

Board of Trustees

September 29, 1950

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

Members present: Mr. Knuth presiding, Mrs. Gage (attending her first meeting), Mrs. Garman, Mrs. Loewen, Mr. Blackford and Mr. Stafford.

Minutes of the previous meeting were approved as read

The Librarian's reports for July and August were presented to each member but not read because of pressure of business.

The motion was made by Mr. Blackford, seconded by Mrs. Garman, and unanimously passed that bills to the amount of \$5,387.89 for maintenance and \$15,000.20 for renovations be paid.

Rodney Spangler of Harris, Associates, was present to give a progress report on the renovations. Mr. Spangler said that all work had been gone over completely in view of the status of the contract and the additional work done. He presented to the Board an itemized list of the additional work which he discussed item by item. He mentioned that the areaway drains were completely gone, tile broken and water running back under floors and between partitions. The southwestern part of the building had no support. He added that several items repaired by the contractor had been purely maintenance and should be paid for from the general budget.

He also recommended that steps be taken in the future to finish the work done this summer--the exterior painting of all woodwork which is fast deteriorating, the painting of all stonework and the installation of such items as a water cooler in the old fountain of the front hall.

Mr. Stafford challenged the more expensive items such as the telephone and call system and the transferring of the catalog room from the second floor to the basement (see June Minutes). He made a motion that in the future if anything else extra needs to be considered, the Librarian page the Board by telephone. (~~This was not seconded~~).

The Librarian reported that she and Mr. Duchac had given up their days off this summer to do laborers' work which should have been done by the contractor and she asked permission to pay Mr. Duchac the equivalent of four days. The motion to this effect was made by Mr. Stafford, seconded by Mrs. Loewen, and unanimously passed.

Mrs. Garman reported on bids for window shades: Miller O'Neill for 103 Dupont washable shades and two Venetian blinds, the former installed on rolls one inch in diameter for \$326.47. Linn and Scruggs bid for the same was \$358.20. No bids had been received from Sears Roebuck or Block & Kuhl. The motion was made by Mr. Stafford, seconded by Mrs. Loewen, and unanimously passed that shades be ordered from Miller O'Neill.

Mr. Stafford looked over the Insurance policy for liability sold us by

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Bennett & Shade and he requested the Librarian to check with them concerning the comprehensive section in view to eliminating some of the expense.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

Librarian's Report
August 31, 1950
FINANCIAL STATEMENT

RECEIPTS:

Bal. on hand Aug. 1, 1950 28242.07
TOTAL 28242.07

DISBURSEMENTS:

Staff Salaries 2983.45
Janitor Salaries 416.66
Books 528.78
Periodicals 1.50
Visual Aids 18.81
Printing 2.00
Supplies 41.14
Repairs & Improvements 26.95
Telephone 29.50
Postage, express, etc. 2.78
Bookmobile 28.40
Miscellaneous 17.82
TOTAL 4097.79

Balance in checking account Sept. 1, 1950 - \$24,144.28

CIRCULATION

	<u>ADULT</u>	<u>Y</u>	<u>JUVENILE</u>	<u>1950</u>	<u>1949</u>	
Main Library	0	0	0	0	12079	-12079
Evans Branch	0	0	0	0	2011	-2011
Bookmobile	0	0	0	0	4965	-4965
D. & M. C. Hospital	0	0	0	0	160	-160
T. B. Sanitorium	0	0	0	0	322	-322
Camp Kiwanis	0	0	0	0	114	-114
TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0*</u>	19651	-19651

	<u>1950</u>	<u>1949</u>
Largest daily circulation at Main (Evans 0, Bkm. 0)	0	557
Overdue notices mailed	0	485
Reserve postals mailed	0	119
Pictures loaned	0	35
Telephone calls	0	558
Reference questions asked	0	250

BINDING AND MENDING

	<u>1950</u>	<u>1949</u>
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	0	212

NON-BOOK MATERIAL

	<u>ON HAND</u>	<u>ADDED</u>	<u>TOTAL ON HAND</u>
	<u>Aug. 1, 1950</u>		<u>Aug. 31, 1950</u>
Recordak films	793	0	793
Projector films	142	0	142
Records, etc.	45A 15J	0	45A 15J

*Closed during August

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BOOK STOCK

	<u>Total vols.</u> <u>Aug. 1, 1950</u>	<u>Books</u> <u>Added</u>	<u>Books</u> <u>Withdrawn</u>	<u>Total vols.</u> <u>Aug. 31, 1950</u>
<u>MAIN</u>				
Adult	62565	0	0	62565
Youth	359	0	0	359
Juvenile	<u>10612</u>	<u>0</u>	<u>0</u>	<u>10612</u>
TOTAL	<u>73536</u>	<u>0</u>	<u>0</u>	<u>73536</u>
<u>EVANS BRANCH</u>				
Adult	5185	0	0	5185
Youth	120	0	0	120
Juvenile	<u>4295</u>	<u>0</u>	<u>0</u>	<u>4295</u>
TOTAL	<u>9600</u>	<u>0</u>	<u>0</u>	<u>9600</u>
<u>EXTENSION</u>				
Adult	2790	0	0	2790
Youth	331	0	0	331
Juvenile	<u>2926</u>	<u>0</u>	<u>0</u>	<u>2926</u>
TOTAL	<u>6047</u>	<u>0</u>	<u>0</u>	<u>6047</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	<u>568</u>	<u>0</u>	<u>0</u>	<u>568</u>
TOTAL	<u>1114</u>	<u>0</u>	<u>0</u>	<u>1114</u>
GRAND TOTAL	91570	0	0	91570

REGISTRATION

	<u>ADULT</u>	<u>JUVENILE</u>	<u>TOTAL</u>
<u>MAIN</u>			
Carried Forward	12112	3193	15305
Additions	0 (0)	0 (0)	0 (0)
Cancellations	<u>435</u>	<u>0</u>	<u>435</u>
TOTAL	<u>12112</u> 11677	<u>3193</u>	<u>15305</u> 14870
<u>EVANS BRANCH</u>			
Carried forward	463	824	1287
Additions	0 (0)	0 (0)	0 (0)
Cancellations	<u>20</u>	<u>0</u>	<u>20</u>
TOTAL	<u>463</u> 443	<u>824</u>	<u>1287</u> 1267
<u>BOOKMOBILE</u>			
Carried forward	617	1690	2307
Additions	0 (0)	0 (0)	0 (0)
Cancellations	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>617</u>	<u>1690</u>	<u>2307</u>
GRAND TOTAL	<u>13192</u> (0) 12737	<u>5707</u> (0)	<u>18899</u> (0) 18444

() - New Registrations

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FINANCIAL STATEMENT

RENOVATION FUND

RECEIPTS:

Bal. on Hand Aug. 1, 1950 31093.15

DISBURSEMENTS:

Lawrence M. Duncan

4931.02

Balance in checking account Aug. 31, 1950 - \$26,162.13

With the renovations to the main building in full swing, the entire system closed on July 31. Printed notices had been distributed to all borrowers, radio and newspaper publicity warned the public that they were to be without library service until September 5th. Provision was made for the return of books through the slots in the front doors of both the central building and Evans Branch.

No written report can adequately describe the difficulties of this period. Among the many unforeseen problems met were such things as the discovery that the underpinning on the southwest side of the building had been washed away through the years and the building "was hanging in midair" according to the architect. Main drain pipes going through the partitions were found to be leaking or hopelessly clogged. Electric wires removed by the workmen were found stripped of covering and deteriorated beyond any degree of safety.

While the workmen drilled walls, ran electric conduits and hung ceilings, Miss Sloan worked on the children's catalog, transferring all juvenile cards from the adult catalog to the former. Mrs. Steffen checked files and Miss Yamamoto helped Miss Sloan after coming on duty August 25th. Mr. Duchac, with the help of the janitors, shifted many sections of our adult books. The fiction was set in a block so that the alphabet would not cross aisles. Those classes of non-fiction used by men were brought to the first floor to facilitate use while classes used by students and young people were shelved on the balcony.

Two hospital trucks, the gift of the Junior Welfare League were received and will be put on exhibit when the building opens.

A deposit was sent to a Teen-Age Conference sponsored by the Y.W.C.A. and the ceiling projector was loaned to the D. & M. C. Hospital for a polio patient.

The Librarian was present at two meetings of civic groups.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian

MEP/rs