

Palos Verdes Estates

California's Outstanding Residential Community

Room 501 - 208 West Eighth Street

Los Angeles, California

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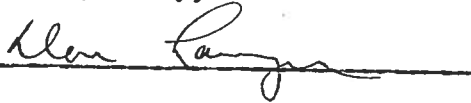
September 19th, 1930.

Mr. Charles H. Cheney,
Palos Verdes Estates,
California.

Dear Harry:

I am inclosing the bulletin from Miss McMillan
which you give me yesterday, with a few marginal notations.

Yours very truly,



DKL:LHE

Palos Verdes Library

September 10, 1930.

My dear Mr. Cheney:

I am sending you a bulletin, which I hope will include all the items of information that I fail to bring to your notice during your occasional brief visits to the library.

I made a thorough canvas of the law libraries to obtain the books for Mr. Masterson. They were only in the State Library, and not available for circulation. I wrote him a note of explanation.

So many people have been inspecting the building the past month, that I felt that we must have a trash can, especially after numbers of them took me aside to mention the lack of it. I ordered a waste basket for each lavatory, 50c each, and a trash can, \$2.65, from the Dohrmann Hotel Supply Co. We have just escaped a plumbing bill twice this month, and as one good plumbing bill would pay for a dozen waste baskets, I thought they were necessities.

I ordered from Central two good books on how to write short stories, and after they arrived, dropped a note to the boy at the plunge, Mr. Leenhouts, telling him they were available and inclosing a registration card. I mentioned that I had learned of his interest in writing through you, and invited him to make use of our library. He has not been up, perhaps he is too busy or is using the Redondo Library.

I interviewed the head of the English Department at the Redondo High School, and obtained from her a list of the required reading in English so that I might keep abreast of the students' needs, and order things from it.

Since the Woman's Club will be meeting soon, I sent a note to Mrs. Schellenberg asking her to let me know a day in advance the meeting time of the club or any of the section meetings, so that the room could be aired and dusted and chairs arrange in readiness.

One morning this week was spent at Malaga Cove school, where I met the new teachers and spoke to the children in each room. I have arranged to visit them every two weeks, and each room has been supplied with books needed by the teachers. A direct result of the visit was the registration of four new families as library patrons.

A purchase that will be necessary at once, even if we cannot pay for it until December is an accession book. This book is a part of every library's equipment in which is recorded every book the library acquires either by gift or purchase. The lines are numbered and from these we obtain the "accession number" which appears in every book and on our card records. It is the only record of the price and source of the book. One of the library supply houses carries the one I want at \$2.65, and

My agreement with the typewriter agent was a payment of \$12.00 on September 1st, and the other payments quarterly unless we could take care of the remaining amount in December. The price of the machine was \$102 and \$1.50 extra for a change in 5 characters on the keyboard, necessary in cataloging. I have not received any word from the agent, who was to call September 1st, so I have written to remind him.

I had not thought of mounting the pictures for the file this year, but expected to collect and clip them and start the file next year. This is something that can be done along with other work, however, and since you wish it, I shall begin organizing material. I can get the standard sizes of picture mounts from one of the library supply dealers for \$4.00 per hundred. Shall I order them?

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You have never had a schedule of my time. I think it might be well to have it in writing, so that you might be prepared with definite information if the question was ever raised as to the librarian's hours.

Sunday		12 - 6	p.m.	6 hrs
Monday	Free day			
Tuesday	9 - 12	1 - 6		8 hrs
Wednesday		12 - 6	7 - 9	8 hrs
Thursday	9 - 12	1 - 6		8 hrs
Friday	9 - 12	1 - 6		8 hrs
Saturday	9 - 12	1 - 6		8 hrs
				46

Librarians usually work from 41 to 48 hours a week, with a half day off and Sunday extra time, time off, or added to summer vacation. Monday is my Sunday and Sunday morning my half day off. The usual summer vacation is one month.

As I am usually in Pasadena or Los Angeles on Monday, I plan to do any reference or library errands at the Central library on Tuesday morning between 9 and 11 o'clock. By staying over it saves an extra trip up. I do not take this time on Tuesday every week, but only when the service requires it.

I find that in working every Sunday I am absolutely cut off from seeing many of my friends and some of my family, who are never at home on Monday. I feel that it is not unreasonable to ask that I be permitted to take Sunday off once in six weeks, and procure Mrs. Bergstrom as substitute. I asked her if she would be willing to do this, and found it would be agreeable to her. We only circulate about six or seven books on Sunday, the majority of visitors being lot owners and sight-seers. I would work one-half day on Monday to make up the time.

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I am inclosing a contribution to the Friends of Art Fund. The ladies who gave it said, "This is not much, but we want to see the place get a nice start".

Could we not have a revolving petty expense account? There are small purchases like matches, soap, postage, etc., which do not amount to a dollar a month, yet people are reluctant to let you have them except for cash. The custom followed in other libraries is to have a petty cash voucher made out for \$10; which is cashed and kept on hand as a revolving fund. Whenever purchases are made they are paid for in cash and a receipt taken. Once a month or at longer intervals, as the fund gets low, a voucher is made out, itemizing these purchases as a bill and the receipts attached. This is then cashed and the money restored to the fund. The largest item of this expenditure would be postage in connection with the exhibits, which amounted to about \$5, exclusive of invitations, on the occasion of the last exhibit. A little day-book of these expenditures is usually kept and balanced monthly.

I would like to attend the Library Board meetings, if possible. Could they be held at a time that would not interfere with library hours? There are matters of library policy and information I would like to bring up for discussion. It is customary for the librarian to be present at board meetings, in fact, in most libraries she acts as secretary of the board, notifying the members of the time of the meeting and having vouchers written and bills audited. This is considered as much a part of librarianship as buying the books or administrating the institution. As a rule some member of the staff (I have often been delegated) checks the budget balances and obtains a block of voucher numbers from the city treasurer or city manager's office. I am not suggesting any disturbance of the present arrangement, but only explaining the usual arrangement in library board affairs. I would be very willing to do this, any time you saw fit to change. I would like to keep you in touch with the attitude of the people toward the library, their demands, etc.

Yours very truly,

Ignes J. McMillan

Librarian.