

Board of Trustees

January 7, 1949

The meeting of the Board usually held in December was called to order at 4:08 o'clock.

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

The Minutes of the previous meeting stood approved as read.

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

It was reported that Mr. Harris and his associates had examined the building thoroughly and were drawing up the specifications for the electrical system. The Librarian said that during the storm of the previous week the roof over the Lincoln Room had apparently become perforated for the ceiling dripped and large puddles formed on the floor. Strips of blotters were pasted to the ceiling in the balcony stacks where water mixed with tar or oil dripped through and was in danger of staining books or clothes of borrowers. Mr. Harris happened to come in at the time and said that it would be impossible to do anything about the lights until the roof was weatherproof.

After a lengthy discussion Mr. Knuth instructed the Building Committee with Mr. Blackford as Chairman to ask Mr. Longbons of the Longbons Roofing and Sheet Metal Co. to draw up specifications and to advertise for bids.

The members asked regarding the money we had in government bonds, and it was reported that as of last July 28, the purchase price plus interest amounted to \$12,578.55.

The Librarian explained that there was no way in which to regulate the heat, that it was either extremely warm or extremely cold. She said that the W. T. Delahunty & Co. had estimated that the installation of a motorized steam valve with a clock thermostat would cost \$243.00. Mr. Hiser of that firm believed that we would make this more than up in savings on our heat bills.

The motion was made by Mr. Stafford, seconded by Mr. Blackford and passed unanimously that a thermostat be installed.

The Librarian reported that the concrete steps in front of the building which were patched last year had begun to crumble again and that she was afraid of people falling.

The motion was made by Mr. Owen, seconded by Mrs. Loewen and unanimously approved that bills to the amount of \$1762.91 be paid.

The meeting adjourned at 5:03 o'clock.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Secretary

The Librarian reported that Harry Bateman, Head Janitor, had left December 31, for a position paying higher wages, and she was trying to fill his place.

Librarian's Report for  
November 1948

Financial Statement

Receipts:

Bal. Nov. 1, 1948	\$33079.47
Fines, lost & dam. bks.	199.56
Non-resident fees	31.00
Other sources	5.76
	\$33315.79

Disbursements:

Staff salaries	\$2777.37
Janitor salaries	361.66
Books	747.46
Periodicals	769.90
Microfilms	4.08
Bindery	92.55
Supplies	67.83
Repairs & Improvements	198.44
Light	.75
Heat	25.50
Telephone	35.34
Postage, drayage & express	17.79
Bookmobile	46.69
Miscellaneous	38.76

Balance in checking account December 1, 1948 ----- \$28131.67      \$5184.12

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>	
Main Library	10240	4202	14442	14671	229-
Evans Branch	754	1573	2327	3298	- 971-
Bookmobile	1362	1988	3350	0	
Decatur & M. C. Hospital	153	0	153	192	
T. B. Sanitorium	182	0	182	167	
Longview	0	0	0	101	
	12691	7763	20454	18429	2025+

	<u>1948</u>	<u>1947</u>
Largest daily circ. at Main - - - - (Evans - 132) - (Bkm. 278) -	1064	982
Overdue notices mailed - - - - -	593	519
Reserve postals mailed - - - - -	94	123
Pictures loaned - - - - -	771	1382
Telephone calls - - - - -	738	687
Volumes used for reference in Main adult department - - - - -	507	652

Binding and Mending

	<u>1948</u>	<u>1947</u>
Books sent to bindery - - - - -	23	0
Books mended in library - - - - -	9	1370

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November 1948

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	<u>Registration</u>		
	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<b>Main</b>			
Carried forward	8419	2326	10745
Additions	374 (152)	164 (111)	538 (263)
Cancellations	<u>141</u>	<u>88</u>	<u>229</u>
Total	8652	2402	11054
<b>Evans Branch</b>			
Carried forward	335	622	957
Additions	11 (6)	14 (14)	25 (20)
Cancellations	<u>9</u>	<u>11</u>	<u>20</u>
Total	337	625	962
<b>Bookmobile</b>			
Carried forward	226	497	723
Additions	<u>35 (15)</u>	<u>87 (85)</u>	<u>122 (100)</u>
Total	261	584	845
<b>Grand total</b>	9250	3611	12861
( ) New registrations			

	<u>Book Stock</u>		
	Total vols. Nov 1, 1948	Books Added	Books Withdrawn
			Total vols. Nov. 30, 1948
<b>Main</b>			
Adult	63818	131	63949
Youth	21	6	27
Juvenile	<u>10400</u>	<u>178</u>	<u>10578</u>
Total	74239	315	74554
<b>Evans Branch</b>			
Adult	4621	55	4676
Youth	10	4	14
Juvenile	<u>3944</u>	<u>40</u>	<u>3984</u>
Total	8575	99	8674
<b>Extension</b>			
Adult	1785	44	1829
Youth	112	5	117
Juvenile	<u>458</u>	<u>143</u>	<u>601</u>
Total	2355	192	2547
<b>School Collection</b>			
Total	3979	0	3979
<b>East End Branch</b>			
Adult	620		620
Youth	0		0
Juvenile	<u>817</u>		<u>817</u>
Total	1437		1437
<b>Grand Total</b>	90585	606	91191

## Librarian's Report

November, 1948

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With Book Week and the Illinois Library Convention falling during the same period, November was an unusually busy month. Every member of the Staff was scheduled for some of the meetings in Springfield and because of this, it was impossible to focus as much attention on Book Week as that event justified. In spite of our divided attention, however, the Library was a place of great activity, and staff members took part in various community activities.

Two classes from Dennis School and two classes from Gastman made special field trips to the Children's Room where Miss Vancil told them stories.

On November 17th Miss Vancil gave a talk on children's literature for the Women's Auxiliary of the Moose Lodge. Miss Austin prepared a radio script on the history of Book Week and the use of the Bookmobile. This was given over WSOY with the assistance of two mothers who are loyal supporters of the mobile branch.

In addition to other assignments Miss Poland cataloged and classified 606 books which were prepared for the shelves by Miss Larmon and Miss White who also typed the catalog cards.

The Librarian gave a book talk for an auditorium session at Roosevelt Junior High School.

At the Convention the Librarian, as Chairman of the Illinois Committee on Library Service to Business and Industry, had charge of a section meeting given over to a discussion of service to labor unions. Dr. Bradley of the Institute of Labor, University of Illinois and Mr. Cohen gave their excellent assistance in working out the program. Helen Duncan of the local I.L.G.W. Union and Dean Maddan of the Cash Valve Company were among the speakers. Mrs. Garman was active in the Trustees Section.

The Bookmobile had a prominent place in the Armistice Day parade given by the American Legion which afterwards gave a band concert on the Library steps. The building was beautifully floodlighted for the occasion, and we had concrete evidence of how effective good outside lighting will be when we achieve it.

Bookmobile service was extended to Longview East where we experienced difficulty at first in controlling the Negro children who had apparently never known about libraries or book borrowing. On November 9th the Librarian spoke to members of the Mothers Club of that section of the Housing Project and they pledged their cooperation in seeing that the children behaved with reasonable consideration during Bookmobile visits.

Ten Story Hours were held under the supervision of Miss Vancil. The total attendance was 243 boys and girls and the average, 25.

Two elementary classes visited the Children's Room in addition to those which came during Book Week.

The Junior Red Cross held one meeting in the Library and the Normal University Extension Class in children's literature met five times.

In addition to speaking at I.L.A. Mr. Cohen was present at a meeting of the Decatur Council on Education to which he was recently elected a member. The Librarian

Librarian's Report  
November, 1948

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attended a meeting of the School Library Committee at which Miss Lohrer of the University of Illinois described methods by which the Decatur school libraries might be brought up to standard.

• The Librarian gave a book talk for the Teen-Agers at Johns Hill Junior High School and she was present at a meeting of officers of the A.L.A. Division of Public Libraries at Headquarters in Chicago. She was also present at one civic meeting.

Beginning November 17th the Bookmobile is stored in the Decatur Messenger Service Garage.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Librarian

Board of Trustees

January 28, 1949

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

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

The Minutes of the last meeting were read and on the motion of Mr. Owen seconded by Mr. Blackford, it was unanimously voted that they be accepted.

The Librarian's report for December was read and on the motion of Mr. Owen seconded by Mrs. Garman was unanimously accepted and ordered filed.

The matter of the fee to be charged local organizations for using the auditorium after 9:00 o'clock was left to the Librarian for a decision.

It was reported that Miss Vancil, the Children's Librarian, was still in the hospital, was off the payroll, and was receiving the disability benefit under the Illinois Municipal Retirement Fund.

The Librarian reported that Samuel Wilson had been secured as Head Janitor beginning work January 18th.

Mrs. Garman moved that bills totaling \$1,007.62 be paid. This was seconded by Mr. Stafford and unanimously passed.

Mr. Rodney Spangler from Mr. Harris' office came in at 4:30 o'clock and discussed with the Trustees the survey for renovation of the building the total estimated cost of which was \$52,364.00

The Board instructed the Librarian to call a special meeting when Mr. Harris' full report was received.

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Secretary

Librarian's Report for  
December 1948

Financial Statement

Receipts:

Bal. Dec. 1, 1948	\$28131.67
Fines, lost & dam. Bks.	292.58
Non-resident fees	36.25
Other sources	53.14
	<u>\$28513.64</u>

Disbursements:

Staff salaries	\$2788.05
Janitor salaries	361.66
Books	1069.23
Periodicals	69.75
Microfilms	45.06
Binding	2.36
Supplies	191.08
Light	.75
Heat	149.95
Furniture & fixtures	7.09
Postage, drayage & express	19.59
Telephone	36.56
Insurance	72.66
Bookmobile	61.01
Miscellaneous	37.82
	<u>\$4912.62</u>

Balance in checking account January 7, 1949-----\$23601.02

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1948</u>	<u>1947</u>
Main Library	9483	2732	12215	12096 - 119+
Evans Branch	697	937	1634	2348 - 714-
Bookmobile	1158	1515	2673	0 - 2673+
Decatur & M.C. Hospital	166	0	166	137 - 29+
T.B. Sanitorium	281	3	284	229 - 55+
Longview	0	0	0	50
Maroa	0	0	0	179
Gebhart Gushard	0	0	0	346
	<u>11785</u>	<u>5187</u>	<u>16972</u>	<u>15385 - 1587+</u>

	<u>1948</u>	<u>1947</u>
Largest daily circ. at Main- - -(Evans 112) (Bkmo. 270)	901	991
Overdue notices mailed - - - - -	707	701
Reserve postals mailed - - - - -	85	108
Pictures loaned - - - - -	201	480
Telephone calls - - - - -	649	581
Reference questions answered - - - - -	260	*

Binding, Mending and Typing

	<u>1948</u>	<u>1947</u>
Books sent to bindery - - - - -	3	0
Books mended in library - - - - -	191	417
Cards typed for catalogs		
Library of Congress cards - - - - -	191	*
Typed cards - - - - -	2408	*
Catalog cards corrected - - - - -	338	*

\*No record kept

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Registration

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<b>Main</b>			
Carried forward	8652	2402	11054
Additions	299 (103)	69 (42)	368 (145)
Cancellations	<u>139</u>	<u>70</u>	<u>209</u>
Total	8812	2401	11213
<b>Evans Branch</b>			
Carried forward	337	625	962
Additions	12 (4)	11 (9)	23 (13)
Cancellations	<u>11</u>	<u>8</u>	<u>19</u>
Total	338	628	966
<b>Bookmobile</b>			
Carried forward	261	584	845
Additions	<u>14</u> (5)	<u>56</u> (56)	<u>70</u> (61)
Total	275	640	915
Grand total	9425	3669	13094 (219)
( ) New registrations			

Book Stock

	<u>Total vols.</u> Dec. 1'48	<u>Books</u> Added	<u>Books</u> Withdrawn	<u>Total vols.</u> Dec. 31'48
<b>Main</b>				
Adult	63949	69		64018
Youth	27	25		52
Juvenile	<u>10578</u>	<u>87</u>		<u>10665</u>
Total	74554	181		74735
<b>Evans Branch</b>				
Adult	4676	23		4699
Youth	14	6		20
Juvenile	<u>3984</u>	<u>33</u>		<u>4017</u>
Total	8674	62		8736
<b>Extension</b>				
Adult	1829	29		1858
Youth	117	26		143
Juvenile	<u>601</u>	<u>173</u>		<u>774</u>
Total	2547	228		2775
<b>School collection</b>				
Total	3979	0		3979
<b>East End Branch</b>				
Adult	620	0		620
Youth	0	0		0
Juvenile	<u>817</u>	<u>0</u>		<u>817</u>
Total	1437	0		1437
Grand Total	91191	471		91662

Librarian's Report  
December, 1948

Christmas this year brought our Library nearer the public perhaps than we have been for some years. A staff committee decorated the desk area with greens, and the Garden Club trimmed the fire place with greens, candles and a hugh bow of brilliant red.

The very morning that the Staff was wishing that in some way we could express our community spirit by having some outside decorations, Commissioner Sattley telephoned to say that he had an extra large tree purchased by the merchants which he could place for us on the library lawn and that the city electricians would trim it. So for the first time in our history the library joined in the community's decorations.

Two organizations gave us gifts of great importance to help us in our efforts to increase our public services. The Royal Arcanum Lodge gave us a second ceiling projector for use with bed-ridden convalescents. Zonta International gave us thirty crisp dollar bills with which to extend our service to the blind.

One of the most pleasant events of many months was the carol singing by the Mothersingers on December 20th. Over ninety persons were in our reading rooms during the half-hour concert. During that time members of the Staff went among the tables, serving hot wassail and holiday cookies. It was good to hear the expressions of appreciation of the music and hospitality which the visitors expressed that evening and the following days.

During the holidays Miss Wolfe gave a Christmas reading for a group at the Grace Methodist Church, Miss Vancil gave two talks on childrens books for members of the Parent-Teacher's Association in the Lakeview District, the Librarian told Christmas stories at two story hours at Gastman School. Mr. Cohen was present at a luncheon of the Association of Commerce's Committee preparing for the Agricultural Conference to be held in January. Miss Austin spent December 9th at Evanston where she observed the methods they used there in their bookmobile.

The Librarian, Miss Wolfe and Mr. Cohen visited the Cash Valve Company during their Open House and saw all the processes by which their valves are manufactured. We hope to set up a bookmobile stop in that industrial area in the near future.

Four group meetings were held in the new auditorium recently opened in the basement.

Three school classes made tours of the building.

The Extension Class from Normal University held three meetings in the Children's Room which they are using as a laboratory.

The Librarian was a guest at a meeting of the D.A.R. and was present at five group meetings in addition to sitting in with the school librarians at two meetings during which a reorganization of the school library system was discussed.

Booklists and applications were given to the Welcome Wagon, Inc. for distribution to newcomers in the city and plans have been made for other booklists on various subjects to be prepared for them.

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Three Story Hours were held in the new Meeting Room, two under the supervision of Miss Vancil and one in charge of the Librarian. A total of forty-five children and an average of fifteen came to these Hours.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Librarian