

Board of Trustees

January 2, 1948

The regular December meeting was held on this date because of the holidays.

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

The Minutes of the previous meeting were read and approved.

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

Mrs. Evans asked regarding the creosote stains on the basement walls of the Evans Branch. The Librarian reported that she had sent a special delivery, registered letter to the Branch office at the address indicated on the stationery of the firm which had done the work, but had had no reply to date. Mrs. Garman said that Mr. J. E. Etherton of the Carbondale National Bank could undoubtedly give us information regarding the firm if we needed it.

The Librarian read to the Trustees a letter she had received from Mr. E. H. Lukenbill, Logan County Superintendent in which he spoke of the fact that Miss Grace Barnwell, who recently gave us a photograph of Abraham Lincoln, ~~said that she~~ was living on a very small teacher's pension, and that everything which could be done to help her would be greatly appreciated.

The motion was made by Mrs. Evans and <sup>approved</sup> recorded by Mrs. Loewen that the Librarian be given authority to work out any reasonable plan by which we might be able to help Miss Barnwell. She was also requested to write to Mr. John Valentine of the Franklin Roosevelt Bookstore to see if he could give us any idea of the monetary value of such a photograph. All voted "aye".

The Librarian reported that the D. A. R. had offered to place a picture of Stephan Decatur in the Library. She said that she would like very much to have such a picture but she felt that it should be in colors since we were trying to brightened up the Library. The one the D. A. R. had in mind was in black and white.

After ~~the~~ discussion the Trustees requested the Librarian to write to the Decatur Chapter expressing our appreciation for their offer but suggesting that we had rather wait until a picture in color could be secured.

The Librarian reported that Miss Kowalsky had been out ill and that she had applied for a month's leave of absence so that she could go to Texas for a complete rest. The former recommended that Miss Kowalsky be granted the month's leave of absence at half salary. The motion was made by Mrs. Garman, seconded by Mrs. Evans and carried unanimously that this be done.

The Librarian asked regarding the Board's wishes regarding the A.L.A. Midwinter Convention to be held Jan. 29 to Feb. 1 at the Edgewater Beach Hotel in Chicago. The motion was made by Mrs. Garman, seconded by Mrs. Loewen and carried unanimously that since it was the custom for Decatur to be represented, the Librarian should plan to go.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Librarian

The Librarian reported that the City Auditor had checked our books for the last six months and had found everything in good order.

Librarian's Report  
November 1947

Financial Statement

Receipts:

Bal. 1 Nov. '47	\$ 17514.79
Fines, lost & dam. bks.	211.93
Non-resident fees	37.00
Rent collection	14.00
Other sources	23.26
	\$ 17800.98

Disbursements:

Staff salaries	\$ 2536.33
Janitor salaries	319.16
Books	693.17
Supplies	110.94
Repairs & improvements	2.50
Light	9.68
Heat	16.80
Furniture and fixtures	198.65
Telephone	34.30
Postage, drayage, etc.	18.47
Miscellaneous	26.75
	\$ 3965.75

Balance in checking account December 1, 1947 - - - \$ 13835.23

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1947</u>	<u>1946</u>
Main	9723	4948	14671	13932
Evans Branch	1021	2277	3298	2611
Decatur M.C. Hospital	184	8	192	175
T.B. Sanitorium	167	0	167	0
Longview	45	56	101	0
	11140	7289	18429	16718

Largest daily circulation at Main - (Evans -285) - - -	<u>1947</u>	<u>1946</u>
	-982	878
Overdue notices mailed - - - - -	519	623
Reserve postals mailed - - - - -	123	88
Pictures loaned - - - - -	1382	1059
Telephone calls - - - - -	687	544
Volumes used for reference in Main Adult Dept. - - -	652	1151

Registration

Adult

Reregistration to November 1, 1947 - - - - -	4875
Main adult - 615 (173) - - Evans adult - 21 (10) - -	636
	5511

Juvenile

Registration to November 1, 1947 - - - - -	-1869
Main juvenile - 167 (57) - - Evans juvenile -39 (20)	206
	2075

Total borrowers December 1, 1947 - - - - - 7586

Book Account

	<u>Adult</u>	<u>Juvenile</u>	<u>1947</u>	<u>1946</u>
Total vols. Nov. 1 '47	69053	19494	88547	84554
Books added	156	216	372	488
Books withdrawn	334	0	334	0
Total vols. Nov. 30 '47	68875	19710	88585	85042

Books sent to bindery - - - - -	<u>1947</u>	<u>1946</u>
	0	0
Books mended in library - - - - -	-1370	777

Librarian's Report  
November, 1946<sup>7</sup>

As always November was a month which taxed our resources to the utmost. Although Book Week with all its advertising undoubtedly helped push our juvenile circulation, I believe that much of the credit for the increase in the Boys' and Girls' Room of 1,489 more books than November of last year goes to Miss Vancil and the sound innovations which she is making in that department. Miss Davis' increase of 687 volumes at the Evans Branch also pleases us although a loss of 750 books in the Main adult department causes us some concern. Patients at the T. B. Sanitorium continue to enjoy Miss Bloomquist's weekly book visits as is testified by the month's circulation of 167 titles.

We are proud of Decatur's contribution to the meetings of the Illinois Library Association which were held in the Drake Hotel, Chicago, November 13, 14 and 15. Mrs. Garman of our Board presided as President of the Trustees' Division, the Librarian and Miss Wolfe were full time delegates, Mr. Cohen was present for two days, and Miss Vancil and Mrs. Schoby for the Children's Section's meetings.

The Librarian, as Chairman of the Illinois Committee on Library Service to Business presided over the full day's session of that group. Martin Cohen gave an outstanding talk on the subject of aids to business. A book-list prepared by him for distribution (on inexpensive library tools of importance to business) proved very popular.

Book Week November 17 to 20 was unusually busy. Miss Pollock had cataloged many new children's books which Miss Vancil used in various exhibits. The Boys' and Girls' Room was bright with these and posters.

Mr. Cohen led off with a radio program on Monday afternoon. Mrs. Eunice Kastler, Personnel Director of Gebhart-Gushard's Department Store and Jack Hartley of the American Federation of Labor assisted him in presenting a fifteen minute program (which he had written) on the services this Library is ready to offer Decatur businessmen. Friday afternoon Betty Aldrich, page in the Boys' and Girls' Room, and Dale Walker, six grader from Pugh School and a loyal library borrower, joined Miss Vancil in a discussion of books for young people. Comments from the public on their enjoyment of these programs have been most encouraging. It is regrettable that pressure of work and lack of staff prevent us from taking advantage of the possibility of regular broadcasts.

An important part of our Book Week observance was the Reception to new Staff members which the Trustees and Librarian gave on the evening of November 20th. The obvious pleasure of our guests lead us to believe that occasional informal gatherings of similar nature could be most profitably given in the future.

Mrs. Garman most graciously assisted the Librarian as Hostess for the evening. Mr. and Mrs. Knuth joined the new Staff members in the Receiving line (Miss Wolfe, Mr. and Mrs. Cohen and Miss Vancil) Mrs. Evans and Mrs. Loewen presided over the Tea table. Members of the Staff were united in performing the various duties which made the evening such a success.

Two meetings of local organizations were held in the building. One troop of Girl Scouts and one group of fifteen children from Fort Daniel rural School made tours of the Library

Board of Trustees

January 25, 1948

The regular meeting of the Board was called to order at 4:12 o'clock.

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

The Minutes for the previous meeting were read and approved.

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

The matter of vacancies on the Board was discussed at some length. It was the consensus that if the Mayor realized how much the Library needed able, conscientious trustees, he would appoint people to fill the existing three vacancies. The Librarian was requested to write to him asking that he consider the matter and that, if possible, one position be filled by an attorney.

The matter of the creosote stains on the basement walls of the Evans Branch came up. The Librarian reported that the registered letter she had sent to the Continental Exterminating Co. (Which had done the work) was returned with the notation unknown. The motion was made by Mrs. Garman, seconded by Mrs. Loewen and unanimously passed that she write to Mr. J. E. Etherton of the Carbondale National Bank asking if he could tell us whether or not the firm in question were still in existence.

The Librarian asked for the Board's opinion regarding the possibility of her approaching one or several of the service clubs with a request for financial help for our Bookmobile stock. She explained that the Library was receiving no aid from the City in its efforts to try to launch this very important community service, that we were using our small savings built up for years from fines, and that we should have two or three thousands of dollars worth of books to begin this extension service. On the other hand, she could foresee the danger of the city government getting the idea that the Library could use this method for acquiring finances when it was definitely the government's responsibility.

After some discussion the motion was made by Mrs. Garman, seconded by Mrs. Loewen and passed unanimously that rather than have the Librarian approach any service club, she talk the matter over with officials of the Junior Chamber of Commerce and see what they could suggest.

The Librarian's recommendation that Mr. Barding, who is now our second janitor, be promoted to Bookmobile driver and clerk met with the Board's full approval.

She reported that as of that date she could give no figures regarding the cost of the bookmobile but she felt that some provision should be made for initial payments. The motion was made by Mrs. Evans, seconded by Mrs. Loewen and passed unanimously that \$2000.00 be converted from bonds to our checking account for this purpose.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Secretary



Librarian's Report  
December 1947

The Christmas spirit seemed unusually beautiful this year. On the evening of December 23d a group of young carolers under the direction of Paul Swarm sang carols from our balcony for the enjoyment of all who were in the building.

On the evening of the 19th the Staff had a Christmas party during which they helped Miss Vancil trim her tree. That afternoon Miss Wolfe was present at the Joseph H. Breckenridge Memorial Christmas party at the County Court House. This was held for representatives of all institutions mentioned in his will.

On the evening of the 18th Miss Vancill told Christmas stories at the party given by the Illinois Ladies Garment Workers Union. Several people have spoken of their enjoyment in her part of the program.

Members of the Garden Club were responsible for the beautiful decorations on our balcony. The evergreen that was twined around our columns was the gift of the City Electrical Department.

Mr. Cohen has gone over the books in the closets of the north study room and with the Librarian has placed some on open shelves, some on closed reference shelves. We shall now try to get our maps so housed that they can be used easily.

The Librarian, Miss Wolfe and Mr. Cohen were present at the Association of Commerce Dinner.

The City Park Department planted reasonably large trees and many shrubs all around our building; work which we appreciate very much.

Mr. Cohen placed an exhibit at the High School and University Dean's Conference at the Hotel Orlando and an exhibit and booklists at the Central Illinois Worker's Conference at the same place.

Miss Larmon has been taking lessons in mimeographing at a local commercial school so that she will be competent to take charge of all that type of work.

The Librarian and Miss Wolfe spent one afternoon inspecting house trailers and getting several ideas for our new Bookmobile.

Four Story Hours were held during the month under the supervision of Miss Vancil. An average of fourteen children came to each. As soon as space can be provided we shall have our Story Hours in some place other than the Children's Room after school some week day. We believe that many more children will come. We are also trying to find someone who can tell stories to the children at the Evan's Branch.

Seventy letters of importance were written from the Main office.

Five meetings of the local Cancer Clinic were held in the building.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Librarian