

Board of Trustees

November 26, 1946

The regular meeting of the Board was called to order at 4:15 o'clock.

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

The Minutes of the previous meeting were read. A motion was made by Mrs. Evans, seconded by Mrs. Huff and unanimously passed that these be approved.

The Librarian's report for October was read. It was moved by Mrs. Garman, seconded by Mrs. Huff and passed unanimously that this be accepted and placed on file.

The motion was made by Mrs. Evans, seconded by Mrs. Garman and adopted unanimously that the bills as presented be paid. (The President requested that Mrs. Huff sign these in the absence of Mr. Nalefski)

The Librarian reported that she had discussed the subject of insurance with Mr. Montgomery Nicholson who had agreed to go over our insurance problem and advise us.

She reported that Harry Leshar of the Heath Furniture Company had given two full evenings to the appraisal of furniture and furnishings of both library buildings. The motion was made by Mrs. Evans, seconded by Mrs. Garman and adopted unimously that the Librarian send Mr. Leshar a letter expressing the Board's appreciation for his services.

It was moved by Mrs. Evans, seconded by Mrs. Garman and passed unanimously that the books recommended be purchased.

The Librarian reported that Mrs. Robert White, a member of Delta Omicron, the National professional musicians' sorority, had offered the sorority's assistance in establishing a record department in the library. The Board instructed her to accept this offer if and when she thought that such a service could be included without lessening existing library services.

The Librarian asked each member present to read the talk she had given at the Businessmen-librarians' conference in Chicago November 12th and to tell her their reactions at the next meeting.

It was moved by Mrs. Garman and seconded by Mrs. Huff that the meeting be adjourned. Time 4:50 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Librarian's Report for October, 1946

Financial Statement

<u>Receipts</u>		<u>Disbursements</u>	
Bal. 1 Oc. '46	12470.02	Staff salaries	2018.60
Appropriation	18000.00	Janitor salaries	240.00
Fines, lost & dam. bks.	208.50	Books	423.77
Non-resident fees	37.00	Periodicals	10.00
Rental collection	18.05	Microfilms	558.72
Other sources	27.78	Binding	208.15
	<u>30761.35</u>	Supplies	77.36
		Light	7.61
		Heat	81.90
		Furniture & fixtures	9.06
		Telephone	18.21
		Postage, drayage, express	8.73
		Miscellaneous	40.11
			<u>3702.22</u>

Balance in checking account Nov. 1, 1946 - - - - - \$27059.13

	<u>Circulation</u>		1946	1945
	<u>Adult</u>	<u>Juvenile</u>		
Main Library	10765	3084	13849	12844 1005+
Evans Branch	884	1625	2509	2551
Decatur-Macon Cty.	65	12	77	0
Schools	0	3017	3017	3720 703-
	<u>11714</u>	<u>7738</u>	<u>19452</u>	<u>19115</u> 337+
Largest daily circ. - - - - - (Evans Branch - 167)			838	655
Overdue notices mailed - - - - -			725	504
Reserve postals mailed - - - - -			119	154
Pictures loaned - - - - -			990	698
Telephone calls - - - - -			540	395 45+
Volumes used for reference in Main adult dept. - - - - -			603	512 91+

	<u>Registration</u>				1946	1945
	<u>Main Lib.</u>		<u>Evans Br.</u>			
	<u>Adult</u>	<u>Child</u>	<u>Adult</u>	<u>Child</u>		
Borrowers 30 Sp. '46	10368	3440	507	894	15209	15071
New Borrowers	370	61	17	43	491	442
Cancelled	278	73	14	45	410	413
Borrowers 31 Oc. '46	10460	3428	510	892	15290	15100 190+

	<u>Book Account</u>		1946	Total
	<u>Adult</u>	<u>Child.</u>		
Total vols. 30 Sp. '46	66078	18098	84176	83582
Books added-purchase	219	81	300	172 128+
" " gift	15	0	15	4
Magazines bound	0	0	0	0
Books replaced	1	62	63	31
Total additions	235	143	378	207
Books withdrawn	0	0	0	0
Total vols. 31 Oc. '46	66313	18241	84554	83789 765+

<u>Binding and Mending</u>		1946	1945
Books sent to bindery - - - - -		30	0
Books mended in library - - - - -		785	718

Librarian's Report
October, 1946

The Decatur Library Staff was well represented at the first post-war convention of the Illinois Library Association which met in Springfield October 10 - 12. Each member of the Staff was present for at least one day.

Decatur felt greatly honored when Mrs. Horace Garman of the Board of Trustees was elected for her second term as President of the Illinois Trustees Association.

Mrs. Schoby with Miss Larmon took inventory of the juvenile book collection and reports that five fiction and six non-fiction, a total of only eleven books are missing.

Miss Baker prepared a collection of books and pamphlets on agriculture and conservation which Miss Kowalsky used for an exhibit at the Farm Institute at Masonic Temple during the Conference "Looking ahead with Agriculture" which was held October 16th under the auspices of the Agriculture Committee of the Association of Commerce.

On October 28th fire extinguishers were installed throughout the Main and Branch Libraries by John Fink who instructed the Staff in their use.

Five letters describing library services were sent to prospective borrowers.

The American Library Association requested the Librarian to serve on the Committee for Personnel Administration and also on the Committee for Relations of Divisions to A. L. A.

During the month she reviewed for Headquarters a manuscript of a forthcoming book on radio in library service by Frances Nunmaker.

Edward Gharrett became second janitor on October 16th.

The Librarian spoke on "Foundations of good reading" for the Warren School Parents and Teachers Association. Miss Kowalsky spoke on "Library Service in Decatur" for the Art and Literature Appreciation group of the Decatur Women's Club.

The Librarian was guest at the annual dinner of the Visiting Nurse's Association and also at the Y. W. C. A. annual dinner.

The League of Women's Voters requested a room where they could hold discussion group meetings. The Extension room is now being used for this purpose.

Respectfully submitted,

Muriel E. Perry
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