

Board of Trustees

January 5, 1951

The regular meeting of the Board, postponed from December 29, 1950, was brought to order at 4:05 o'clock.

Members present, Mr. Knuth presiding, Mrs. Gage, Mrs. Loewen, Messrs. Hull, Blackford, Owen and Stafford.

The minutes of the previous meeting were approved as read.

The Librarian's report for December was presented. Bills to the amount of \$7,076.56 for Maintenance and \$7,757.19 for Renovations were presented for payment and unanimously passed.

Mr. Hull suggested that in the future the Vouchers be changed to read - PRESENTED FOR PAYMENT, with the signature of the Librarian, and below that - AUTHORIZATION FOR PAYMENT by the Board.

The Librarian asked the opinion of the Board in trying to secure for the Library the late Bette Patterson's collection of rare editions of Alice in Wonderland. It was suggested that Mrs. Garman be approached to see if she thought it advisable to speak with Mr. and Mrs. Patterson about this. Also that Professor Keifer of Millikin University, who is a friend of the Patterson's, might be able to suggest it tactfully to them. It is understood that there is a possibility of this collection being presented to the University of Illinois.

The Librarian asked the Board's permission to have Jack Woods' treatise on Decatur photostated, the cost to be approximately \$86.00 for negative pages, or \$116.00 for positive. The Board voted to lay this on the table for future consideration.

A bill for \$265.91 rendered by Bargers Auto Service Company for installation of the Bookmobile heater was presented for discussion. It was reported that the heater is not giving entirely satisfactory service and that the Librarian hesitated to pay a bill until she was sure that the heater was installed properly. The Hunter Manufacturing Company of Cleveland has assured us that they will stand back of their product and that the heater can be returned to them for inspection. The motion was made by Mr. Blackford, seconded by Mr. Owen, and unanimously passed that the Librarian write to Mr. Barger saying that this bill would be paid when the Board was assured that the heater would give satisfactory service, and that a copy of the letter was to be forwarded to Hunter Manufacturing Company. It was the Board's opinion that Mr. Barger's bill for \$5.97 for checking the heater and changing the thermostat should not be paid since this was work properly assigned to installation.

The Librarian discussed with the Board a proposition made by Miss Henebry and Mr. Shaub of the Herald and Review. They are extremely anxious to have all local newspapers microfilmed as soon as possible. They realize that the Library budget cannot cover so much expense within any given year. They would like to have the microfilming done, send us our copies for Recordak use, and bill us yearly until our account is clear. The Librarian said that this was a very important project and one which should be completed as soon as possible. She hesitated, however, to involve the library in future debt without the full knowledge of the Board.

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It was the Board's opinion that the Librarian should ask the Corporation Council for a decision as to the legality of involving the Library in such a project.

A figure for the installation of an electric book lift was presented by the Long Elevator and Machine Company of Springfield, Illinois, the cost to be \$1021.00. It was explained that there was one exclusion in the Long contract - no provision was made for closing the present hatchway to prevent injury to hands. Mr. Harris, the architect, said that the hatchway could be lined with plywood and painted out for little extra expense. Mr. Harris also said that he wanted to be sure that when the elevator door was open the elevator remained stationary. When this item was guaranteed, he recommended that the Board have this equipment installed. It was voted unanimously that the contract be given to the Long Company.

The Librarian asked the Board to consider the possibility of furnishing the Young Adult Room with money from the building fund. In face of the present international situation, such equipment will increase rapidly in price and if this room could have its furnishings at this time we should undoubtedly save a large amount of money.

It was reported that the Librarian had been approached by Mr. A. Leroy Reynolds asking that we accept the records of the Sons of Union Veterans, Post No. 141. These records go back to Amos Durham, first Decatur veteran to lose his life in the Civil War. Mr. Reynolds said that the material forms a volume about fourteen inches by eleven inches, plus pictures of members of the first post. In view of the fact that the records would take up little space and might be of historic value, the Librarian recommended that they be accepted, although she is aware of the danger which might come from adding any items which might be museum pieces rather than live informational material.

A discussion of our book purchasing policy took place. The Librarian reported that for the past year, we had agreed to give Haines and Essick the bulk of our book orders in return for liberal discounts and free delivery. The plan had worked very well. Orders were filled very quickly and the saving on transportation was considerable.

The Librarian was concerned, however, about the possibility of finding ourselves cornered if books became scarce because of the war. Beginning with January, 1951 she has instructed Mr. Duchac to order a percentage of titles from the Western News Company.

She reported that she was using the receipts from the Rental Collection for purchase of books - principally for teen-agers. (At present this amounts to about \$49.00 a month).

Mrs. Loewen suggested that since it was never possible for the Board to consider everything on the agenda within their meeting time ~~that~~ the Board meet at 3:30 instead of 4 o'clock. This was unanimously passed.

The meeting adjourned at 5:25 o'clock.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Secretary

Librarian's Report  
November 30, 1950

FINANCIAL STATEMENT

RECEIPTS:

Bal. on hand Nov. 1, 1950	26526.26
Fines, L. & D. Books	248.43
Non-resident fees	43.00
Other sources	2.19
	26819.88

DISBURSEMENTS:

Staff Salaries	3517.36
Janitor Salaries	416.66
Books	1927.11
Visual Aids	19.14
Printing	2.00
Supplies	134.42
Repairs and Improvements	8.85
Heat	17.85
Telephone	66.77
Postage, Express, etc.	24.34
Bookmobile	37.09
Miscellaneous	13.08
	6184.67

Balance in checking account Nov. 30, 1950 - \$20,635.21

	<u>CIRCULATION</u>			1950	1949
	<u>ADULT</u>	<u>Y</u>	<u>JUVENILE</u>		
Main	9192	249	4241	13682	14912 -1230
Evans	980	112	1463	2555	2953 -398
Bookmobile	1888	272	3728	5888	5410 +478
D. & M. C. Hospital	142	0	0	142	190 -48
T. B. Sanitorium	236	0	0	236	279 -43
Total	12438	633	9432	22503	23744 -1241

Largest daily circ. at Main <sup>(@ 598, Y 16 J 234)</sup> (Evans 176, Bkm. 456)

Overdue notices mailed

Reserve postals mailed

Pictures loaned

Telephone calls

Reference questions asked

1950	1949
848	945
367	293
24	153
675	623
861	667
417	352

BINDING AND MENDING

	1950	1949
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	0	269

NON-BOOK STOCK

	<u>ON HAND</u>		<u>ADDED</u>		<u>TOTAL ON HAND</u>
	Nov. 1, 1950		Nov. 30, 1950		Nov. 30, 1950
Recordak films	797		0		797
Projector films	142		0		142
Records, etc.	45A	15J	0A	0J	45A 15J

Librarian's Report  
November 30, 1950

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	TOTAL Nov. 1, 1950	BOOK STOCK BOOKS ADDED	BOOKS WITHDRAWN	TOTAL VOLS. Nov. 30, 1950
<u>MAIN</u>				
Adult	62893	260	231	62922
Youth	401	34	2	433
Juvenile	<u>10416</u>	<u>214</u>	<u>10</u>	<u>10620</u>
Total	<u>73710</u>	<u>508</u>	<u>243</u>	<u>73975</u>
<u>EVANS</u>				
Adult	5274	42	7	5309
Youth	138	14	0	152
Juvenile	<u>4346</u>	<u>89</u>	<u>6</u>	<u>4429</u>
Total	<u>9758</u>	<u>145</u>	<u>13</u>	<u>9890</u>
<u>EXTENSION</u>				
Adult	2915	51	48	2918
Youth	353	26	2	377
Juvenile	<u>3003</u>	<u>138</u>	<u>1</u>	<u>3140</u>
Total	<u>6271</u>	<u>215</u>	<u>51</u>	<u>6435</u>
<u>SCHOOL COLLECTION</u>				
Total	1273	0	0	1273
<u>EAST END BRANCH</u>				
Adult	546	0	0	546
Youth	0	0	0	0
Juvenile	<u>568</u>	<u>0</u>	<u>0</u>	<u>568</u>
Total	<u>1114</u>	<u>0</u>	<u>0</u>	<u>1114</u>
GRAND TOTAL	92126	868	307	92687

	REGISTRATION		JUVENILE	TOTAL
	ADULT			
<u>MAIN</u>				
Carried forward	10613	<u>11048</u>	3134	<u>14182</u> 13747
Additions		401 (136)	141 (112)	542 (248)
Cancellations		628	62	690
Total	10386	<u>10821</u>	<u>3213</u>	<u>14034</u> 13599
<u>EVANS BRANCH</u>				
Carried forward	408	<u>428</u>	848	<u>1276</u> 1256
Additions		16 (5)	22 (17)	38 (22)
Cancellations		22	10	32
Total	402	<u>422</u>	<u>860</u>	<u>1282</u> 1262
<u>BOOKMOBILE</u>				
Carried forward		667	1744	2411
Additions		19 (1)	47 (43)	66 (44)
Cancellations		0	3	3
Total		<u>686</u>	<u>1788</u>	<u>2474</u>
GRAND TOTAL		<u>11929</u> (142)	5861 (172)	<u>17790</u> (314)
		11474		17335

( ) - New Registrations

Librarian's Report  
November 30, 1950  
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FINANCIAL STATEMENT  
RENOVATION FUND

RECEIPTS:

Bal. on hand Nov. 1, 1950 24972.97

DISBURSEMENTS:

Chas. Harris Associates 1800.00  
Lawrence M. Duncan 9155.55  
10955.55

Balance in checking account November 30, 1950 - \$14,017.42

Although circulation took a drop in all departments except the Bookmobile, Book Week brought its usual activity among the children. In addition to her five regular Story Hours with total attendance of 91, an average of about 20 children each time, Miss Sloan had 24 school classes come to her room with a total of 804 children. For them she told stories as well as gave instruction in the elementary use of the library. One Girl Scout Troop of 12 members also came for library instruction.

In addition to this rigorous schedule she spoke for the Washington and Pugh Schools P.T.A. on "Better Books and Better Reading in Home and School."

Two outstanding features of Book Week were a Puppet Show by Mrs. Sarah Olson of the Herald and Review and a Magic Show by Fred Shair, a High School student. Thirty-five children were present at each.

Two unusual exhibits were placed on display in addition to the Barn Colony show of oil paintings. One of these was a collection of pictures drawn by the children of the Tokyo Public Schools. They were beautiful examples of art work. The second exhibit was a collection of various editions of Alice in Wonderland made by the late Bette Patterson. The collection, which includes both English and foreign editions, is of high value and we hope this Library may have the privilege of showing it again.

Miss Garrett visited the Staley Library where she talked with the Librarian regarding interlibrary loans and was shown through the Staley Office Building. Mr. Duchac spoke on the opportunities for public service through librarianship to four students who came to the Library during D.H.S. Vocational Day.

A splendid example of cooperation between the Library and other civic agencies was the exhibit and series of lectures given by Jack Wood, the pupil of the late Eliel Saarinen. Mr. Wood, now a practicing architect in Dallas, Texas, brought his exhibit Decatur in the Year 2000 to the city on November 15 and arranged it in the new auditorium. Sunday afternoon (November 19) he gave a lecture on modernizing the city in the next fifty years to a group of architects, engineers, businessmen and civic leaders to whom special invitations had been sent. On Monday evening he repeated the lecture for the public. He also talked with high school classes who came with their instructors.

His exhibit remained on display for one month from 9:00 until 6:00. On November 30 Mr. Duchac substituted for the Librarian in taking part of the exhibit to Masonic Temple where the Association of Commerce held their Annual Dinner meeting.

The project was under the joint sponsorship of the Library and the County Planning Commission, with the Association of Commerce assuming all the financial responsibility.

Librarian's Report

November 30, 1950

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The Librarian spoke on the work of the Library for the St. John's Fellowship Club. She was also present at a meeting of the Education Council.

On November 27th she spent the day at A.L.A. Headquarters where, as Chairman of the Public Relations Committee, she had conferences with Mr. Cory, Executive Secretary, and Public Relations Specialists.

Miss Garrett reports that in spite of the slack of activity in the Reference Department due to being closed so long, more telephone requests were handled for October and November than the previous year. This is one phase of service which we hope to expand greatly. Miss Garrett mentions her concern that we are still unable to give service in U.S. documents since this valuable material cannot be replaced in the basement hall until the tile floor is laid. For six months we have been unable to use periodicals and documents and the situation is really serious.

During the Community Chest Drive the Staff contributed \$150.00. We appreciate the fine work done by Mrs. Newman in taking charge of contributions.

Four High School classes were scheduled for library visits, in addition to numerous groups that came without making previous arrangements.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Librarian

MEP/rs

Board of Trustees

Jan. 26, 1951

The regular meeting of the Board was called to order at 3:50 o'clock.

Members present, Mr. Knuth presiding; Mrs. Gage, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Hull, Owen and Stafford.

The minutes of the previous meeting were read and ordered filed.

The Librarian's report for December was considered and approved. Bills to the amount of \$5,853 were presented for approval. The motion was made by Mr. Owen, seconded by Mr. Hull, and unanimously passed that these be paid. In them was the bill from Barger Auto Company for the Bookmobile heater (\$265.91). The motion was made by Mr. Blackford, seconded by Mr. Owen, and unanimously passed that this be paid.

A discussion of the status of the renovations took place. The Librarian reported that much of the final work was being held up because the tile flooring had not been received and it did not seem logical to press this phase until a reasonable length of time had been allowed after placing the order. She was disturbed about the lack of work being done by the electricians. Nothing has been done for weeks on the call system, the burglar alarm, the flood lights, etc. The Board instructed the Librarian to write a letter to Mr. Spangler and to send a copy to Mr. Duncan that everything regarding the renovations should be finished within a reasonable length of time and that if the contractor did not make an effort to do so the Board would ask the Corporation Counsel for advice on getting the project finished.

The date for the 75th Anniversary celebration was discussed and the Chairman instructed the Anniversary Committee to take action on setting the date and appointing sub-committees to plan for it. It was suggested that the Anniversary fall some time in April since winter would be over and it would still fall within the 75th year.

The Librarian reported that Myron Golton, a writer from Chicago, had spent a day in Decatur gathering materials for a library article for possible publication in a national magazine.

The Board instructed the Librarian to request estimates on equipment for the Young Adult room from the Walrus Manufacturing Company, Library Bureau, and Swain and Myers, the equipment to be paid for from the building fund.

The Librarian told the Board that she did not know how it was going to be possible to give Staff members their vacations next summer since we are having difficulty in keeping our desks open with the limited staff. Mrs. Gage suggested that she try to hire high school or college librarians for relief work.

It was agreed by the Board that the Librarian should present for their approval any expense account she might incur in carrying out her professional duties.

It was agreed that the Librarian should go to the ALA Midwinter Convention to be held in Chicago.

It was reported to the Board that two applicants had filed their papers for Head of Circulation. A discussion of their credentials ensued and the choice was left to the Librarian.

The meeting adjourned at 4:55 P.M.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Secretary

MEP/rs

Librarian's Report  
December 31, 1950

FINANCIAL STATEMENT

RECEIPTS:

Bal. on Hand Dec. 1, 1950	20635.21
Fines, L. & D. Books	356.32
Non-resident fees	37.00
Other sources	100.57
Total	<u>21129.10</u>

DISBURSEMENTS:

Staff Salaries	3535.56
Janitor Salaries	416.66
Books	1129.75
Periodicals	935.50
Binding	223.24
Supplies	326.82
Repairs and Improvements	9.35
Light	250.00
Heat	62.70
Telephone	43.07
Postage, express, etc.	12.09
Insurance	64.68
Bookmobile	43.14
Miscellaneous	24.00
Total	<u>7076.56</u>

Balance in checking account Dec. 31, 1950 - \$14,052.54

CIRCULATION

	<u>ADULT</u>	<u>Y</u>	<u>JUVENILE</u>	<u>1950</u>	<u>1949</u>
Main Library	7747	296	2713	10756	12790 - 2034
Evans Branch	793	95	992	1880	2050 - 170
Bookmobile	1718	256	2685	4659	4649 + 10
D. & M. C. Hospital	140	0	0	140	127 + 13
T. B. Sanitorium	185	0	0	185	326 - 141
Total	<u>10583</u>	<u>647</u>	<u>6390</u>	<u>17620</u>	<u>19942</u> 2322

	<u>1950</u>	<u>1949</u>
Largest daily circulation at <sup>a 418 Y 14 J 284</sup> Main (Evans 153, Bkm. 399)	776	1018
Overdue notices mailed	430	541
Reserve postals mailed	41	63
Pictures loaned	172	185
Telephone calls	703	575
Reference questions asked	297	349

BINDING AND MENDING

	<u>1950</u>	<u>1949</u>
Books sent to bindery	333	191
Books mended in library	107	109

NON-BOOK MATERIAL

	<u>ON HAND</u>	<u>ADDED</u>	<u>TOTAL ON HAND</u>
	<u>DEC. 1, 1950</u>		<u>Dec. 31, 1950</u>
Recordak films	797	2	799
Projector films	142	0	142
Records, etc.	45A 15J	OA OJ	45A 15J

Librarian's Report  
December 31, 1950

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BOOK STOCK

	<u>TOTAL VOLS.</u> <u>DEC. 1, 1950</u>	<u>BOOKS</u> <u>ADDED</u>	<u>BOOKS</u> <u>WITHDRAWN</u>	<u>TOTAL VOLS.</u> <u>DEC. 31, 1950</u>
<u>MAIN</u>				
Adult	62922	288	716	62494
Youth	433	41	1	473
Juvenile	10620	143	367	10396
Total	<u>73975</u>	<u>472</u>	<u>1084</u>	<u>73363</u>
<u>EVANS BRANCH</u>				
Adult	5309	42	2	5349
Youth	152	17	0	169
Juvenile	4429	59	0	4488
Total	<u>9890</u>	<u>118</u>	<u>2</u>	<u>10006</u>
<u>EXTENSION</u>				
Adult	2918	57	1	2974
Youth	377	25	0	402
Juvenile	3140	90	14	3216
Total	<u>6435</u>	<u>172</u>	<u>15</u>	<u>6592</u>
<u>SCHOOL COLLECTION</u>				
Total	1273	0	0	1273
<u>EAST END BRANCH</u>				
Adult	546	0	1	545
Youth	0	0	0	0
Juvenile	568	0	0	568
Total	<u>1114</u>	<u>0</u>	<u>1</u>	<u>1113</u>
<u>GRAND TOTAL</u>	92687	762	1102	92347

REGISTRATION

	<u>ADULT</u>	<u>JUVENILE</u>	<u>TOTAL</u>
<u>MAIN</u>			
Carried forward	10386	3213	<del>14034</del> 13617
Additions	247 (78)	44 (38)	291 (116)
Cancellations	488	69	557
Total	<u>10145</u>	<u>3188</u>	<del>13768</del> 13333
<u>EVANS BRANCH</u>			
Carried forward	402	860	<del>1282</del> 1262
Additions	8 (2)	14 (12)	22 (14)
Cancellations	9	22	31
Total	<u>401</u>	<u>852</u>	<u>1273</u> 1253
<u>BOOKMOBILE</u>			
Carried forward	686	1788	2474
Additions	13 (0)	36 (35)	49 (35)
Cancellations	0	0	0
Total	<u>699</u>	<u>1824</u>	<u>2523</u>
<u>GRAND TOTAL</u>	<del>11700</del> (80) 11245	5864 (85)	<del>17564</del> (165) 17109

( ) - New Registrations

Librarian's Report  
December 31, 1950

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BOOK STOCK

	<u>TOTAL VOLS.</u> <u>DEC. 1, 1950</u>	<u>BOOKS</u> <u>ADDED</u>	<u>BOOKS</u> <u>WITHDRAWN</u>	<u>TOTAL VOLS.</u> <u>DEC. 31, 1950</u>
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Adult	5309	42	2	5349
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Juvenile	4429	59	0	4488
Total	<u>9890</u>	<u>118</u>	<u>2</u>	<u>10006</u>
<u>EXTENSION</u>				
Adult	2918	57	1	2974
Youth	377	25	0	402
Juvenile	3140	90	14	3216
Total	<u>6435</u>	<u>172</u>	<u>15</u>	<u>6592</u>
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Total	1273	0	0	1273
<u>EAST END BRANCH</u>				
Adult	546	0	1	545
Youth	0	0	0	0
Juvenile	568	0	0	568
Total	<u>1114</u>	<u>0</u>	<u>1</u>	<u>1113</u>
<u>GRAND TOTAL</u>	92687	762	1102	92347

REGISTRATION

	<u>ADULT</u>	<u>JUVENILE</u>	<u>TOTAL</u>
<u>MAIN</u>			
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Additions	13 (0)	36 (35)	49 (35)
Cancellations	0	0	0
Total	<u>699</u>	<u>1824</u>	<u>2523</u>
<u>GRAND TOTAL</u>	<del>11700</del> (80) 11245	5864 (85)	<del>17564</del> (165) 17109

( ) - New Registrations

Librarian's Report  
December 31, 1950

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RENOVATION FUND  
FINANCIAL STATEMENT

RECEIPTS:

Balance on hand Dec. 1, 1950 14017.42

DISBURSEMENTS:

L. M. Duncan  
Swain & Myers

7645.44  
111.75  
7757.19

Balance in checking account Dec. 31, 1950 - \$6,260.23

This December for the first time in many years we have recorded a decrease in circulation (2322 volumes) with a greater decrease in adult borrowing than in children. Several facts may be the reason: At Christmas time adults are more busy than usual, this year the national situation causes restlessness and concern; and the month was the coldest in some years. We believe, however, that our program has never recovered from the closing of the main building for so long a period.

With Miss Poland and Miss Larmon's assistance Miss Martin trimmed the main floor using huge candy canes on the white columns. Her decorations for the fireplace were especially lovely, as were the beautiful arrangements of pine that Mrs. Garman made for us.

Miss Sloan's room had a large tree for its central attraction. On December 14th she had the annual Christmas Story Hour for which an invitation had been given in the schools and over the radio. 133 children came an hour early for the trimming of the tree. After the stories, each child was allowed to hang one ornament. It is always rewarding to see the happiness that small things can bring to children. With a continuous public relations program such as that used on this occasion, we could have a dynamic children's schedule although it will be impossible until we have staff enough to take care of it.

Miss Sloan held three other Story Hours with an attendance of 163 for all four, an average of 41. There were also three class groups under her supervision with a total attendance of 104.

On December 17th Mr. and Mrs. Duchac had a Tea in their home for the Staff and Mrs. Threlfall, President of the Barn Colony, invited all members to an "At Home" to meet her niece from England.

On Monday evening preceding Christmas, the Staff held a Christmas Party in the Staff Room - one of the happiest evenings we have ever had. The lovely decorations of snowflakes and skating scene made by Mrs. Newman were most appropriate. After Canasta, the Librarian substituted for Santa Claus and delicious refreshments were served.

We again received a large outside Christmas Tree which was decorated by the City Electrical Department.

In addition to many unscheduled classes from the school, one from Roosevelt Junior High came for instruction.

Librarian's Report  
December 31, 1950

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Miss Sloan was featured on two Story Hours over W.S.O.Y. and the Librarian was a member of a panel on the "New Frontiers in Human Rights" program over the same station. The latter told the Christmas Story for Zonta International. She was present at meetings of five civic groups with Miss Poland substituting for her at another.

The Librarian was asked to criticise a manuscript for a book on Library Personnel Procedures to be published by A.L.A. Mr. Duchac cooperated in this.

Four meetings were held in the Auditorium: two by Great Books; one by Macon County Historical Society, and one by the League of Women Voters.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Librarian

MEP/rs