

Board of Trustees
August 10, 1949

A special meeting of the Board was called to order at 4:05 o'clock to discuss ways of raising money for the necessary renovations to the Main building.

Members present: Mr. Knuth, presiding, Mrs. Garman, Mrs. Loewen, Mr. Hull, and Mr. Owen.

Mrs Garman asked if there were any possibility of re-opening negotiations for a mortgage.

Mr. Hull replied that he thought the banks could be approached once more, especially since Mr. Merris had assured us that we could depend on an increase in income of \$10,000. a year. However, this would take weeks or months possibly.

Mrs. Loewen asked if any other agencies might be approached in case the banks turned a mortgage down again.

It was Mr. Hull's opinion that there were Chicago banks or local loan or insurance companies which might be willing to lend us money. In the meantime, however, it might be wise to consider closing the building so that there could be no criticism of the Board's consideration of the public's safety.

The Librarian was requested to read Chief Ping's report of May 9th.

Mr. Knuth wondered if closing the reference and reading rooms might cut down the electric volume used and improve conditions somewhat.

Mr. Owen considered it of first importance that the roof be rebuilt with the money now in the building fund. He made the motion that Mr. Harris be requested to call for bids immediately and to begin proper steps toward rebuilding the roof. This was seconded by Mr. Hull and passed unanimously.

Mr. Knuth instructed the Committee (Mr. Hull, Mrs. Garman and Mr. Owen) to ask the banks to review the mortgage question. He said that he and the Librarian would contact Mr. Harris concerning the roof and to see if the rewiring could be re-estimated so that the work could be done piecemeal.

The motion was made by Mr. Owen that a meeting of the Board be called for the following day at 4:00 o'clock, that the Librarian ask Chief Ping, a representative of the Illinois Power Co., and Mr. Harris to meet with them to discuss exactly how dangerous the building is and that after hearing their opinions, the Board decide on the advisability of closing it. This motion was seconded by Mrs. Loewen and passed unanimously.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees
August 11, 1949

A special meeting of the Board was called to order at 4:10 o'clock to consider further developments in the renovations project.

Members present: Mr. Knuth, presiding, Mrs. Garman, Mrs. Loewen, Mr. Hull and Mr. Owen. Chief Ping of the Fire Department, Mr. Hunt of the Illinois Power Co. and Mr. Beal of Harris Associates came to discuss with the Board the condition of the building and whether consideration for public safety should necessitate closing it until repairs to roof and wiring could be made.

Mr. Knuth explained the situation to them. He asked Mr. Hunt concerning the wire of 2300 volts which Mr. Clausen, the architect, said was in the building. Mr. Hunt replied that to his knowledge there were only 115 and 230 volt wires here. And while the wiring was definitely not up to standard, it was no worse than in lots of other local buildings. Something should be done about the overloading, however. He reviewed his report of October 28, 1948.

Mr. Beal discussed briefly the specifications which Mr. Harris had drawn.

Mr. Owen explained the financial situation and the Board's concern regarding the wisdom of keeping the building open under the conditions. He said the Trustees wanted technical advice on which to base their decisions.

Chief Ping reviewed his reports of October 26, 1946 and May 9, 1949, and said these still covered the situation and that Mr. Wylie, the City Electrical Inspector, agreed with them. Chief Ping said that as far as a fire caused by electricity goes, he felt sure that if one occurred people could be evacuated from the building before they were in danger.

Mr. Hunt said he personally would not close the building. He wondered if the renovations could not be done by degrees. He recommended rewiring from the outside to the point of distribution.

Mr. Beal said he would ask Mr. Harris to map out some plan for covering the basic needs and report to the Board.

The three visitors retired at 5:00 p.m.

Mr. Owen reported that he had seen Mr. Bradfield concerning re-consideration of a mortgage and Mr. Bradfield had volunteered to ask Carl Weillepp to review the case and to consult with the other two banks.

At Mrs. Loewen's request the Librarian outlined briefly the instructions she had given the Staff concerning evacuation of the building in case of fire.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,
Muriel E. Perry
Muriel E. Perry
Secretary

Because no quorum was available no Board meeting
was held on August 26, 1949

Librarian's Report
July 1949

Financial Statement

Receipts:

Bal. on hand 1 Jy. '49	\$ 34559.37
Fines, lost & dam.bks.	289.25
Non-resident fees	40.25
Other sources	<u>2418.35</u>
	\$ 37307.22

Disbursements:

Staff salaries	\$ 3283.09
Janitor salaries	361.66
Books	1076.52
Visual aids	17.82
Supplies	398.00
Repairs & improvements	60.74
Light	235.00
Telephone	38.55
Postage, drayage & express	5.09
Bookmobile	33.29
Miscellaneous	9.00
	\$ <u>5518.76</u>

Balance in checking account August 1, 1949 - - - - \$ 31,788.46

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1949</u>	<u>1948</u>	
Main Library	8803	4195	12998	13331	333-
Evans Branch	739	1045	1784	1376	108+
Bookmobile	1723	2625	4348	2311	2037+
Decatur & Macon Co. Hospital	257	0	257	208	49+
T.B. sanitorium	310	0	310	277	33+
	<u>11832</u>	<u>7865</u>	<u>19697</u>	<u>17503</u>	

	<u>1949</u>	<u>1948</u>
Largest daily circ. at Main - - - (Evans - 130) - (Bkmo. - 186) -	690	723
Overdue notices mailed - - - - -	497	364
Reserve postals mailed - - - - -	124	77
Pictures loaned - - - - -	93	38
Telephone calls - - - - -	704	608
Reference questions asked - - - - -	437	*

Binding, Mending, and Typing

	<u>1949</u>	<u>1948</u>
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	119	374
Cards typed for catalogs - - - - -		
Library of congress cards - - - - -	268	*
Typed cards - - - - -	595	*

* No record kept

Librarian's Report

July 1949

-2-

	Registration		Total
	Adult	Juvenile	
<u>Main</u>			
Carried forward	9862	2835	12697
Additions	209 (54)	77 (55)	286 (109)
Cancellations	47	51	98
Total	<u>10024</u>	<u>2861</u>	<u>12885</u>
<u>Evans Branch</u>			
Carried forward	384	732	1116
Additions	4(0)	15(12)	19(12)
Cancellations	3	7	10
Total	<u>385</u>	<u>740</u>	<u>1125</u>
<u>Bookmobile</u>			
Carried forward	391	1047	1438
Additions	25 (0)	78(74)	103(74)
Cancellations	0	2	2
Total	<u>416</u>	<u>1123</u>	<u>1539</u>
Grand total	10825(54)	4724(141)	15549(195)
() - New borrowers			

	Total vols. July 1, 1949	Book Stock	Books Withdrawn	Total vols. July 31, 1949
		Books Added		
<u>Main</u>				
Adult	62283	98	0	62381
Youth	136	33	0	169
Juvenile	9939	41	0	9980
Total	<u>72358</u>	<u>172</u>	<u>0</u>	<u>72530</u>
<u>Evans Branch</u>				
Adult	4860	33	0	4893
Youth	64	19	0	83
Juvenile	4036	28	0	4064
Total	<u>8960</u>	<u>80</u>	<u>0</u>	<u>9040</u>
<u>Extension</u>				
Adult	2176	56	0	2232
Youth	198	40	0	238
Juvenile	1119	184	0	1303
Total	<u>3493</u>	<u>280</u>	<u>0</u>	<u>3773</u>
<u>School collection</u>				
Total	3900	0	337	3563
<u>East End Branch</u>				
Adult	553	0	0	553
Youth	0	0	0	0
Juvenile	594	0	25	569
Total	<u>1147</u>	<u>0</u>	<u>25</u>	<u>1122</u>
Grand Total	89858	532	362	90028

Librarian's Report
July 1949

- 3 -

Miss Fern Garrett was enrolled in the Summer School Workshop at Columbia University from July 5 to 23 where she did refresher work in community projects for adults.

The American Association of University Women is cooperating with the Library in co-sponsoring a Great Books Project this coming winter. Miss Gertrude Hill and Mrs. Glenn England, A.A.U.W. members, went to the Springfield Public Library three evenings a week for two weeks studying to be Project Leaders.

One High School class spent a morning in the Lincoln Room gathering material for an essay on Abraham Lincoln.

A copy of the "Notable Events in Decatur" which was compiled by the Library and the Association of Commerce was placed in the corner stone of St. Paul's Lutheran Church now under construction. Miss Kowalsky did excellent work in compiling this calendar of events.

Mr. Cohen spoke on Library service to business for a group of men at Masonic Temple on July 22nd.

The Librarian, representing the Illinois Library Association, spoke on professional attitudes for the students of the Mobile Library School at the Mattoon Public Library. She was notified that she was a member of the National Committee for selecting the Notable books of 1949. This important booklist is compiled each year by the Division of Public Libraries and is made public at the Midwinter Convention.

One Story Hour was held for a class of elementary school children, twenty-five of whom enjoyed stories told by Miss Vancil.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Librarian