

Board of Trustees

February 3, 1950

The meeting of the Board, postponed from January, opened at 4:12 P.M.

Members present, Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Mr. Blackford, and Mr. Stafford.

The minutes of the previous meeting were read and approved.

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

Bills for \$2615.74 were presented for payment.

Mrs. Evans asked for information concerning the circulation at the Evans branch and the Librarian gave the figures for that agency for the past few months, showing that although work there had been very quiet during the spring and early summer, each month lately has shown an encouraging increase.

A discussion of the Bookmobile service took place and the question was brought up as to whether we were reaching as many people as possible. The Librarian explained that it was difficult at the present time, to keep the Bookmobile stocked because people were using it to such a great extent. It was brought out that it is on the road as much as possible with only one driver and one librarian, but that when we can afford two drivers and another librarian, it would be possible and desirable to have it in operation 70 hours a week.

The Librarian reported that the Bookmobile staff is uncomfortable in cold weather because the electric heaters are not adequate. A discussion took place concerning the Hunter Heater, a new gasoline model which has just been put on the market. The members were told that this has been used extensively during the past few months by libraries in Ohio, St. Louis County, and states like Michigan. The price of the heater would be about \$193.00, without installation. The Board felt that more information should be gathered concerning the performance of the heater before this sum was expended, and the matter was placed on the table.

Mr. Stafford told the Trustees that several people working on the roof had mentioned to him that the library was really getting a very good bargain in the workmanship and quality of the new roof. Mention of the condition of the Evans roof was brought up. The Librarian said that during the windstorm of early ~~February~~^{January} tile from the roof was blown off into the street. She was afraid that the interior of the building would become damaged by rain or snow if something were not done. Mr. Stafford suggested that the Librarian contact the insurance company regarding this and see what provision they would make for damage to it by wind.

It was reported to the Board that no application had been received for the position of Children's librarian. When the Librarian went to the Midwinter Convention she interviewed the Placement Bureaus set up by Columbia, University of Illinois, and of Michigan. The only Children's librarians expressing a desire to change positions gave as minimum salaries \$5200 and \$4800, etc. To date there is only one person that she would recommend for the position of Assistant Librarian and she hesitates to do that because of his lack of experience. The Board members felt that good potentials might overcome the lack of experience but it was voted that the Librarian should continue searching for people until she felt she could honestly recommend applicants.

The Board was asked to decide as to whether or not the Library should be open on Lincoln's birthday. It was brought out that the merchants will be open, as well as the schools. It was voted that the Librarian should check on whether or not the schools would be open. If they were closed the Library might be closed until 12 o'clock, which would give the staff a free morning. If the schools were open, the Library was to be open.

The Board was asked what they wished done with the old bound magazines which are to be discarded. Miss Austin would like to sell or give old copies of the Popular Mechanics, which Miss Davis has asked to have withdrawn from the Evans Branch, to someone from the Bookmobile who is interested in shop work. The members voted that the Librarian should dispose of the magazines in whatever way she wished.

It was brought to the attention of the members that the library receives a very small income from the receipts of the public telephone in the front hall and from the rent of the auditorium. At the present time there is on hand \$14.90 from the telephone and \$9.95 from the auditorium. The Librarian asked permission to keep a separate account of these funds and to use the receipts for improving the Staff Room since they are not from tax sources. The motion was made by Mr. Stafford, seconded by Mr. Blackford, and unanimously carried that this money be used for Staff Room equipment so long as a separate account could be declared legal.

The Librarian reported to the Board that Mr. Gilman of Block & Kuhl had not only made us the permanent loan of a record player and radio, but had suggested that the various furniture merchants in the city might be very helpful in loaning or giving us furniture for an adult lounge.

The meeting adjourned at 5:15.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

Librarian's Report
December, 1949

FINANCIAL STATEMENT

Receipts

Bal. on hand Dec. 1, 1949	48318.56
Appropriation	5294.25
Fines, damages, lost books	359.40
Non-resident fees	47.00
Other sources	2.42
	54021.63

Disbursements

Staff Salaries	3028.06
Janitor Salaries	361.66
Books	1023.68
Periodicals	806.60
Visual Aids	37.84
Printing	18.00
Binding	218.84
Supplies	180.04
Heat	58.50
Furniture & fixtures	31.42
Telephone	50.35
Postage, drayage, express	16.44
Insurance	68.34
Bookmobile	48.73
Miscellaneous	18.55
	5967.05

Balance in checking account December 31, 1949 \$48054.58

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1949</u>	<u>1948</u>
Main Library	9374	3416	12790	12215 +575
Evans Branch	922	1128	2050	1634 +416
Bookmobile	1893	2756	4649	2673 +1976
Decatur & Macon Co. Hospital	127	0	127	166 -39
T. B. Sanitorium	326	0	326	284 +42
	12642 ⁵⁰⁵⁺ _{J513}	7300	19942	16972 +2970
			1949	1948
Largest daily circulation at Main (Evans 130, Bkm. 310)			1018	901
Overdue notices mailed			541	707
Reserve postals mailed			63	85
Pictures loaned			185	201
Telephone calls			575	649
Reference questions asked			349	260

Binding and Mending

	<u>1949</u>	<u>1948</u>
Books sent to bindery - - - - -	191	3
Books mended in library - - - - -	109	191

Librarian's Report
December 1949

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	<u>Book Stock</u>		<u>Books Withdrawn</u>	<u>Total vols. Dec. 31, 1949</u>
	<u>Total vols. Dec. 1, 1949</u>	<u>Books Added</u>		
<u>Main</u>				
Adult	62344	198	406	62136
Youth	272	6	0	278
Juvenile	10361	4	0	10365
Total	<u>72977</u>	<u>208</u>	<u>406</u>	<u>72779</u>
<u>Evans Branch</u>				
Adult	5075	58	1	5132
Youth	88	3	0	91
Juvenile	4252	5	0	4257
Total	<u>9415</u>	<u>66</u>	<u>1</u>	<u>9480</u>
<u>Extension</u>				
Adult	2488	70	0	2558
Youth	284	3	0	287
Juvenile	2677	2	0	2679
Total	<u>5449</u>	<u>75</u>	<u>0</u>	<u>5524</u>
<u>School collection</u>				
Total	1268	0	0	1268
<u>East End Branch</u>				
Adult	549	0	3	546
Youth	0	0	0	0
Juvenile	570	0	0	570
Total	<u>1119</u>	<u>0</u>	<u>3</u>	<u>1116</u>
Grand Total	90228	349	410	90167

	<u>Registration</u>		
	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>Main</u>			
Carried forward	10870	2975	13845
Additions	172 (55)	45 (36)	217 (91)
Cancellations	48	39	87
Total	<u>10994</u>	<u>2981</u>	<u>13975</u>
<u>Evans Branch</u>			
Carried forward	421	789	1210
Additions	7 (4)	15 (10)	22 (14)
Cancellations	2	16	18
Total	<u>426</u>	<u>788</u>	<u>1214</u>
<u>Bookmobile</u>			
Carried forward	498	1322	1820
Additions	18 (4)	42 (40)	60 (44)
Cancellations	0	0	0
Total	<u>516</u>	<u>1364</u>	<u>1880</u>
Grand Total	11936 (63)	5133 (86)	17069 (149)

() New Registrations

Librarian's Report
December, 1949

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The Main building lends itself very well to Christmas decorations and under Miss Garrett's supervision the foyer was lovely with greens, frosted branches and exhibits. A beautiful tree was given us again for the lawn by Commissioner Sattley when the merchants bought the City decorations. On the weekend of December 12th this was stolen from the place where the Janitor had hidden it. Traces of broken branches and the weight of the tree led us to believe that a truck had been driven into the parking area to take it away. Another tree was given us by an anonymous person and this was decorated with lights by the City Electrical Department.

On the evening of December 19th the Third Annual Christmas Open House was observed with the children's choir from The First Christian Church under the direction of Jean Williams singing carols. One hundred and thirty-four people came to the Reading Rooms from 8:00 to 9:00 o'clock. Members of the Staff served hot wassail and cookies.

The Staff contributed ten dollars to The Family Welfare Agency for their Christmas baskets.

On December first the Librarian met with the Junior Association of Commerce and discussed with them the Library's need for work with teen-aged groups. Two conferences were later held with Mr. Limerick, who was made chairman of the J.C.'s Emergency Library Committee. It is hoped that this organization will sponsor the movement for a young adult department which has been motivated by the children of the Roosevelt Junior High School.

Two meetings of The Great Books Project, and one of the Macon County Historical Society were held in the auditorium.

Four story hours were held with a total attendance of 58, and an average of 15.

The Librarian was present at meetings of two civic groups.

Miss Vancil resigned as Children's Librarian on December 15th, and Miss Wolfe as Assistant Librarian on December 31st.

Respectfully submitted.

Muriel E. Perry
Muriel E. Perry
Librarian

MEP/rs

Board of Trustees

February 24, 1950

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

Members present, Mr. Knuth presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Hull and Stafford.

The minutes of the previous meeting were read and approved.

The Librarian's report for January was read and ordered filed.

The motion was made by Mrs. Evans, seconded by Mrs. Garman, and unanimously passed that bills to the amount of \$759.45 be paid.

It was reported that an insurance agency had looked over our policies for the Evans Branch and had assured us that the roof would be repaired with the expenses assumed by the insurance companies.

The work on the roof of the Main Library has been progressing rapidly in spite of the weather and Mr. Spangler assures us that it will be finished in three or four weeks and the bill rendered before the end of our fiscal year.

The Librarian reported that she had received no applications for the position of Children's Librarian, one from Miss Christine P'Simer for the position of Young People's Librarian, and several for the Assistant Librarianship. Of the latter she felt that she could recommend only one person, Mr. Kenneth Duchac at present on the Staff of the Detroit Public Library. An appointment for Mr. Duchac to visit the Library has been made for Wednesday, March 8th. The Board was asked if they would like to appoint several members who could interview Mr. Duchac during that time. Mr. Knuth appointed Mrs. Evans, Mrs. Garman, Mrs. Loewen, and Mr. Blackford to meet with Mr. Duchac. The name of Mr. Mountain, a Librarian at the Caterpillar Library in Peoria, was discussed. The Librarian felt that since he had had no experience in Public Library work that it would be unwise to consider him.

Mr. Hull reported on the status of the renovations. Howard Bond assures us that the tax is being spread and that he will cooperate with us. The main objectors to tax levies are usually the railroads, but if the tax is upheld there will probably be nothing more than a nominal loss. Mr. Merris thinks that everything is progressing well and had asked the Council for approval of tax anticipations. They have assured him that they will give this and the papers are now being drawn up. Mr. Hull and Mr. Merris decided not to go to the banks about the validity of the levy. Mr. Hull said that the Board was now ready to consider bids, then before actually signing the contracts they could sell a warrant at \$10,000.00 which would establish our right to get it. As a safety valve, Mr. Merris agreed to take all papers to Carl Wellepp and have him check them informally. The motion was made by Mr. Stafford, seconded by Mrs. Garman, and unanimously passed that the Librarian call Mr. Harris and ask that bids be issued.

It was reported that, at the present time, there was a surplus of about \$15,000.00 in our budget which should be considered before the end of the fiscal year. The Librarian explained that there were several reasons for this. There were some items in the budget such as that of \$3,000.00 for repairs to the buildings which had not been used; the fact that three vacancies has left a small surplus in salaries; and that the City Hall had sent us more money than they had first told us we would have. The motion was made by Mrs. Garman, seconded by Mrs. Evans, and unanimously passed that a separate bid for repairs to the front steps be obtained and that the Librarian ask Mr. Harris to take care of it.

A discussion of Miss P'Simer as a possible applicant for the position of Young People's Librarian took place. The Board was told that she is now a Personnel Director at the University of Florida and is taking several courses in the School of Library Science. The Librarian said that it was very desirable for the person taking this position to have a basic knowledge of book ordering and cataloging since her primary responsibility for the first year or so would be building up a collection of excellent material for this age group. Miss P'Simer has not, as yet, acquired a knowledge of these subjects. Her work as Young People's Director at the Y.W.C.A. was discussed.

The meeting adjourned at 5:15 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

Librarian's Report
January, 1950

FINANCIAL STATEMENT

Receipts

Bal. on hand Jan. 1, 1950	48054.58
Appropriation	.00
Fines, damaged, lost books	300.71
Non-resident fees	46.00
Other sources	8.86
	<u>48419.15</u>

Disbursements

Staff Salaries	2542.92
Janitor Salaries	376.66
Books	1709.61
Periodicals	93.00
Visual Aids	117.28
Printing	78.00
Binding	77.75
Supplies	176.69
Repairs and Improvements	13.25
Heat	118.50
Telephone	38.75
Postage, drayage, express	22.29
Insurance	20.72
Bookmobile	30.63
Miscellaneous	<u>119.27</u>
	5535.32

Balance in checking account Jan. 31, 1950 \$42874.83

CIRCULATION

	<u>Adult</u>	<u>Juvenile</u>	<u>1950</u>	<u>1949</u>	
Main Library	11094	3166	14260	14622	- 362
Evans Branch	1433	1763	3196	2513	683+
Bookmobile	2270	3283	5553	3326	2227+
Decatur & Macon Co. Hospital	149	0	149	127	22+
T. B. Sanitorium	221	0	221	181	40+
	<u>15167</u>	<u>8212</u>	<u>23379</u>	<u>20769</u>	2610+

	<u>1950</u>	<u>1949</u>
Largest daily circulation at Main (Evans 252, Bkm. 445)	950	1012
Overdue notices mailed	372	609
Reserve postals mailed	106	89
Pictures loaned	1019	1036
Telephone calls	599	850
Reference questions asked	371	311

BINDING AND MENDING

	<u>1950</u>	<u>1949</u>
Books sent to bindery - - - - -	0	194
Books mended in library - - - - -	277	391

Librarian's Report

January, 1950

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	<u>Book Stock</u>		<u>Books Withdrawn</u>	<u>Total vols. Jan. 31, 1950</u>
	<u>Total vols. 1-1-50</u>	<u>Books Added</u>		
<u>Main</u>				
Adult	62136	93	4	62225
Youth	278	13	0	291
Juvenile	10365	63	4	10424
Total	<u>72779</u>	<u>169</u>	<u>8</u>	<u>72940</u>
<u>Evans Branch</u>				
Adult	5132	39	0	5171
Youth	91	5	0	96
Juvenile	4257	32	3	4286
Total	<u>9480</u>	<u>76</u>	<u>3</u>	<u>9553</u>
<u>Extension</u>				
Adult	2558	44	0	2602
Youth	287	8	0	295
Juvenile	2679	32	0	2711
Total	<u>5524</u>	<u>84</u>	<u>0</u>	<u>5608</u>
<u>School collection</u>				
Total	1268	0	0	1268
<u>East End Branch</u>				
Adult	546	0	0	546
Youth	0	0	0	0
Juvenile	570	0	0	570
Total	<u>1116</u>	<u>0</u>	<u>0</u>	<u>1116</u>
Grand Total	90167	329	11	90485

	<u>Registration</u>		
	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>Main</u>			
Carried forward	10994	2981	13975
Additions	249 (87)	67 (60)	316 (147)
Cancellations	50	37	87
Total	<u>11193</u>	<u>3011</u>	<u>14204</u>
<u>Evans Branch</u>			
Carried forward	426	788	1214
Additions	7 (4)	23 (20)	30 (24)
Cancellations	0	16	16
Total	<u>433</u>	<u>795</u>	<u>1228</u>
<u>Bookmobile</u>			
Carried forward	516	1364	1880
Additions	15 (0)	45 (42)	60 (42)
Cancellations	0	0	0
Total	<u>531</u>	<u>1409</u>	<u>1940</u>
Grand Total	12157 (91)	5215 (122)	17372 (213)

() - New registrations

Librarian's Report
January, 1950

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	<u>Book Stock</u>		<u>Books Withdrawn</u>	<u>Total vols. Jan. 31, 1950</u>
	<u>Total vols. 1-1-50</u>	<u>Books Added</u>		
<u>Main</u>				
Adult	62136	93	4	62225
Youth	278	13	0	291
Juvenile	<u>10365</u>	<u>63</u>	4	<u>10424</u>
Total	<u>72779</u>	<u>169</u>	<u>8</u>	<u>72940</u>
<u>Evans Branch</u>				
Adult	5132	39	0	5171
Youth	91	5	0	96
Juvenile	<u>4257</u>	<u>32</u>	<u>3</u>	<u>4286</u>
Total	<u>9480</u>	<u>76</u>	<u>3</u>	<u>9553</u>
<u>Extension</u>				
Adult	2558	44	0	2602
Youth	287	8	0	295
Juvenile	<u>2679</u>	<u>32</u>	<u>0</u>	<u>2711</u>
Total	<u>5524</u>	<u>84</u>	<u>0</u>	<u>5608</u>
<u>School collection</u>				
Total	1268	0	0	1268
<u>East End Branch</u>				
Adult	546	0	0	546
Youth	0	0	0	0
Juvenile	<u>570</u>	<u>0</u>	<u>0</u>	<u>570</u>
Total	<u>1116</u>	<u>0</u>	<u>0</u>	<u>1116</u>
Grand Total	90167	329	11	90485

	<u>Registration</u>		
	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>Main</u>			
Carried forward	10994	2981	13975
Additions	249 (87)	67 (60)	316 (147)
Cancellations	<u>50</u>	<u>37</u>	<u>87</u>
Total	<u>11193</u>	<u>3011</u>	<u>14204</u>
<u>Evans Branch</u>			
Carried forward	426	788	1214
Additions	7 (4)	23 (20)	30 (24)
Cancellations	<u>0</u>	<u>16</u>	<u>16</u>
Total	<u>433</u>	<u>795</u>	<u>1228</u>
<u>Bookmobile</u>			
Carried forward	516	1364	1880
Additions	15 (0)	45 (42)	60 (42)
Cancellations	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>531</u>	<u>1409</u>	<u>1940</u>
Grand Total	12157 (91)	5215 (122)	17372 (213)

() - New registrations

Librarian's Report

January, 1950

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More people steadily make use of the Library, 406 new registrations having been made this month. Of these 213 were new borrowers. The others were former borrowers renewing their cards.

The Main Library records a decrease in the number of books circulated for home use, 140 fewer adult books and 212 fewer juvenile books being loaned than during the same month last year. Although we are too busy to discover definitely the reason for this -- a survey would require time -- we believe that the Bookmobile is pulling away some people who formerly came to Main. An increase of 2,227 volumes were loaned from the Bookmobile. Evans Branch continued to increase its loans with 683 more books than last year. A total increase of 2910 volumes was recorded.

Two groups visited the Library under the supervision of Miss Garrett, a troop of Girl Scouts and a class from Macon High School.

Three Story Hours were held by Miss Perry with a total attendance of 74 boys and girls, an average of 25.

Two meetings of the Great Books Group took place in the Library.

Several important gifts were received this month. Through the courtesy of Mr. Norman Gilman of Block and Kuhl, that company has made us a permanent loan of a radio-record player. The Junior Chamber of Commerce gave us a complete set of The Hoover Commission's Report to the Federal Government. Delta Omicron, the local chapter of professional musicians, gave us \$25.00 for the purchase of several books on music. The Daughters of the American Revolution made us a gift of \$25.00 in appreciation for the Staff's helpfulness to their organization. Mrs. Marguerite Threlfall made for us a colored sketch of one corner of the proposed Young Adult Room to be used for exhibit purposes.

A committee of teachers and members of the Junior Chamber of Commerce met with the Librarian to explore the possibilities of the students of the junior and senior high schools raising money for books for the Youth collection. The Librarian discussed with Mr. Schilling, Principal of Gastman School, the problem of establishing their library without professional help. She spent one morning with the teachers working on the book collection.

Mrs. Samuel Plummer joined our Staff as a part-time assistant on January 3rd, and Mrs. Amelia McCully on January 4th.

Miss Austin spoke on a panel discussion of juvenile literature for the Oakland Parent-Teachers Association on January 26th. The Librarian spoke on Library Service for the Optomist Club. She also represented Decatur at the Midwinter Convention of A.L.A. in Chicago. While there, in addition to interviewing applicants for positions here, she was present at Committee meetings and discussion groups, Bookmobile planning groups, and was otherwise active. She was present at five local group meetings during the month.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian