

Board of Trustees

September 24, 1948

The regular meeting of the Board was called to order at 4:10 o'clock.

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

The Minutes for July 30th were read and, on the motion made by Mr. Owen and seconded by Mr. Blackford, were unanimously approved.

The Minutes for August 27th were read by Mrs. Loewen and there being no objections were ordered filed.

The Librarian's report for August was considered and ordered filed.

The Chair appointed the following committees:

Finance:

Mr. Hull, Mr. Stafford, Mr. Owen, Mrs. Loewen

Buildings and grounds:

Mrs. Evans, Mrs. Garman, Mr. Tolly, Mr. Blackford

The Librarian read letters received from the three electrical firms who were asked to submit recommendations as to making the electrical system in the main building safe from fire. The Hamilton Electrical Co. and the Swarm Electrical Co. recommended that a competent engineer be retained to make a survey regarding the present situation and submit a written recommendation including blue-prints outlining the proper way to make the wiring safe and eventually to provide the building with a modern lighting system. The Abrahams Electrical Company's letter specified rewiring the building.

After a lengthy discussion of the subject, the motion was made by Mr. Hull and seconded by Mr. Stafford that the Building Committee contact Charles Harris and request him to make the survey or to recommend a firm or engineer who could do the work and that the Committee have the power to engage him or to act upon his recommendation. All voted "Aye".

The Chairman appointed Mrs. Garman to head the Committee in this project.

The Board voted unanimously in favor of the Librarian's recommendation that the juvenile charging desk be raised five inches to make it easier for the assistants working there.

The Librarian reported that Mr. Miller the patent attorney was experiencing difficulty in obtaining from the State Historical Library the negative which they had made of the Decatur Barnwell picture of Lincoln.

Bills to the amount of \$1,244.27 were presented for consideration and ordered paid.

The meeting adjourned at 5:15 o'clock.

Respectfully submitted,  
*Muriel E. Perry*  
Muriel E. Perry, Secretary

32

Librarian's Report for  
August 1948

Financial Statement

Receipts:

Bal. 1 Ag. '48	\$26822.49
Fines, lost & dam. bks.	182.74
Non-resident fees	39.25
Other sources	1.80
	\$27046.28

Disbursements:

Staff salaries	\$2778.95
Janitor salaries	361.66
Books	289.72
Light	5.33
Telephone	40.59
Postage, drayage, etc.	3.03
Bookmobile	15.00
Miscellaneous	23.80
	\$3518.08

Balance in checking account - - - - - \$23528.20

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>	
Main Library	8234	3828	12062	11670	+ 392
Evans Branch	611	804	1415	1660	- 245
Bookmobile	1303	1572	2875	0	+
Decatur M. C. Hospital	130	0	130	149	
T. B. Sanitorium	202	0	202	0	+
Longview	152	535	687	65	+ 622
Camp Kiwanis	68	171	239	197	+
Schools	0	31931	31931	0	
	10700	38841	49541	13741	

	<u>1948</u>	<u>1947</u>
Largest daily circ. at Main - - - - - (Evans Br. 97) - - -	602	824
Overdue notices mailed - - - - -	423	417
Reserve postals mailed - - - - -	83	61
Pictures loaned - - - - -	13	85
Telephone calls - - - - -	540	471
Volumes used for reference in Main adult department - - -	203	396

Registration

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<b>Main</b>			
Carried forward	7777	2292	10069
Additions	317(43)	135(66)	452
Cancellations	188	109	297
Total Aug. 31, 1948	7906	2318	10224
<b>Evans Branch</b>			
Carried forward	322	554	876
Additions	13(0)	33(3)	46
Cancellations	12	41	53
Total Aug. 31, 1948	323	546	869
<b>Bookmobile</b>			
Carried forward	113	222	335
Additions	61 (22)	116(109)	177
Total Aug. 31, 1948	174	338	512
<b>Grand Total</b>	8403	3202	11605

( ) New registrations

Librarian's Report for  
August 1948

-2-

	<u>Book Stock</u>				
	Total vols. Aug. 1 '48	Books Added	Books Withdrawn	Total vols. Aug. 31 '48	
<u>Main</u>					
Adult	63507	78		63585	
Youth	0	0		0	
Juvenile	<u>10302</u>	<u>8</u>		<u>10310</u>	
Total	73809	86		73895	
<u>Evans Branch</u>					
Adult	4554	19		4573	
Youth	0	0		0	
Juvenile	<u>3920</u>	<u>1</u>		<u>3921</u>	
Total	8474	20		8494	
<u>Extension</u>					
Adult	1650	57		1707	
Youth	92	0		92	
Juvenile	<u>373</u>	<u>4</u>		<u>377</u>	
Total	2115	61		2176	
<u>School Collection</u>					
Total	3979			3979	
<u>East End Branch</u>					
Adult	620			620	
Youth	0			0	
Juvenile	<u>817</u>			<u>817</u>	
Total	1437			1437	
Grand Total	89814	167		89981	Total vols. Aug. 31 '47 87923
<u>Binding and Mending</u>				<u>1948</u>	<u>1947</u>
Books sent to bindery - - - - -				0	267
Books mended in Library - - - - -				411	3650
- - - - -					

At this time when librarians are so difficult to find, we are especially fortunate in having two new assistants join our Staff. Josephine Austin and Myrl Poland began their duties as Bookmobile Librarian and Cataloger respectively on August first.

The Bookmobile has finished its second full month of use with 177 persons applying for borrowers' cards and a total of 2,875 books loaned for home use, an increase of 564 volumes over last month.

Out-of-town visitors included Mr. Phillips Bradley, Director of the Institute of Labor and Industrial Relations, University of Illinois and Mr. and Mrs. Vern Adams of Sturgis, Michigan, publishers of library materials.

The Librarian was appointed Chairman of the National Booklist-of-the-Month Committee and appointed a member of the A.L.A. Division of Public Libraries Committee on Public Relations and Publications.

She and Miss Wolfe were present at several meetings of the Council of Social Agencies. This group has been surveying the various civic agencies of the City, and both librarians have found the meetings most helpful as a source of information concerning

Librarian's Report for  
August 1948

-2-

	<u>Book Stock</u>				
	Total vols. Aug. 1 '48	Books Added	Books Withdrawn	Total vols. Aug. 31 '48	
<u>Main</u>					
Adult	63507	78		63585	
Youth	0	0		0	
Juvenile	<u>10302</u>	<u>8</u>		<u>10310</u>	
Total	73809	86		73895	
<u>Evans Branch</u>					
Adult	4554	19		4573	
Youth	0	0		0	
Juvenile	<u>3920</u>	<u>1</u>		<u>3921</u>	
Total	8474	20		8494	
<u>Extension</u>					
Adult	1650	57		1707	
Youth	92	0		92	
Juvenile	<u>373</u>	<u>4</u>		<u>377</u>	
Total	2115	61		2176	
<u>School Collection</u>					
Total	3979			3979	
<u>East End Branch</u>					
Adult	620			620	
Youth	0			0	
Juvenile	<u>817</u>			<u>817</u>	
Total	1437			1437	
<b>Grand Total</b>	89814	167		89981	Total vols. Aug. 31 '47 87923
				<u>1948</u>	<u>1947</u>
Books sent to bindery - - - - -				0	267
Books mended in Library - - - - -				411	3650

At this time when librarians are so difficult to find, we are especially fortunate in having two new assistants join our Staff. Josephine Austin and Myrl Poland began their duties as Bookmobile Librarian and Cataloger respectively on August first.

The Bookmobile has finished its second full month of use with 177 persons applying for borrowers' cards and a total of 2,875 books loaned for home use, an increase of 564 volumes over last month.

Out-of-town visitors included Mr. Phillips Bradley, Director of the Institute of Labor and Industrial Relations, University of Illinois and Mr. and Mrs. Vern Adams of Sturgis, Michigan, publishers of library materials.

The Librarian was appointed Chairman of the National Booklist-of-the-Month Committee and appointed a member of the A.L.A. Division of Public Libraries Committee on Public Relations and Publications.

She and Miss Wolfe were present at several meetings of the Council of Social Agencies. This group has been surveying the various civic agencies of the City, and both librarians have found the meetings most helpful as a source of information concerning

Librarian's Report for  
August 1948

-3-

Decatur and its various activities.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry