

May 11, 1951

The Annual Meeting of the Board of Trustees was called to order at 3:30 o'clock.

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

The Librarian reported that she had received formal notification of Lawrence Duncan's bankruptcy and that bankruptcy proceedings would take place May 25th at 2 P.M., Daylight Saving Time, in the Supervisors Room of the County Building.

Mr. Spangler reported that yesterday the bond company's representatives from Chicago and Springfield had visited Harris seeking all the information they could get. They have had photostatic copies of the bond made for persons who need them. (The company has hired Ralph Monroe to act as their Attorney.) They would like to see all the work finished and paid for. The Librarian had asked Mr. Spangler for assurance that our bond protected our sub-contractors, that no one could take our remaining money to settle with Duncan's other creditors. Mr. Spangler said that Harris was working on the assumption that Duncan had paid \$558.00 or so for the bond for this particular job. However, the bonding company will try to get out of it as easy as possible. As it now stands they will lose from \$5,000.00 to \$6,000.00 on the library.

( ) This has not been confirmed  
5-26-51

Mr. Hull said that special rules apply to bonds pertaining to municipal buildings. He believed three contractors already have special attorneys looking into the situation, and one lawyer may already have filed waiver of lein on our building. He reminded the members that Harris' misfeasance, if charged to us, might relieve the company of their bonding responsibility. However, it is his belief that Harris is the one who has the greatest worry. The Librarian was instructed that all future checks on this account should be O.K.'d by Mr. Merris. The motion was made by Mrs. Garman, seconded by Mr. Stafford, and unanimously passed that the Librarian have a conference with Mr. Merris, giving him all the necessary information to enable him to adequately represent us.

The motion was made by Mr. Owen, seconded by Mr. Blackford, and unanimously passed that the Annual Report, as submitted to the Board, should be accepted and a copy of the same be sent to the Mayor and City Council.

The budget for 1952-53 was discussed at length. The motion was made by Mr. Owen, seconded by Mr. Stafford, and unanimously passed, that the Librarian investigate all possible steps to see that the proper form of budget is submitted, and that, if possible, the amount will not be cut by the Council. It was Mr. Hull's opinion that the Board should meet with the City Council to explain the various items in the estimate, the Librarian finding out the time that the Council would consider the budget and notifying the Board.

Regarding the proposed salary schedule, the Finance Committee, at a previous meeting, had decided to recommend a more gradual increase than the one submitted to the Board, and to raise salaries for 1951-52 15% over what was sent to City Hall. There will be no raises in 1952-53 but we will use any surplus left on May 1, 1952 to carry this salary schedule through 1952-53. The Librarian was instructed to send to the City Council a request for \$59,311.00 for 1952-53 salaries (including Staff and Building Force), representing an increase of 15% over the request for 1951-52, the individual figures to be worked out by the Librarian. Other figures in the budget were to stand as submitted.

The meeting adjourned at 6:45 P.M.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Secretary

MEP/rs

Fidelity and Casual Company of New York  
80 Maiden Lane  
New York City, New York  
Bond No. 235122 of July 28, 1950

} *Building Bond*

MEMORANDUM

May 14, 1951

Mr. Merris suggested that the Board invite the Mayor and Commissioners to meet with them at the next Trustees meeting in the Library (May 25th).

Regarding the 6% collection fees, he recommended that we insert it in the budget and explain it to the Council.

I asked him if it really would put a burden on the taxpayer if we asked for a minimum budget for 1952-53 - if our bit combined with the Fire Department, Police, etc. would do it.

He said that with the other City Departments they were using their full tax income - that if the City could levy more, they certainly would. In the Library's case, we were not using our full tax.

He also said that in the 1944 referendum the Librarian had asked for it to use for new buildings - not for maintenance and that she had promised never to ask for the full use of it.

(Mr. Knuth said later that this definitely was not the case. No promise was given to restrict use of library levy at any time to the use for new buildings).

Muriel E. Perry

MEP/rs

Board of Trustees  
May 25, 1951

The regular meeting of the Board was brought to order at 3:35 P.M.

Members present, Mr. Knuth presiding; Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Owen and Stafford. Also meeting with the Board were Mayor Willis, Mr. Don Davis, Commissioner of Finance; Mr. Kirby, Commissioner of Streets; and Mr. Merris, Corporation Counsel.

Mr. Knuth opened the discussion of the budget for 1952-53 by saying that for the last four years collection fees had been deducted from our budget estimate, which cut us below a minimum possible for good operation since we had never submitted to the City Council a padded budget. Mr. Davis explained that they have to allow for collection fees and when they submit a levy to the County Clerk the actual collection depends on the multiplier set by the State. Mr. Merris said that this was not quite correct; that it is the rate set by the State not the multiplier. The Trustees explained to the Council that we wished to submit our budget in such a way that they would cooperate in not cutting it. To Mr. Davis' question as to how much we could levy, Mr. Merris replied "Up to 2 mills or around \$300,000.00." Mr. Davis asked if we usually had a cash balance and the Librarian explained that we tried to keep enough for Maintenance during May and June in order to avoid anticipation warrants. Mrs. Garman explained that our budget was reasonable and that we definitely needed it, also that we were having difficulty in filling our positions because our salaries were too low to attract competent librarians. Mr. Merris said that although the Council has the right to cut the budget, if the Board convinces them that it should not be cut it won't be. Mr. Kirby said that in the last few years our budgets had been cut because when city employees were not getting raises the Council had not thought it right that the library staff should; also they had tried to keep the city in the black. It was his opinion that the library budget should not be set until at least July 24th to give time for a possible referendum on municipal finances.

At 4:20 Mayor Willis asked to be excused. He said that he believed the Board had presented an honest estimate and that this was true of all city agencies. He is terribly concerned about democracy, not only here but throughout the world, and where our nation is going. In considering city finances, he will be guided by Mr. Merris who has had long experience in Decatur, and by Mr. Davis, financial advisor. Mr. Kirby and Mr. Merris left with the Mayor, but Mr. Davis asked permission to stay for the regular meeting.

The minutes for the April meeting were ordered filed and those for the Annual meeting stood approved.

The motion was made by Mr. Blackford, seconded by Mr. Owen, and unanimously passed that bills to the amount of \$5216.55 be paid.

The Librarian presented a memo from the Staff requesting that the library schedule be from 8 A.M. to 8 P.M. during the summer months to permit them to have an hour longer of daylight. The Librarian did not recommend this change since we had lost 1,505 adult borrowers at the main library during the renovations and since staff members work only two nights a week she felt that they

were not being discriminated against. However, she did say that rather than an 8 A.M. to 8 P.M. schedule, if the Trustees desired any change she would prefer 9 A.M. to 8 P.M. After some discussion, it was moved by Mr. Owen, seconded by Mr. Blackford, that the Library hours be from 9 A.M. to 8 P.M. for June, July and August. All members voted in favor with the exception of Mrs. Loewen, who dissented.

Mr. Owen reported on the oil burner to be purchased for the Evans Branch. He had taken Mr. Spangler to the Branch and the latter had accurately measured the boiler. Mr. Spangler had reported that the three burners, for which figures were submitted, were not large enough to do the work and he suggested the purchase of the large size Delco burner. This will use Grade 3 fuel oil. The motion was made by Mr. Stafford, seconded by Mrs. Garman, and unanimously passed that Mr. Owen place the order for this heater.

The Librarian reported that she was concerned about the Evans Branch and that it might be wise for the Board to consider ways and means of making the building a better unit. Mr. Owen said that it was, indeed, a drab and dirty place and it seemed to have little to draw the public to it. The idea of moving the building to land in the east side some place, possibly near the Tolly Market area, was considered briefly.

The Librarian asked the Board's pleasure concerning the salary scale since the Staff had been told that some definite word would be ready for them after the meeting. The motion was made by Mr. Owen, seconded by Mr. Stafford, and unanimously passed that the salary schedule, as made out for 1951-52, should be put in operation.

The Librarian reported that Gertrude Hill, retired high school teacher, had been hired as a substitute worker, beginning Monday, May 21st, and that Mr. Barding had resigned as Bookmobile driver-clerk on May 19th. James Jennings, who had been hired as second janitor, has been moved into the position of Bookmobile driver, leaving the janitorship vacant.

Mrs. Garman read an estimate for repairing the scagliola which had been submitted by Mr. Songer. She also read several letters from scagliola firms. The motion was made by Mr. Blackford, seconded by Mr. Owen, and unanimously passed that Mrs. Garman be authorized to take care of this item.

The meeting adjourned at 5:20 P.M.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Secretary

MEP/rs

Librarian's Report  
April, 1951

FINANCIAL STATEMENT

RECEIPTS:

|                           |                 |
|---------------------------|-----------------|
| Bal. on hand Apr. 1, 1951 | 25802.82        |
| Fines, L. & D. Books      | 181.41          |
| Non-resident fees         | 26.00           |
| Other sources             | 1.60            |
| Total                     | <u>26011.83</u> |

DISBURSEMENTS:

|                        |                |
|------------------------|----------------|
| Staff Salaries         | 3257.87        |
| Janitor Salaries       | 483.72         |
| Books                  | 142.30         |
| Visual Aids            | 20.13          |
| Supplies               | 399.53         |
| Lights                 | 139.82         |
| Heat                   | 93.50          |
| Furniture & Fixtures   | 49.00          |
| Telephone              | 39.73          |
| Postage, Express, etc. | 25.79          |
| Insurance              | 234.02         |
| Bookmobile             | 37.77          |
| Miscellaneous          | 105.50         |
| Total                  | <u>5028.68</u> |

Balance in checking account April 30, 1951 - \$20,983.15

CIRCULATION

|                  | ADULT        | Y          | JUVENILE     | 1951  | 1950         |
|------------------|--------------|------------|--------------|-------|--------------|
| Main Library     | <u>10216</u> | <u>391</u> | <u>5122</u>  | 15729 | 14092 + 1637 |
| Evans Branch     | 828          | 142        | 2090         | 3060  | 2787 + 273   |
| Bookmobile       | 2035         | 415        | 4783         | 7233  | 6090 + 1143  |
| D & M C Hospital | 83           | 0          | 0            | 83    | 0 + 83       |
| T. B. Sanitorium | <u>157</u>   | <u>0</u>   | <u>30</u>    | 187   | 215 - 28     |
| Total            | <u>13319</u> | <u>948</u> | <u>12025</u> | 26292 | 23184 + 3108 |

(a 644 427 J393)

|   | 1951        | 1950       |
|---|-------------|------------|
| Largest daily circulation at Main (Evans 207, Bkm. 566) | <u>1064</u> | <u>815</u> |
| Overdue notices mailed                                  | 369         | 396        |
| Reserve postals mailed                                  | 40          | 96         |
| Pictures loaned   | 413         | 726        |
| Telephone calls   | 633         | 523        |
| Reference questions asked                               | 418         | 420        |

BINDING AND MENDING

|                         | 1951     | 1950       |
|-------------------------|----------|------------|
| Books sent to bindery   | <u>0</u> | <u>342</u> |
| Books mended in library | 0        | 105        |

NON-BOOK MATERIAL

|                 | ON HAND<br>Apr. 1, 1951 | ADDED | TOTAL ON HAND<br>Apr. 30, 1951 |
|-----------------|-------------------------|-------|--------------------------------|
| Recordak films  | 921                     | 0     | 921                            |
| Projector films | 152                     | 21    | 173                            |
| Records, etc.   | 45A 15J                 | 4A 0J | 49A 15J                        |

For the year 1950-1951 the ceiling projectors were loaned as follows:

|          |   |           |
|----------|---|-----------|
| Adult    | 1 | No films  |
| Juvenile | 5 | 6         |
| Total    |   | <u>69</u> |
|          |   | 75        |

Librarian's Report

April, 1951

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|                          | TOTAL VOLS.<br>Apr. 1, 1951 | BOOK STOCK<br>BOOKS<br>ADDED | BOOKS<br>WITHDRAWN | TOTAL VOLS.<br>Apr. 30, 1951 |
|--------------------------|-----------------------------|------------------------------|--------------------|------------------------------|
| <u>MAIN</u>              |                             |                              |                    |                              |
| Adult                    | 63518                       | 156                          | 3                  | 63671                        |
| Youth                    | 551                         | 13                           | 0                  | 564                          |
| Juvenile                 | 10745                       | 66                           | 0                  | 10811                        |
| Total                    | <u>74814</u>                | <u>235</u>                   | <u>3</u>           | <u>75046</u>                 |
| <u>EVANS BRANCH</u>      |                             |                              |                    |                              |
| Adult                    | 5348                        | 29                           | 0                  | 5377                         |
| Youth                    | 201                         | 4                            | 0                  | 205                          |
| Juvenile                 | 4526                        | 24                           | 2                  | 4548                         |
| Total                    | <u>10075</u>                | <u>57</u>                    | <u>2</u>           | <u>10130</u>                 |
| <u>EXTENSION</u>         |                             |                              |                    |                              |
| Adult                    | 3186                        | 38                           | 0                  | 3224                         |
| Youth                    | 454                         | 7                            | 0                  | 461                          |
| Juvenile                 | 3516                        | 41                           | 0                  | 3557                         |
| Total                    | <u>7156</u>                 | <u>86</u>                    | <u>0</u>           | <u>7242</u>                  |
| <u>SCHOOL COLLECTION</u> |                             |                              |                    |                              |
| Total                    | 1260                        | 0                            | 14                 | 1246                         |
| <u>EAST END BRANCH</u>   |                             |                              |                    |                              |
| Adult                    | 535                         | 1                            | 0                  | 536                          |
| Youth                    | 0                           | 0                            | 0                  | 0                            |
| Juvenile                 | 523                         | 0                            | 1                  | 522                          |
| Total                    | <u>1058</u>                 | <u>1</u>                     | <u>1</u>           | <u>1058</u>                  |
| GRAND TOTAL              | 94363                       | 374                          | 19                 | 94722                        |

|                     | <u>REGISTRATION</u>    |                 | <u>TOTAL</u>                    |
|---------------------|------------------------|-----------------|---------------------------------|
|                     | <u>ADULT</u>           | <u>JUVENILE</u> |                                 |
| <u>MAIN</u>         |                        |                 |                                 |
| Carried forward     | 9918 <del>10353</del>  | 3130            | <del>13483</del> 13048          |
| Additions           | 264(113)               | 152(121)        | 416(234)                        |
| Cancellations       | 380                    | 118             | 498                             |
| Total               | 9802 <u>10237</u>      | <u>3164</u>     | <u>13401</u><br>12966           |
| <u>EVANS BRANCH</u> |                        |                 |                                 |
| Carried forward     | 396 <del>416</del>     | 880             | <del>1296</del> 1274            |
| Additions           | 11(3)                  | 33(23)          | 44(26)                          |
| Cancellations       | 11                     | 43              | 54                              |
| Total               | 396 <u>416</u>         | <u>870</u>      | <u>1286</u><br>1266             |
| <u>BOOKMOBILE</u>   |                        |                 |                                 |
| Carried forward     | 762                    | 1952            | 2714                            |
| Additions           | 16(1)                  | 91(87)          | 107(88)                         |
| Cancellations       | 0                      | 0               | 0                               |
| Total               | <u>778</u>             | <u>2043</u>     | <u>2821</u>                     |
| GRAND TOTAL         | <del>11431</del> (117) | 6077(231)       | <del>17508</del> (348)<br>17053 |

( ) - New Registrations



Librarian's Report  
April, 1951

and Miss Yamamoto for their final burst of energy which made the basement area look so well. Mr. Duchac, by his weeks of work, had made the periodical shelves a section of which to be proud.

The Bookmobile was on display in front of the building.

Miss Martin continues to surprise us with her very timely and beautiful displays among which have been Life Magazine's exhibit of Atomic Energy pictures, shells from Florida, and Art Objects and paintings from The Art Center.

All the above have been done in addition to our routine duties.

Circulation for the month maintained its upward trend with a total increase over April of last year of 3,108 volumes, the increase at Main 1637 books, the Bookmobile 1143.

The Bookmobile had an especially heavy month, giving out 490 books on April 2nd and 566, April 16th. On the first date, 300 children "and plenty of Adults" visited it during the afternoon.

Miss Sloan spoke on children's Books for the woman's unit of the Westminster Church. She held three regular Story Hours with a total attendance of 37 children, and gave instruction and told stories to 20 school classes which totaled 528 boys and girls.

Two radio scripts were written and given over W.S.O.Y. and W.D.Z. On April 19th the radio was placed in the foyer and adults gathered around to hear General Douglas MacArthur make his address to the U.S. Congress.

Arrangements have been made with W.D.Z. for the Librarian to give a series of book reviews over that station beginning in May.

A picture of a group of high school students discussing plans for their new room appeared in THE LIBRARY JOURNAL for April.

Miss Grace Gilman, Librarian of the Springfield Library, and Miss Thelma VanNess, Librarian at Bloomington, came to see the building.

Virginia Campbell was the Librarian's guest at the Future Teachers Dinner at Delta Kappa Gamma. Virginia expects to go to college next year to begin her studies for librarianship.

The Librarian was present at three other group meetings, including The Council of Education and the A. of C. Education Committee. She spoke on library service for the Rotary Club, the Lion's Club, and one group of P.E.O.

The auditorium was used six times by local groups: The Cancer Society (3), Great Books Group (2), and League of Women voters.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Librarian