

Annual Meeting, Board of Trustees

May 13, 1947

The annual meeting was called to order at 4:05 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Huff, Mrs. Garman, Mrs. Loewen, Mr. Imboden.

The Librarian's report for the year just passed was examined and on the motion of Mrs. Evans, seconded by Mr. Imboden, it was voted unanimously that it be accepted and forwarded to the Mayor by May 15th.

The budget for 1948-49 for the sum of \$62,408.00 was considered at length. The motion was made by Mrs. Evans, seconded by Mr. Imboden and passed unanimously that it be approved as presented.

The motion was made by Mr. Imboden, seconded by Mrs. Loewen and carried unanimously that the money in the Loeb memorial fund (a bequest for the purchase of books) should be invested in U. S. Government series F Bonds since it would then bear interest. Mr. Imboden was requested to take care of this.

The matter of library service to the East end of the city was discussed. The Trustees instructed the Librarian to obtain material on a bookmobile which could be used to give book service in all sections of the city.

The motion was made by Mr. Imboden and seconded by Mrs. Loewen that the Staff policy concerning absence for sickness and death as considered at the last meeting be put into operation. This was carried unanimously.

The Bills were approved by the Finance Committee and ordered paid.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Librarian's Report
for
April 1947

Receipts

Bal. 1 Ap. '47	\$16861.95
Fines, lost and dam. bks.	293.38
Non-resident fees	32.00
Rent collection	20.90
Other sources	28.44
	\$17236.67

Disbursements

Staff salaries	\$2105.42
Janitor salaries	315.00
Books	844.72
Microfilms	551.60
Binding	62.39
Supplies	160.73
Repairs	318.95
Light	6.67
Heat	144.50
Furniture & equipment	36.00
Telephone	28.94
East End building fund	2000.00
Miscellaneous	34.64
	\$6609.56

Total expenditures for year \$49605.53

Balance, checking account, May 1, 1947	\$10627.11
Maintenance bills, three months	9975.51
<u>Unencumbered balance</u>	651.60

East End Branch building fund	
War bonds purchased to date	\$12265.50
Balance on hand	21.15
Caroline S. Loeb fund (Non-interest bearing)	601.86

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1947</u>	<u>1946</u>
Main Library	11686	3576	15262	13145
Evans Branch	873	1553	2426	2121
Decatur & Macon Cty. Hosp.	166	1	167	0
Gebhart-Gushard	134	0	134	0
Brush College #1	0	1454	1454	0
" " #2	0	2428	2428	0
Decatur & M.C. Nurses Home	80	0	80	0
Maroa Township	244	27	271	0
Amvets	99	0	99	0
	13282	9039	22321	15266

	<u>1947</u>	<u>1946</u>
Largest daily circ. - - - - - Main - 916 - - - - - Evans -157 -	1073	816
Overdue notices mailed - - - - -	860	609
Reserve postals mailed - - - - -	150	172
Pictures loaned - - - - -	1019	753
Telephone calls - - - - -	540	424
Volumes used for reference in Main adult dept. - - - - -	1824	2043

Binding and Mending

	<u>1947</u>	<u>1946</u>
Books sent to bindery - - - - -	0	314
Books mended in library - - - - -	671	719

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	<u>Registration</u>				<u>1947</u>	<u>1946</u>
	<u>Main Library</u>		<u>Evans Branch</u>			
	<u>Adult</u>	<u>Child</u>	<u>Adult</u>	<u>Child</u>		
Borrowers 31 Mr. '47	11009	3310	513	906	15738	15077
New borrowers	317	40	9	19	385	341
Cancelled	-189	-64	-9	-21	-283	-292
Borrowers 30 Ap. '47	11137	3286	513	904	15840	15126

	<u>Book Account</u>			
	<u>Adult</u>	<u>Child</u>	<u>1947</u>	<u>1946</u>
Total vols. 31 Mr. '47	67606	18849	86455	84241
Books added	224	192	416	190
Total added during April	224	192	416	190
Bks. added by transfer during yr.	32	19	51	17
Bks. found during yr.	20	4	24	19
Total added	276	215	491	226
Books withdrawn during April	150	0	150	0
Bks. withdrawn by transfer during yr.	32	19	51	17
Books missing in inventory	210	0	210	0
Total withdrawn	392	19	411	17
Total vols. 30 Ap. '47	67490	19045	86535	84450

over

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The large increase in our monthly circulation of 7,055 volumes is not entirely due to the fact that deposits from the Brush College Schools were returned at this time. An increase of 2,117 volumes borrowed for home use is noted in our Main statistics while Evans Branch has an increase of 305.

It is also a pleasure to watch our number of registered borrowers increase, 714 more people taking cards than in April of last year. This is proof that more people are reading more books, that they are, in fact, beginning to use the Library in almost pre-war manner.

If ever cold figures told a warm, human story of happiness, the notation of 2,428 books read by the children of the Brush College schools is such a case. The number of books, the first ever placed in these schools, averaged one to a child in each room. The deposits were only there for half a school year, and the shortage of titles for the lower grades in particular made the collection far from ideal. Yet the teachers have expressed sincere appreciation, and the children's reading testifies to the need of extension work in all rural regions surrounding Decatur.

The Librarian was invited to meet with Mr. Smallwood, Director, and the Library Assistants of Longview Place when plans for improving library service to the people of this area were considered. The Librarian recommends that, as soon as our Staff is adequate for the extra work entailed, the Longview Library be made a permanent Branch of the Decatur Public Library.

One meeting of a local organization and two State Normal University Extension classes were held in the building.

The Librarian was present at a meeting of the Family Guidance Committee when plans were made for a Family Council Institute to be held in the Library next month.

Miss Kowalsky gave a talk on librarianship as a profession for the Educational and Vocational Guidance Conference at the Senior High School; Mrs. Schohy spoke on children's books for the Parent-Teachers Association at Riverside School; Miss Wurdell gave a book review for the Parent-Teacher City Council and also a talk on the displaced people in Europe for the International Relations group at the Y. W. C. A.

These talks and reviews are excellent public relations, and we are fortunate to have on our Staff assistants capable of speaking well.

Four Story Hours were held at Main with a total attendance of 118 and an average of 30. Two Hours were held at Evans Branch with a total attendance of 50 and an average of 25. With the exception of one when the Librarian told the stories, these were under the supervision of Miss Bloomquist.

Advertising on a national scale for Decatur was given in the Library Journal for April 15th when the Interlaken Mills advertisement carried pictures and a brief history of the Library.

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A bibliography of titles on race relationship was checked with our catalog for the Graduate School, University of Chicago.

The beautiful flower arrangements this month have been brought in by members of the Garden Club.

Thomas Pryde began work as part time janitor at the Evans Branch on April 2d, Mr. Naron having left on March 31st.

During the night of April 14th the plate glass of the inner front door was shattered. Nothing was taken or disturbed, and it is thought that someone may have been locked in the building at closing time. The janitors have been instructed to inspect the entire building after the doors are locked at nine o'clock to prevent a recurrence of this.

The purchase of an adding machine greatly lessens the time spent in preparing financial and statistical records as well as eliminates the possibility of mathematical errors.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian

MEP/BB