

Board of Trustees

July 29, 1949

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

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

The Minutes of the previous meeting were read and approved.

The Librarian's report for June was examined and ordered filed.

Bills to the amount of \$1,886.56 were examined, and on the motion of Mrs. Evans, seconded by Mr. Hull, it was unanimously voted that they be paid.

The Librarian asked what disposition was to be made of vouchers and cancelled checks previous to the last seven years. The Board instructed her to ask Mr. Richardson, the auditor, if it would be safe to destroy these. (This was done on August 1st, and Mr. Richardson said that there was no need to keep them as all records in the ledger gave a complete history of the bills)

The Librarian reported that a portion of the ceiling in the Children's Room had fallen the previous Monday. She was instructed to have Mr. Clausen, the architect who installed it, come to examine it. (This was done on August 1st, and Mr. Clausen said that dampness from the roof had caused the material to expand and that it had no place to go but down. He also said that it would not be permanent until the roof was properly repaired)

The members discussed the status of the renovation project. Mr. Hull reported that the bill passed by the present Legislature would cancel the \$75,000. granted us by the City Council if the Governor had signed it and it was now a law. It was his belief, however, that if it did not become a law until the City tax program for 1950-51 was in operation, the Library could collect the levy. Mr. Knuth appointed Mr. Hull and Mrs. Garman to ascertain the present status of the bill. (On August 2d, Mr. Hull reported that bill H.B. 903 had become a law with<sup>out</sup> the Governor's signature on July 13th)

A further discussion took place regarding the work done at Evans Branch, and the Librarian was instructed to do everything possible to bring this up to today's standards.

The meeting adjourned at 4:55 o'clock.

Respectfully submitted,

*Muriel E. Perry*  
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Secretary

Librarian's Report

June 1949

Financial Statement

Receipts

Bal. on hand Je. 1 '49	\$ 4239.34
Appropriation	35000.00
Fines, dam. & lost bks.	257.94
Non-resident fees	39.00
Other sources	1.83
	<u>\$ 39538.11</u>

Disbursements

Staff Salaries	\$ 3116.41
Janitor Salaries	361.66
Books	696.21
Periodicals	190.72
Supplies	96.19
Light	.75
Heat	144.99
Furniture & fixtures	50.00
Telephone	39.34
Insurance	34.28
Bookmobile	26.58
Miscellaneous	221.61
	<u>\$ 4978.74</u>

Balance in checking account July 1, 1949 - - - - - \$ 34,559.37

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1949</u>	<u>1948</u>
Main Library	7988	4185	12173	13016
Evans Branch	650	1123	1773	1432
Bookmobile	1690	2549	4239	312 (5 days service)
Decatur & M.C. Hospital	161	0	161	174
T.B. Sanitorium	384	0	384	237
Longview	0	0	0	19
10873	<u>10873</u>	<u>7857</u>	<u>18730</u>	<u>15190</u>

	<u>1949</u>	<u>1948</u>
Largest daily circ. at Main (Evans 131) (Bkmo. 251) - - -	641	890
Overdue notice mailed	610	557
Reserve postals mailed	100	79
Pictures loaned	196	146
Telephone calls	568	631
Reference questions asked	352	*

Binding, Mending, and Typing

	<u>1949</u>	<u>1948</u>
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	243	187
Cards typed for catalogs		
Library of Congress cards - - - - -	839	*
Typed cards - - - - -	173	*

\* No record kept

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Registration

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>Main</u>			
Carried forward	9691	2700 1239	12391
Additions	221 (64)	193 (145)	414 (209)
Cancellations	50	58	108
Total	<u>9862</u>	<u>2835</u>	<u>12697</u>
<u>Evans Branch</u>			
Carried forward	370	724	1094
Additions	14 (0)	17 (14)	31 (14)
Cancellations	0	9	9
Total	<u>384</u>	<u>732</u>	<u>1116</u>
<u>Bookmobile</u>			
Carried forward	372	964	1336
Additions	19 (2)	86 (79)	105 (81)
Cancellations	0	3	3
Total	<u>391</u>	<u>1047</u>	<u>1488</u>
Grand Total	10637	4614	15251 (304)

Book Stock

	<u>Total vols.</u> <u>June 1, '49</u>	<u>Books</u> <u>Added</u>	<u>Books</u> <u>Withdrawn</u>	<u>Total vols.</u> <u>June 30, 1949</u>
<u>Main</u>				
Adult	62240	43	0	62283
Youth	122	14	0	136
Juvenile	9884	55	0	9939
Total	<u>72246</u>	<u>112</u>	<u>0</u>	<u>72358</u>
<u>Evans Branch</u>				
Adult	4846	14	0	4860
Youth	55	9	0	64
Juvenile	4008	28	0	4036
Total	<u>8909</u>	<u>51</u>	<u>0</u>	<u>8960</u>
<u>Extension</u>				
Adult	2160	16	0	2176
Youth	188	10	0	198
Juvenile	1073	46	0	1119
Total	<u>3421</u>	<u>72</u>	<u>0</u>	<u>3493</u>
<u>School collection</u>				
Total	3900	0	0	3900
<u>East End Branch</u>				
Adult	553	0	0	553
Youth	0	0	0	0
Juvenile	594	0	0	594
Total	<u>1147</u>	<u>0</u>	<u>0</u>	<u>1147</u>
Grand Total	89623	235	0	89858

## Librarian's Report

June 1949

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The Bookmobile service continues to increase in volume, a record of 4239 books being loaned for home use this month. Evans Branch also showed a trend upward with an increase of 341 volumes over those loaned for the same period last year. In spite of the decrease of 843 books loaned from Main, more service is being given than previously. The decrease represents the adjustment of borrowers from the fringes of the city who formerly had to come to Main for books and who are now using the Bookmobile. A total increase of 3,540 volumes is recorded for the whole system. Service at the T.B. Sanitorium also is increasing in quality and quantity under the friendly supervision of Mrs. Schoby. Sixty-six adults and 238 children who never before used the Library registered for cards.

June 20th saw the commencement of the Annual Reading Game for children. This year a Big Game Hunt is the center of activity. The children shoot with bows and arrows at a target on which are pictures of various animals before choosing their books from shelves labeled with corresponding animals. One hundred, thirty one children are registered in the Main Children's Room, 42 at the Evans Branch, and 164 on the Bookmobile, a total of 337 children. Tenthousand flyers telling about the reading game were distributed to all public and private schools.

Five story hours were held with a total attendance of 143 children and an average of 19. Four of these were under the supervision of the Librarian and one under Miss Vancil.

At the request of the City Recreational Department Miss Vancil compiled a comprehensive bibliography of children's books on the United States for use by the recreational directors of the city parks.

The American Association of University Women is cooperating with the Library in preparing for a Great Books Program to be given here next year. Miss Gertrude Hill, recently retired member of the High School faculty, and Mrs. Glenn England have registered for the leaders course of study to be held at the Springfield Public Library during July. We are very fortunate to have a person of Miss Hill's qualifications who is willing to give the time necessary to set up this community project.

Miss Wolfe, Miss Poland, Miss Vancil and Mr. Cohen were present at the Library Institute meeting, University of Illinois, on June 29th when adult education services were discussed by leaders in that field.

A meeting of staff members engaged in work with children was held June 14 to plan the details of the summer reading game. A second group of assistants- those who are responsible for book selection met on June 17 to discuss the reading needs of the various departments. It is planned that staff groups such as these will meet regularly in the future.

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The Librarian spoke on Vocational education for adults as a library service for the Council of Social Agencies. She was present at one other civic group. She cataloged, classified, and prepared a catalog and shelf list for some hundreds of books for the Gastman School Library. This was done on her personal time as a gesture of good will toward the public schools.

One organization held a meeting in the Library.

Respectfully submitted,

*Muriel E. Perry*

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Librarian