfe's and Mr. Cohen's help a list of subjects in medicine and sociology based on this lecture was prepared for use by the nurses for term papers.

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The Librarian spoke on International relations for the Junior Women's Club, she was present at a meeting of the Illinois Library Association's Personnel Committee in Urbana and was Chairman of a meeting of the Library Service to Business Committee at A. L. A. Headquarters. She represented the Library at the Family Service Association dinner. She has been asked to serve another term of two years as a member of the A. L. A. Public Relations and Publication Committee.

Respectfully submitted,

*Muriel E. Perry*

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Librarian

MEP/bb