

Called Meeting of the Library Board

October 12, 1945

Present: Mr. Hanes, Mrs. Evans and Mrs. Garman.

The meeting was called to pass upon the purchase of microfilms of the Decatur Herald and the Decatur Herald and Review, from 1900 to date.

Decatur Newspapers, Inc., because of recent damage to their file, from fire and water, are having their volumes covering those dates, microfilmed, and it seems at opportune time to have the library file done. The expense as estimated would be about \$4,000.

As there was not a quorum present, it was decided to postpone definite action in the matter until the next regular meeting in October.

Adjourned.

Mabel A. Wayne

Secretary.

Regular Meeting of the Library Board

October 26, 1945

Present: Mr. Knuth, Mr. Imboden and Mrs. Evans.

Miss Agnes Henebry, librarian at the Herald and Review, met with the Board to explain the microfilming of their file of newspapers from 1900 to date. A large part of the file had recently been damaged by fire and water. The preservation of newspapers in the bulky, original size and form, has presented problems of quick deterioration, of binding, of storage space and fire hazard. By microfilming, 800 pages can be recorded in complete detail on a hundred-foot roll of 35mm film, which would occupy little more space than two cigarette packages. The films are kept in suitable, locked steel filing cases. They are easily adjusted in the film reader or viewer. When placed in a Recordak Library Film Reader, the film picture, which appears fine and unreadable to the naked eye, is brought up to a clear, larger than actual size brilliance, on a self-contained screen.

The photographing for the Herald and Review is to be <sup>done</sup> done by the Recordak Corporation, a subsidiary of Eastman Kodak Company and the Master negative film is retained under ideal conditions for the subscriber in the film vault of the Eastman Kodak Company at Rochester, New York. If films owned by the Herald and Review are lost or damaged, they can easily be replaced from the master negative.

The Herald and Review has offered to have a duplicate set of positive films made for our library, - the films to be paid for as received by the library at a rate not to exceed 12 cents per foot of film. Volumes to be microfilmed are

|                   |  |
|-------------------|--|
| Decatur Herald    | 1900-Aug.1931  |
| Evening Herald    | 1926-Aug.1931  |
| Herald and Review | Sept.1931 - date, and current numbers, until further notice. |

Regular Meeting of the Library Board

October 26, 1945 --- 2

The estimated total cost will be about \$4,000.00. If our films are damaged they may be replaced through the Herald and Review, at the regular cost of such films.

After some discussion, it was decided to accept the offer of the Herald and Review to order a duplicate set of positive films for use in our library, and to order a Recordak Library Film Reader.

It was also decided to increase Miss Dill's salary to \$90.00 per month for October, November and December, of this year.

Bills to the amount of \$3,303.85 were approved by the Finance committee and ordered paid. Mrs. Evans acted on the committee for this meeting.

Adjourned.

*Mabel A. Wayne*

Secretary.

Librarian's Report for September, 1945

|                             | <u>Book Account</u> |          | Total |
|-----------------------------|---------------------|----------|-------|
|                             | Adult               | Juvenile |       |
| Total vols. 31 Ag'45        | 65413               | 18045    | 83458 |
| New Books added by purchase | 136                 | 39       | 175   |
| New books added by gift     | 2                   | 1        | 3     |
| Magazines bound             | 124                 | 2        | 126   |
| Books replaced              | 0                   | 0        | 0     |
| Total additions             | 262                 | 42       | 304   |
| Books withdrawn             | 42                  | 138      | 180   |
| Total vols. 30 Sp'45        | 65633               | 17949    | 83582 |

|                           | <u>Registration</u> |       |           |       | Total |
|---------------------------|---------------------|-------|-----------|-------|-------|
|                           | Main lib.           |       | Evans br. |       |       |
|                           | Adult               | Child | Adult     | Child |       |
| Cards in force 31 Ag'45   | 10381               | 3392  | 510       | 805   | 15088 |
| Borrowers registered      | 269                 | 38    | 9         | 31    | 347   |
| Borrowers cards cancelled | 295                 | 39    | 5         | 25    | 364   |
| Cards in force 30 Sp'45   | 10355               | 3391  | 514       | 811   | 15071 |

|                                   | <u>Circulation</u> |       |               |       | Total |
|-----------------------------------|--------------------|-------|---------------|-------|-------|
|                                   | Main lib.          |       | Evans br.     |       |       |
|                                   | Adult              | Child | Adult         | Child |       |
| Books issued                      | 8176               | 2095  | 633           | 1030  | 11934 |
| Largest daily circ. at Main lib.- |                    | 739   | At Evans br.- |       | 116   |
| Overdue notices sent - - - - -    |                    |       |               |       | 398   |
| Reserve postals sent - - - - -    |                    |       |               |       | 94    |
| Pictures loaned - - - - -         |                    |       |               |       | 398   |
| Telephone calls - - - - -         |                    |       |               |       | 335   |

|                                     | <u>Binding and Repair</u> | Total |
|-------------------------------------|---------------------------|-------|
| Books repaired in library - - - - - |                           | 398   |

|                      | <u>Classified Report</u> |              |               |         |      | Total |
|----------------------|--------------------------|--------------|---------------|---------|------|-------|
|                      | <u>Book Account</u>      |              |               |         |      |       |
|                      | Main lib.                | Evans branch | E. End branch | Schools |      |       |
| Total vols. 31 Ag'45 | 60576                    | 9627         | 7404          | 2330    | 3521 | 83458 |
| New Books added:     |                          |              |               |         |      |       |
| General works        | 40                       | 1            | 0             | 0       | 0    | 41    |
| Philosophy           | 2                        | 0            | 0             | 0       | 0    | 2     |
| Religion             | 7                        | 0            | 0             | 0       | 0    | 7     |
| Sociology            | 43                       | 0            | 0             | 0       | 0    | 43    |
| Language             | 2                        | 0            | 0             | 0       | 0    | 2     |
| Science              | 9                        | 0            | 0             | 0       | 0    | 9     |
| Useful arts          | 32                       | 2            | 0             | 0       | 7    | 41    |
| Fine arts            | 29                       | 1            | 0             | 0       | 0    | 30    |
| Literature           | 12                       | 1            | 0             | 0       | 0    | 13    |
| History              | 16                       | 2            | 0             | 0       | 0    | 18    |
| Travel               | 14                       | 0            | 0             | 0       | 0    | 14    |
| Biography            | 10                       | 0            | 0             | 0       | 0    | 10    |
| Fiction              | 40                       | 8            | 13            | 0       | 12   | 73    |
| Foreign books        | 1                        | 0            | 0             | 0       | 0    | 1     |
| Total added          | 257                      | 15           | 13            | 0       | 19   | 304   |
| Rent coll.- 7        |                          |              |               |         |      |       |
| Books withdrawn      | 42                       | 35           | 0             | 0       | 103  | 180   |
| Total vols. 30 Sp'45 | 60791                    | 9607         | 7417          | 2330    | 3437 | 83582 |

Librarian's Report for September, 1945 --- 2

Classified Report  
Circulation

|               | Main lib. |       | Evans<br>branch | Total |
|---------------|-----------|-------|-----------------|-------|
|               | Adult     | Child |                 |       |
| General works | 21        | 2     | 0               | 23    |
| Philosophy    | 141       | 1     | 1               | 143   |
| Religion      | 86        | 8     | 5               | 99    |
| Sociology     | 224       | 34    | 23              | 281   |
| Fairy tales   | 0         | 50    | 29              | 79    |
| Language      | 7         | 0     | 0               | 7     |
| Science       | 143       | 103   | 33              | 279   |
| Useful arts   | 382       | 52    | 43              | 477   |
| Fine arts     | 381       | 57    | 19              | 457   |
| Literature    | 388       | 48    | 35              | 471   |
| History       | 326       | 59    | 38              | 423   |
| Travel        | 271       | 69    | 32              | 372   |
| Biography     | 269       | 50    | 31              | 350   |
| Fiction       | 5085      | 1545  | 1250            | 7880  |
| Magazines     | 178       | 17    | 124             | 319   |
| Foreign books | 3         | 0     | 0               | 3     |
| Rental coll.  | 271       | 0     | 0               | 271   |
| Total         | 8176      | 2095  | 1663            | 11934 |

Volumes used for reference in Main adult dept. ----- 212

Finance

RECEIPTS:

|                            |            |
|----------------------------|------------|
| Bal. on hand 1Sp'45-----   | \$28049.69 |
| Fines, lost & dam. bks.--- | 159.43     |
| Non-resident fees-----     | 37.00      |
| Rental collection-----     | 13.55      |
| Reserve postals sold-----  | 2.78       |
| Sale of old books, etc.--- | 17.95      |

Total receipts----- \$28280.40

DISBURSEMENTS:

|                          |            |
|--------------------------|------------|
| Staff salaries-----      | \$ 2019.00 |
| Janitor salaries-----    | 295.00     |
| Books-----               | 613.89     |
| Periodicals-----         | 697.20     |
| Binding-----             | 9.98       |
| Supplies-----            | 144.21     |
| Light-----               | 3.29       |
| Heat-----                | 57.83      |
| Telephone-----           | 15.25      |
| Postage, drayage, etc.-  | 2.00       |
| Miscellaneous-----       | 13.10      |
| Total disbursements---   | \$3870.75  |
| Bal. on hand 10c'45----- | \$24409.65 |

Respectfully submitted,

*Mabel A. Wayne*

Librarian.