

Board of Trustees

November 29, 1950

The regular meeting of the Board, postponed from November 24th, was called to order at 4:05 o'clock.

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

The minutes of the previous meeting were approved as read.

The Librarian's reports for September and October were presented but not read. The motion was made by Mr. Owen, seconded by Mr. Blackford, and unanimously passed that bills to the amount of \$6,184.67 for Maintenance be paid.

The Librarian had prepared for discussion a letter to Mr. Duncan, the general contractor in charge of the renovations, concerning several items of property which had been taken from the building by various workmen. Mr. Hull was asked his opinion concerning the legal method in which such matters should be cared for. After discussion it was decided that the Librarian should write a letter to Mr. Spangler, the supervising architect, giving him the necessary information and stating that she was doing so on instructions from the Board, and that it was their opinion that if our property were not returned within a reasonable time the police should be asked to investigate.

It was reported to the Board that several things about the renovations were not satisfactory. One of the most important was the inter-departmental call system. It was explained that the electrical contractor had been given the original work sheets prepared by the Hamilton Electric Company, and that the basic improvement consisted of simply running the wires in fireproof conduits. The call system, as installed, was complicated to a degree which made it very difficult to use and caused confusion among the Staff and building force.

The second major item is the exhibit cases which have been placed on either side of the stairs on North Main Street. These cases have been placed on bases so high that passersby will not be able to see the things exhibited on the upper shelves. From the beginning, every instruction had been that they should be placed at retaining wall level. The Board instructed the Librarian to confer with the architect and to tell him that these particular items, as well as others which might be unsatisfactory, were to be corrected. In the discussion it was brought out that at no time had there been on the job a foreman to supervise the work as specified in the contract; also that our property - books, files and equipment - had been damaged to an unestimated financial sum because at no time were adequate steps taken to protect them from dust, plaster and dismantling.

The Librarian asked for the Board's opinion on following the Code Book in closing the Library at 5 o'clock on days previous to Christmas and New Years. This year the last working day is Saturday, the holidays falling on Monday. It was the opinion of the Board that the Library be closed at 5 o'clock on December 23rd and 30th.

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It was reported that the outside exhibit cases had been insured for three years at an estimated cost of \$25.00.

The Librarian told the Board that she would like at some time to discuss the problem of administration when the members were not hurried. She outlined the difficulties of trying to supervise a Staff of fifteen people without a person on the floor capable to take charge. Every Staff member is working to the limit of her ability and is doing so with cheerfulness, but every one is frustrated and irritated because there is not time enough to do even the basic routines. The main catalog is in a distressing condition and our service to the public is hampered by its ill-made references and entries. The Children's Librarian has no time for professional service because of pressure of desk routines and clerical work. The Bookmobile Librarian is working under such pressure that it is a question of time before she becomes too fatigued to work well. The Assistant Librarian and the Librarian can not take care of each day's work or touch the backlog. We have been unable to find qualified Librarians within our financial bracket. The Board was asked to reconsider the possibility of having a survey made by the University of Chicago Graduate Library School. The Board discussed the matter until it was necessary to adjourn, after which they laid it on the table for future consideration.

Meeting closed at 5:20.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Secretary

MEP/rs

Librarian's Report  
October 31, 1950

FINANCIAL STATEMENT

RECEIPTS:

Bal. on hand Oct. 1, 1950	18993.75
Appropriation	12123.73
Fines, L. & D. Books	267.67
Non-resident fees	56.00
Other sources	1.86
	<u>31443.01</u>

DISBURSEMENTS:

Staff Salaries	3506.88
Janitor Salaries	416.66
Books	526.38
Visual Aids	35.97
Printing	6.00
Supplies	191.09
Furniture & Fixtures	61.75
Telephone	38.55
Postage, etc.	3.84
Insurance	28.86
Bookmobile	50.44
Miscellaneous	50.33
	<u>4916.75</u>

Balance in checking account Oct. 31, 1950 - \$26,526.26

CIRCULATION

	ADULT	Y	JUVENILE	1950	1949
Main Library	7790	276	2703	10769	13474 - 2705
Evans Branch	947	101	1536	2584	2618 - 34
Bookmobile	2198	276	3772	6246	5081 + 1165
D. & M. C. Hospital	121	0	0	121	160 - 39
T. B. Sanitorium	164	0	0	164	327 - 163
Camp Kiwanis	0	0	82	82	0 + 82
Y.W.C.A.	45	0	0	45	0 + 45
	<u>11265</u>	<u>653</u>	<u>8093</u>	<u>20011</u>	<u>21660</u> - 1649

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Largest daily circulation at Main (Evans 168, Bkm. 389)	584	708
Overdue notices mailed	0	469
Reserve postals mailed	0	114
Pictures loaned	382	597
Telephone calls	373	621
Reference questions asked	393	432

BINDING AND MENDING

	1950	1949
Books sent to bindery - - - - -	0	23
Books mended in library - - - - -	0	453

NON-BOOK STOCK

	On hand		Total on hand
	Oct. 1, 1950	Added	Oct. 31, 1950
Recordak films	797	0	797
Projector films	142	0	142
Records, etc.	45A	15J	45A 15J

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BOOK STOCK

	<u>TOTAL VOLS.</u> <u>Oct. 1, 1950</u>	<u>BOOKS</u> <u>ADDED</u>	<u>BOOKS</u> <u>WITHDRAWN</u>	<u>TOTAL VOLS.</u> <u>Oct. 31, 1950</u>
<u>MAIN</u>				
Adult	62719	183	9	62893
Youth	378	23	0	401
Juvenile	10614	126	324	10416
Total	<u>73711</u>	<u>332</u>	<u>333</u>	<u>73710</u>
<u>EVANS BRANCH</u>				
Adult	5227	47	0	5274
Youth	127	11	0	138
Juvenile	4295	51	0	4346
Total	<u>9649</u>	<u>109</u>	<u>0</u>	<u>9758</u>
<u>EXTENSION</u>				
Adult	2855	60	0	2915
Youth	341	12	0	353
Juvenile	2928	75	0	3003
Total	<u>6124</u>	<u>147</u>	<u>0</u>	<u>6271</u>
<u>SCHOOL COLLECTION</u>				
Total	1273	0	0	1273
<u>EAST END BRANCH</u>				
Adult	546	0	0	546
Youth	0	0	0	0
Juvenile	568	0	0	568
Total	<u>1114</u>	<u>0</u>	<u>0</u>	<u>1114</u>
Grand Total	91871	588	333	92126

REGISTRATION

	<u>ADULT</u>	<u>JUVENILE</u>	<u>TOTAL</u>
<u>MAIN</u>			
Carried forward	10915 <del>11350</del>	3114	<del>14464</del> 14029
Additions	439 (139)	73 (53)	512 (192)
Cancellations	741	653	794
Total	063 <u>11048</u>	<u>3134</u>	<u>14182</u>
			13747
<u>EVANS BRANCH</u>			
Carried Forward	426 <del>446</del>	833	<del>1279</del> 1259
Additions	16 (4)	29 (29)	45 (33)
Cancellations	34	14	48
Total	408 <u>428</u>	<u>848</u>	<u>1276</u>
			1256
<u>BOOKMOBILE</u>			
Carried Forward	637	1705	2342
Additions	30 (1)	40 (39)	70 (40)
Cancellations	0	1	1
Total	<u>667</u>	<u>1744</u>	<u>2411</u>
Grand Total	11688 <u>12143</u> (144)	5726 (121)	<u>17869</u> (265)
			17414

( ) - Neg Registrations

Librarian's Report  
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 FINANCIAL STATEMENT  
 RENOVATION FUND

RECEIPTS:

Bal. on hand Oct. 1, 1950	11161.93
Appropriation	29682.23
	40844.16

DISBURSEMENTS:

Salaries	37.12
Lawrence M. Duncan	15834.07
	15871.19

Balance on hand October 31, 1950 - \$24,972.97

The main building opened for limited service on October 2nd after nine weeks of renovations. So much work still remained to be done that we doubt if the men will finish before Christmas. The Staff agreed, however, that it was good to have some semblance of a routine once more and it was obvious that the public was happy to be back. One woman told us that she was so glad to come to the Library again that she hadn't slept for hours the night of her first visit.

The two new hospital booktrucks given us by the Junior Welfare were placed on exhibit with a picture and article appearing in the paper. They were used at the hospitals for the first time by Mrs. Schoby on October 11 and 12.

A new service began October 23d when Mr. White of McNaughton's, Inc. arrived with some 700 new books for the Rental Collection. Carefully selected from current lists with a generous number of duplicate copies, the collection will permit more readers to borrow current books in all popular classes including the best sellers. Since our own purchase policy will remain unchanged this means better service.

On October 12th Miss Sloan began Story Hours with thirty-eight children present. Under her direction two additional Hours were held with a total attendance (for all three) of 90 children, an average of 30 each time.

Mr. Bolz of the Association of Commerce and Mr. Frank Lindsay of the Herald-Review met on October 13th with the Librarian, Mr. Duchac and Miss Martin to plan for an exhibit and lecture of Decatur in the year 2000 by Jack Wood of Dallas, Texas. The exhibit will be given under the joint auspices of the Library and the City Planning Commission with expenses paid by the Association of Commerce. After the meeting Mr. Bolz took Mr. Lindsay, Mr. Duchac and the Librarian on a tour of St. Paul's Church.

Decatur was well represented at the I.L.A. Convention in Peoria from October 19 to 21. The Librarian was present at several State Committee meetings and spoke at one General session. Mrs. Garman, Mr. Duchac, and the following staff members were present at different times: Misses Garrett, Poland, Austin, Sloan, White and Davis.

The Macon County Historical Society held two meetings in the new auditorium. The second year Great Books Group began its discussion meetings October 19th. The League of Women Voters and the B.&P.W. Board of Directors also used the room.

Miss Garrett visited the Millikin University Library where she was shown through the building. She arranged for inter-library bookloans with Miss Brainard and laid the basis for future cooperation in this field.

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The Librarian was present at two group meetings, in addition to the Open House of the new Christian Science Reading Room. She was notified of her appointment as Chairman of the A.L.A. Public Relations Committee and as a member of the Executive Board of the Decatur Council on Education.

It is with regret that we record the death on October 27th of Mr. Edward Powers. The Library had in him a genuine friend. The Librarian will always appreciate the privilege she had in knowing him personally.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Librarian

MEP/rs