

Board of Trustees

February 27, 1948

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

Members present: Mr. Knuth presiding, Mrs. Evans, who was recently re-appointed for a three year term, Mrs. Garman, Mr. Owen and Mr. Stafford.

Mr. Knuth welcomed the last two members who were attending their first meeting.

The Minutes of the previous meeting were read and approved.

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

Regarding the creosote stains on the basement walls of the Evans Branch, the Librarian reported that Mr. J. E. Etherton of the National Bank in Carbondale had written that the Continental Exterminating Co. was owned by a Mr. R. Russell Rapp who had moved from Carbondale to Decatur. She said the Directory gave his address as 2600 West Main Street but that she had not had time to write him. He has no telephone. Mr. Stafford suggested that we have Mr. Swartz the Contractor, who is repairing our concrete, look over the Branch walls and give his opinion as to what if anything can be done.

The Librarian reported that she had been present at the Tax workshop in Springfield which was held under the auspices of the Illinois Library Association, the State Library, and the University of Illinois. Tax experts had explained the way to figure out library incomes under the Butler Bill. According to them the maximum allowable tax income for this Library from 1949-1951 (unless the valuation of the City changes) is \$71,251.08. Although this is very much lower than the maximum allowable under the two mill levy in the pre-Butler Bill period (\$142,000) it will still give us a narrow margin for meeting our increasing needs.

She asked if there were any reason why she should not try to arrange with the Firestone Company across the street for housing the bookmobile. The Board agreed that it would be most convenient if Firestone would take it.

She reported that she had not transferred two thousand dollars from the building fund to our checking account as considered by the Board at the last meeting since payment for the bookmobile would be much more than this unless the Trustees wanted to take out a bank loan. She recommended that the bonds purchased in 1942 (actual value \$9,500.00) be converted to cash since these would have the greatest interest value being the oldest and that of this sum \$1,000. be spent for books with which to stock the bookmobile, \$600.00 worth of these being considered as gifts in memory of Caroline S. Loeb. She said that she had already discussed the financing of the bookmobile with Mr. Imboden of the Millikin Bank and that she would follow his advice regarding conversion of the right bonds. The motion was made by Mrs. Evans, seconded by Mrs. Garman and passed unanimously that this be done.

The Librarian reported that she and Miss Wolfe were spending their free time on Sundays in surveying the City for good bookmobile stops.

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She reported that Clara Baker, Head of Circulation, had resigned as of May first. Miss Baker has worked for the Library thirty-seven years, twelve of which she was a part time assistant and twenty-five a full time professional.

The Board requested that the Librarian write to Miss Baker expressing appreciation for so long a term of loyal service.

The Librarian reported that several radiators were leaking or giving other trouble. She had talked with Mr. Riedel a local plumber of good reputation and he had been unwilling to quote any definite price for completely overhauling the heating system and making necessary repairs since he said that no one could tell how much trouble would be found after beginning to work on such an old system. The Board agreed to table the matter.

The motion was made by Mrs. Evans and seconded by Mr. Stafford that the meeting adjourn - Time 5:05 o'clock.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Secretary

Librarian's Report for  
January 1948

Financial Statement

Receipts

Bal. 1 Jan. '48	\$ 17859.06
Fines, Lost & dam.bks.	247.37
Non-resident fees	39.00
Rent collection	8.35
Other sources	<u>2.38</u>
	\$ 18156.16

Disbursements\*

Staff salaries	\$ 2497.15
Janitor salaries	319.16
Books	1141.59
Periodicals	815.00
Microfilms	31.70
Binding	220.32
Supplies	156.80
Repairs	33.44
Light	9.51
Heat	115.00
Telephone	73.87
Postage, drayage, etc.	41.52
Insurance	53.30
Miscellaneous	<u>90.75</u>
	\$ 5599.11

Balance in checking account 1 Feb. '48 - - - - \$ 12557.05

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>
Main Library	11485	4383	15868	14633
Evans Branch	883	1970	2853	2542
Decatur & Macon Co. Hospital	274	14	288	222
T.B. Sanitorium	300	0	300	0
Longview	<u>10</u>	<u>22</u>	<u>32</u>	<u>0</u>
	12952	6389	19341	17397

Largest daily circulation at Main - - - - (Evans-203)	-1026-	1229	1181
Overdue notices mailed - - - - -		514	578
Reserve postals mailed - - - - -		96	153
Pictures loaned - - - - -		1438	908
Telephone calls - - - - -		597	611
Volumes used for reference in Main adult dept. - - - - -		692	803

Registration

Reregistration to 31 Dec. '47 - - - - -	6009
Main adult - 495 (144) - - - - (Evans adult- 10 (0))	<u>505 (144)</u>

Juvenile

Reregistration to 31 Dec. '47 - - - - -	6514
Main juvenile - 120 (52) - - - - Evans juvenile-37 (16)	<u>2179</u>
	2336

Total borrowers 31 Jan. '48 - - - - - 8850

Book Account

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>
Total vols. Jan. '48	69146	19826	88972	85381
Books added	158	101	259	552
Books withdrawn	<u>526</u>	<u>0</u>	<u>526</u>	<u>0</u>
Total vols. Jan. 31, '48	68778	19927	88705	85933

Binding and Mending

Books sent to bindery - - - - -	0	394
Books mended in library - - - - -	384	929

\* Figures are for complete bills from Jan. 1 to Jan. 31st.

Librarian's Report  
January 1948

Preparing for the new bookmobile is becoming more and more the pivot around which our daily routine revolves. The Librarian and Miss Wolfe made a trip to St. Louis during the early part of the month for a conference with the Baily Auto Body Company which is building the body on the Ford chassis. Later they visited the General Body Company of Chicago which is to do the shelving and other interior furnishings. Our main work at present seems to be that of insisting on the use of specified materials when substitutes would be more easily obtained.

The books in the former East End Branch and our collection of gifts have been carefully culled for material to be used in the new Extension Department. Some hundreds of volumes are now ready to be prepared but many more will be needed for our new project. All of this work must be done in addition to our usual schedule which presents difficulties in view of staff shortages.

Several very splendid responses to our newspaper publicity occurred this month, the most important being the anonymous gift from a Service club of a Projector and twenty-nine book films for use with sick and disabled borrowers. We expect to receive these within the next two months.

It seems most fitting that the first radio program to be given in our Library should be the broadcast about Stephen Decatur which was presented January 5th by the local D.A.R. Fifteen people who chanced to be in the reading rooms at 5:15 were invited to listen in. Their enthusiastic enjoyment of the very fine program was further proof of the possibilities for this type of service when our resources permit the addition of audio-visual aids.

An important innovation in our service was the transfer of periodicals of importance to business and industry to open shelves in the Reference Room. These magazines may now be borrowed for home use.

Glenn Cooper, of the Herald Review Staff, reports that the story of the Barnwell Lincoln picture by the Associated Press has been rated as the "Bellringer story of the month".

We regret that Gebhart-Gushard Department Store no longer feels the need of a book deposit for their employees since they have recently installed a lending library.

Tours of the Library were made by one rural group of Girl Scouts who had little or no knowledge of libraries and by one of Mr. Wrenche's classes from Centennial Junior High. We believe these visits by young people hold great possibilities in the library recruitment field.

In addition to the Barn Colony Art exhibits which continue to be so popular, we had a showing of the prize pictures in the Eastman Photographic Contest and one of the pictures owned by the Decatur Church Council. An estimated 928 people visited the former exhibit in one week.

Five story hours were held in the Main Children's room, two under the supervision of the Librarian and three under Miss Vancil. A total of 113 and an average of 23 children enjoyed these planned programs.

The circulation in the Boys and Girls Room has reached the pre-war peak for the first time. On January 31st Miss Vancil reported that 455 books had been borrowed.

Mr. Cohen spoke on the organization of the U. S. government at the Methodist Church. He was present at a Conference of the United Auto Workers, A. F. of L. at

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the St. Nicholas Hotel.

Miss Wolfe and the Librarian represented the Library at the Decatur Council of Social Agencies luncheon; the Librarian was present at the meetings of the Decatur Civic Exchange and the Decatur Civic Forum. She gave a talk on inspirational books at the Central Christian Church. The A.L.A. Midwinter Convention was one of the highlights of the month with the Librarian and Miss Wolfe representing our Library. Miss Wolfe was present at many meetings which the Librarian could not attend, and her reports on these have proved most helpful. The Librarian represented the small and medium size public library in the United States. She spoke on library recruitment for the State Presidents and Officers meeting and on the public relations program. She was present at numerous committee meetings for national and state associations.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Librarian

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