

Board of Trustees

October 23, 1950

The regular meeting of the Board was called to order at 4:05 o'clock.

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

The minutes of the previous meeting were read and approved.

The Librarian's report for September was not submitted due to pressure of work. Bills to the amount of \$4,916.75 for maintenance and \$26,826.74 for renovations (including \$1,800.00 to Harris Associates and \$9,155.55 to L. M. Duncan for November 1 payment) were ordered paid.

The Librarian asked for instructions regarding the closing of the Library on Lincoln's birthday. It was her opinion that if the shopping area were to be open the closing of the Library would be inconvenient to the borrowers. The Board voted to leave this to Miss Perry's judgment.

She asked the Board for permission to insure the display cases to be erected outside, such insurance would protect us from loss by breakage of glass by children, etc. The motion was made by Mr. Blackford, seconded by Mrs. Garman, and unanimously passed that this be done.

Mrs. Garman reported to the Board that the bid for window shades had been placed with Miller O'Neill at their price of \$326.47 and that the Librarian was to contact them when the building was sufficiently clean to have the shades installed.

The Librarian asked the Board for their opinion regarding the ordering of electrical supplies after the renovations were complete. At the present time we are ordering all incandescent bulbs and fluorescent tubes from Mr. Nelson, from whom we receive the twenty-five percent discount allowed city departments. She has been approached by Morehouse and Wells and by Blades and Campbell who would like a contract for supplying the library with these articles. Her policy has been not to change suppliers eventhough their firms are small as long as their service is reasonably quick and their materials good, and Mr. Nelson has, in the past, given satisfactory service. It was the opinion of the Board that no change should be made.

The subject of the 75th Anniversary was discussed at length. Mr. Knuth appointed Mrs. Garman Chairman of the Anniversary Committee in place of Mrs. Evans. She will serve with Mrs. Gage and Mrs. Loewen. The Librarian was asked what such a celebration could consist of and she suggested including in a week's schedule such speakers as Marguerite Henry, the children's author, if she could be persuaded to come to Decatur with her horse Misty, and for adults a public meeting with possibly the Chicago Round Table giving a symposium on some current subject. Other items such as open house in the building, radio programs, displays in the downtown area, and cooperative programs with the schools were suggested. Mrs. Garman spoke of Preston Brady, a Trustee of the Chicago Public Library, who might be obtained as a program speaker. It was voted by the Board that the Anniversary should be postponed until the building was more completely finished, at least until the desk was installed and the floors laid.

Mr. Hull asked the Librarian about the policy of Trustees paying fines for overdue books. He explained that on several occasions the Staff seemed confused when he had returned books, at one time charging him for those overdue and another saying that Trustees were exempt. The Librarian explained that she had done nothing about the matter since her appointment, not knowing what previous Librarians had instituted or how the Board would feel about it. It was her opinion that there should be a written policy in the Code Book so that Staff members would have definite knowledge of how to take care of such cases. This policy could explain that the Trustees were exempt, or that they should be responsible for overdues as the public is. After discussion, the motion was made by Mr. Hull that the Trustees pay fines for overdue books. This was seconded by Mrs. Loewen and unanimously passed.

Mrs. Garman asked the Board if they knew that the Trustees, as well as the Staff, could purchase books through the Library and receive the library discount. It was mentioned that Trustees wishing to give books for Christmas gifts could place their orders with the library at any time during November. This has been the policy for many years and is one of the courtesies which is extended to Trustees throughout the country.

The condition of the scagliola columns on the main floor was mentioned. Mrs. Garman reported that Mr. Spangler was contacting several people who might have a knowledge of repairing this type of plaster.

The Librarian reported that Mrs. Florence Thorne had joined the Staff on September 28 as a temporary cataloger for a period of six months. She will work on the revision of the children's catalogue. Mrs. Thorne was previously Librarian of Lincoln, Illinois.

The Librarian reported that McNaughton's, Inc. had set up the rental library that afternoon and invited the Trustees to see it on their way from the meeting. She also spoke to the members of the I.L.A. Convention in Peoria. At the previous meeting there had been no time to ask whether the Board wanted the Library represented but Mr. Knuth had told her to follow the usual custom. She was present for the entire time. Mr. Duchac and six members of the Staff were there for one day.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Secretary

MEP/rs

Librarian's Report  
September 30, 1950

FINANCIAL STATEMENT

RECEIPTS:

Bal. on hand Sept. 1, 1950	24144.28
Fines, lost & damaged bks.	188.41
Non-resident fees	2.00
Other sources	46.95
	<u>24381.64</u>

DISBURSEMENTS:

Staff Salaries	3199.70
Janitor Salaries	416.31
Books	1405.62
Supplies	173.98
Telephone	48.24
Postage, express, etc.	12.97
Bookmobile	123.18
Miscellaneous	7.89
	<u>5387.89</u>

Balance in checking account \$18,993.75

CIRCULATION

	<u>ADULT</u>	<u>Y</u>	<u>JUVENILE</u>	<u>1950</u>	<u>1949</u>	
Main Library	0	0	30	30	11174	-11144
Evans Branch	1187	65	1362	2614	2324	+290
Bookmobile	1766	215	2615	4596	4171	+425
Decatur & Macon Co. Hosp.	0	0	0	0	215	-215
T. B. Sanitorium	195	0	0	195	449	-254
Total	<u>3148</u>	<u>280</u>	<u>4007</u>	<u>7435</u>	<u>18333</u>	-10888

Largest daily circulation at Main <sup>a 0 42 J 20 (Renewals)</sup> (Evans 195, Bkm. 310)	<u>1950</u>	<u>1949</u>
Overdue notices mailed	20	759
Reserve postals mailed	0	339
Pictures loaned	0	128
Telephone calls	0	378
Reference questions asked	0	563
		403

BINDING AND MENDING

Books sent to bindery - - - - -	<u>1950</u>	<u>1949</u>
Books mended in library - - - - -	0	0
	180	233

NON-BOOK STOCK

	<u>ON HAND</u>	<u>ADDED</u>	<u>TOTAL ON HAND</u>
	Sept. 1, 1950		Sept. 30, 1950
Recordak films	793	4	797
Projector films	142	0	142
Records, etc.	45A 15J	QA OJ	45A 15J

Main Library closed to public because of renovations.

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BOOK STOCK

	<u>TOTAL VOLS.</u> <u>Sept. 1, 1950</u>	<u>BOOKS</u> <u>ADDED</u>	<u>BOOKS</u> <u>WITHDRAWN</u>	<u>TOTAL VOLS.</u> <u>Sept. 30, 1950</u>
<u>MAIN</u>				
Adult	62565	160	6	62719
Youth	359	19	0	378
Juvenile	10612	2	0	10614
TOTAL	<u>73536</u>	<u>181</u>	<u>6</u>	<u>73711</u>
<u>EVANS BRANCH</u>				
Adult	5185	43	1	5227
Youth	120	7	0	127
Juvenile	4295	0	0	4295
TOTAL	<u>9600</u>	<u>50</u>	<u>1</u>	<u>9649</u>
<u>EXTENSION</u>				
Adult	2790	65	0	2855
Youth	331	10	0	341
Juvenile	2926	2	0	2928
TOTAL	<u>6047</u>	<u>77</u>	<u>0</u>	<u>6124</u>
<u>SCHOOL COLLECTION</u>				
TOTAL	1273	0	0	<del>21</del> 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	91570	308	7	91871

REGISTRATION

		<u>ADULT</u>	<u>JUVENILE</u>	<u>TOTAL</u>
<u>MAIN</u>				
Carried forward	11677	<u>12112</u>	3193	15305 14870
Additions		2 (1)	0 (0)	2 (1)
Cancellations		764	79	843
TOTAL	10915	<u>11350</u>	<u>3114</u>	<u>14464</u> 14029
<u>EVANS BRANCH</u>				
Carried forward	443	<u>463</u>	824	1287 1267
Additions		16 (5)	25 (25)	41 (30)
Cancellations		33	16	49
TOTAL	426	<u>446</u>	<u>833</u>	<u>1279</u> 1259
<u>BOOKMOBILE</u>				
Carried forward		617	1690	2307
Additions		20 (5)	17 (16)	37 (21)
Cancellations		0	2	2
TOTAL		<u>637</u>	<u>1705</u>	<u>2342</u>
GRAND TOTAL		<u>12433</u> (11)	5652 (41)	18085 (52)
		11978		17630

( ) - New Registrations

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Financial Statement  
Renovation Fund

RECEIPTS:

Bal. on hand Sept. 1, 1950 26162.13

DISBURSEMENTS:

Salaries	107.10
Income Tax	18.90
Lawrence M. Duncan	14874.20
	<u>15000.20</u>

Balance in checking account when above bills are paid - \$11,161.93

On September 5th, Evans Branch and the Bookmobile opened once more for service to the public. Since on this date all of our books began to be due, a desk was set up in the entrance hall of the main building to receive them, although no one could be permitted in the building proper.

Extra desk assistants were assigned to Evans Branch, which was open for twelve hours daily, and to the Bookmobile. Although we had expected a huge increase in the use of these agencies, we found that the small increase in circulation was disappointing. The public was clamoring for library service, but waited for it from the central agency.

Miss Poland and some assistants began work in an improvised cataloging area until the new catalog room could be used. Miss Garrett prepared the Reference Department for use as the first adult area to be opened. Miss Sloan continued work on revision of the children's Catalog. Miss Martin began planning various exhibits. Two groups of women cleaned adult books and shelves while the janitors cleaned those in the children's room.

Endeavoring to give the public as much service as possible in the midst of such confusion made this a most trying month. The Staff's fine spirit of cooperation was greatly appreciated.

Mrs. Bernita Newman joined the Staff on September 11th as a non-professional in place of Mrs. Plummer who has moved from the city. Mrs. Florence Thorne came on duty September 28th as a temporary cataloger for six months to help in revising the children's Catalog.

Mr. N. R. McNaughton of Altoona, Pennsylvania, visited the Library September 1st and made a thorough survey of the system as well as the city in preparation for the establishment of a circulating library.

Mrs. Jack Melnik gave us a years subscription to the Readers Digest for the Blind. This was presented in the name of the Sisterhood of Temple B'Nai Abraham. Mrs. Hal Myers sent us some lovely birch logs for the reading room fireplace.

A collection of books on architecture was sent to Block and Kuhl for a window exhibit of men's merchandise.

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The Librarian was appointed to the Board of Directors of Zonta International. She was present at four civic groups, one being the Education Committee, Association of Commerce when the subject of visual aids for the community was discussed. Mr. Duchac and the Librarian were present at the farewell dinner given in honor of Superintendent of Schools, Mr. McIntosh.

Respectfully submitted,

*Muriel E. Perry*

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Librarian

MEP/rs