

Board of Trustees

April 30, 1948

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

Members present: Mrs. Loewen, Mr. Owen, Mr. Hill, Mr. Stafford and Mr. Tolly, the last two of whom were attending their first meeting.

It was agreed unanimously that Mr. Stafford should serve as President in the absence of Mr. Knuth.

The Minutes of the previous meeting were read and approved.

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

The Librarian reported that the Delahunty's Company estimate for repairing the heating system in the janitor's room was \$40.00. The motion was made by Mr. Owen, seconded by Mr. Tolly and unanimously passed that this company should do the work even though they could give no guarantee that their repairs would remedy the trouble.

A discussion was held regarding the opening of the Bookmobile service. The Librarian said that she and Miss Wolfe expected to inspect the vehicle the following day. She was instructed to invite to an Open House as many people as possible in civic and community life.

Mr. Owen said that he thought there was a possibility that the Illinois Power Company might be persuaded to give us the small amount of electric current which the bookmobile would use.

The Librarian reported that Miss Wolfe and she had combed the City trying to find a garage which would be large enough to house the vehicle and that the only place she had discovered was the Decatur Messenger Service Garage. Mr. Tolly gave the opinion that it should not be housed there since several of his cars had been damaged while in storage there. A general discussion took place regarding possible garages. Mr. Hull suggested that the Librarian contact Mayor Hedrick and ask his help in persuading Mr. Bonebrake, Manager of the City Bus Lines, to take it in that system's garage.

The Librarian asked for the Board's approval in keeping the Main Library open until nine o'clock during the summer. She said that the public never got accustomed to the eight o'clock closing and that schedules were far more simple to maintain without it. Agreement that the Library remain open until nine o'clock was unanimous.

The motion was made by Mr. Owens, seconded by Mr. Hull and unanimously passed that the bills to the amount of \$1,915.60 be paid.

The Librarian said that Mr. Merris had invited her to come to his office to discuss county library service. She said that he told her nothing new regarding the possibility of our Library becoming a county library but that he had been most helpful and cooperative in discussing our service and that she had come away feeling that he would help us obtain our budget request. He had told her that one of her foremost duties should be to help the Board to be as conversant about library matters as she, and she hoped to be able to send the members a monthly newsletter concerning some aspect of current library information.

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She spoke again of her fear that some borrower would trip on the front steps in the dark some evening and of her hope that we could soon have suitable lights outside.

The Trustees agreed that May 14th was the best date for the Annual Meeting.

The meeting adjourned at 5:10 o'clock.

Respectfully submitted,

*Muriel E. Perry*

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Secretary

Mr. Nalefski's resignation as a member of the Board was reported.

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Librarian's Report  
for  
March 1948  
Financial Statement

Receipts:

Bal. 1 Mr. '48	\$ 16695.83
Fines, lost & dam. bks.	221.06
Non-resident fees	25.00
Rent collection	7.25
Other sources	2.80
	<u>\$ 16951.94</u>

Disbursements:

Staff salaries	\$ 2523.30
Janitor salaries	319.16
Books	802.78
Periodicals	16.36
Microfilms	16.30
Binding	37.26
Supplies	64.81
Light	8.33
Heat	199.39
Telephone	38.97
Postage, drayage, etc.	12.20
Bookmobile	4523.71
Miscellaneous	<u>12.30</u>
	\$ 8574.87

Balance in checking account - - - \$ 8377.07

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>
Main Library	12648	4872	17520	16878
Evans Branch	983	2349	3332	2784
Decatur MC. Hospital	181	8	189	178
T. B. Sanitorium	262	3	265	0
Longview	14	15	29	0
	<u>14088</u>	<u>7247</u>	<u>21335</u>	<u>19840</u>

	<u>1948</u>	<u>1947</u>
Largest daily circ. at Main - - -(Evans Br. 260) - - -	1325	993
Overdue notices mailed - - - - -	622	831
Reserve postals mailed - - - - -	169	168
Pictures loaned - - - - -	1353	938
Telephone calls - - - - -	659	611
Volumes used for reference in Main adult department - - -	1125	1706

Registration

Adult

Reregistration to 28 Fb. '48 - - - - -	6975
Main - 463 (103)      Evans - 8 (1)	<u>471</u>
Total	7446*

Juvenile

Reregistration to 28 Fb. '48 - - - - -	2457
Main - 126 (65)      Evans - 26 (13)	<u>152</u>
Total	2609

Total borrowers 31 Mr. '48 - - - - - 10055

Book Account

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>
Total vols. 28 Fb. '48	68357	20011	88368	86189
Books added	631	123	754	266
Books withdrawn	0	0	0	0
Total vols. 31 Mr. '48	68988	20134	89122	86455

Binding and Mending

	<u>1948</u>	<u>1947</u>
Books sent to bindery - - - - -	64	210
Books mended in library - - - - -	247	896

\* Registration figures revised correctly in April report

## Librarians Report

March, 1948

During March the Librarian and Miss Wolfe finished surveying the City for permanent parking places for the bookmobile. We have endeavored to place the vehicle in the East End a sufficient number of days to satisfy the need there in keeping with the promise made to the public in 1945. In addition, we have placed it a few times in the southern, western and northern areas since library coverage is as inadequate in those sections as in the East.

In addition to her regular duties Miss Wolfe processed 459 books for the bookmobile. She also filed all cards for these after they were typed by the catalog department page. 257 of these titles were processed and the cards typed in one week.

The Boy's and Girl's Room continues to buzz with activity. On March 6th, 554 books were loaned. Juvenile circulation increased 704 volumes over March of 1946. Miss Davis reported an increase in circulation of 548 titles at Evans Branch. Five Story Hours were held during the month, four under the supervision of Miss Vancil and one in charge of the Librarian. Story Hour groups averaged 34 children each with a total attendance of 171. One group was comprised of first and second graders from the Gastman School who were brought to the Library as a special treat.

A tour of the Library was made by a group of Junior Red Cross girls. These "tours" give young people an opportunity to see the behind-the-scenes work of the Library. Miss Larmon, who shows them how to repair and clean books, has one of the most popular demonstrations while Mr. Cohen and his Recordak rates a close second in interest. Several young people are considering the possibility of becoming librarians as a result of their visits.

Our recruitment activities for the month included a talk on librarianship given by the Librarian at the High School during the annual Vocational Day program and an invitation by the Librarian to Sarah Heil, our catalog Room page, to be her guest at the Delta Kappa Gamma Society's annual luncheon to future educators of America.

On March 29th Mr. Bateman and Mr. Barding removed the steel engravings from the west Reference Room, washed the walls and hung the paintings loaned as a permanent exhibit by the members of the Barn Colony. The artist's name and address, the title, medium, and price of each painting is given. Library visitors who wish to purchase a painting may contact the artist directly. When pictures are sold, the artists send other works for their spaces. By the end of the month, one picture had been sold and another spoken for. The change in the appearance of the Reference Room has been commented on by many visitors. The paintings lend color and cheerfulness to the department.

Three meetings by local groups were held in the building.

Miss Wolfe and the Librarian were present at the Council of Social Agencies luncheon. The Librarian was present at a meeting of the Public Affairs Committee, Y.W.C.A., the Annual meeting of that organization and the luncheon in honor of Miss Macfarlane, the retiring Secretary.

The Librarian was notified that she had been appointed Editor of Public Libraries the journal of the A.L.A. Division of Public Libraries. Her work will begin with the Atlantic City Convention issue next fall.

Sixty-nine first class letters were mailed from the first office during the month.

Respectfully submitted,

*Muriel E. Perry*

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Librarian