

Board of Trustees

April 28, 1950

A meeting of the Finance Committee opened at 3:20 P.M.

Members present, Messrs. Hull, Stafford, and Owen.

The purpose of the meeting was to consider the budgets for 1950-51 and 1951-52.

The budget for 1950-51, as submitted by the Librarian, was studied in detail, particularly the salary breakdown. The motion was made by Mr. Stafford, seconded by Mr. Hull, and unanimously passed that the Committee recommend to the full Board that this budget be accepted as submitted.

No time was left for consideration of the 1951-52 figures.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Secretary

MEP/rs

Board of Trustees

April 28, 1950

The regular meeting of the Board opened at 4:15 P.M.

Members present, Mr. Knuth presiding; Mrs. Evans, Messrs. Blackford, Hull, Owen and Stafford.

The minutes of the previous meeting were read and it was noticed that the vote to have the building closed one month during the heaviest renovations so that the Staff could have their vacations at one time had been omitted. With this exception the minutes stood approved.

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

Regarding the renovations, Mr. Stafford reported that he had spoken with Mr. Spangler and they were purposely waiting until the contractor and labor settlement could be made. Otherwise, the Library might lose money. Mr. Spangler said that they would try to have a general contractor take the bid and farm out the different types of work to other contractors.

Mr. Knuth reported on his meeting with Staff members April 19th.

Mr. Blackford asked the Librarian if teachers from the public schools had approached her regarding the possibility of their working in the Library during the summer months. She reported that no such approach had been made.

Bills to the amount of \$16,871.79 were presented for approval. The motion was made by Mrs. Evans, seconded by Mr. Blackford, and unanimously approved that these bills be paid. The

The Librarian asked for the Board's reaction to appointing a Children's Librarian without a personal interview. Miss Eleanor Sloan of Denison, Texas, has applied for the position. Her credentials and references have been excellent but traveling distance is so great that the wisdom of having her come for a personal interview is dubious. The only item needed to complete Miss Sloan's credentials was her doctor's statement regarding her physical health. The Trustees agreed that it seemed logical to make an appointment in this case without the interview on receipt of a satisfactory physical statement.

The matter of the non-tax fund was brought up and the motion was made by Mrs. Evans, seconded by Mr. Blackford, and unanimously passed that a check for \$14,281.41 be placed in our Savings account at the Millikin National Bank. This check represents the bonds cashed for cases of emergency, and the non-tax fines and fees for the past year.

Mr. Stafford reported to the members the recommendation of the Finance Committee. The motion was made by Mr. Owen, seconded by Mr. Hull, and unanimously passed that the budget for 1950-51 be adopted as submitted. The motion was made by Mrs. Evans, seconded by Mr. Owen, and unanimously passed that the Annual Meeting be held on May 10th at 4:00 P.M.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Secretary

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Librarian's Report  
March, 1950

Financial Statement

Receipts

Bal. on hand Mar. 1, 1950	46084.41
Appropriation	.00
Fines, damaged, lost bks.	349.06
Non-resident fees	35.00
Other sources	4.30
	<u>46472.77</u>

Disbursements

Staff Salaries	2638.32
Janitor Salaries	376.66
Books	895.78
Visual Aids	96.06
Printing	8.00
Binding	340.71
Supplies	222.40
Repairs & Improvements	9839.95
Light	85.00
Heat	143.22
Telephone	41.05
Postage, drayage, express	4.16
Insurance	941.46
Bookmobile	47.83
Miscellaneous	29.08
	<u>15709.68</u>

Balance in checking account March 31, 1950 -- \$30,763.09

Circulation

	Adult	Juvenile	1950	1949
Main Library	<u>11446</u>	<u>4804</u>	16250	16732 - 482
Evans Branch	1209	2128	3337	3145 + 192
Bookmobile	2551	4020	6571	4089 + 2482
Decatur & Macon Co. Hospital	0	0	0	173 - 173
T. B. Sanitorium	317	0	317	295 + 22
	<u>15523</u>	<u>10952</u>	<u>26475</u>	<u>24434</u> + 2041

	1950	1949
Largest daily circulation at Main (Evans 209, Bkm. 469)	<u>1002</u>	<u>1183</u>
Overdue notices mailed	471	618
Reserve postals mailed	132	149
Pictures loaned	1210	1132
Telephone calls	801	941
Reference questions asked	452	580

Binding and Mending

	1950	1949
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	225	377

Librarian's Report

March, 1950

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Book Stock

	<u>Total vols.</u> <u>March 1, 1950</u>	<u>Books</u> <u>Added</u>	<u>Books</u> <u>Withdrawn</u>	<u>Total vols.</u> <u>March 31, 1950</u>
<u>Main</u>				
Adult	62330	100	6	62424
Youth	300	8	0	308
Juvenile	10447	121	5	10563
Total	<u>73077</u>	<u>229</u>	<u>11</u>	<u>73295</u>
<u>Evans Branch</u>				
Adult	5188	18	1	5205
Youth	100	4	0	104
Juvenile	4296	61	0	4357
Total	<u>9584</u>	<u>83</u>	<u>1</u>	<u>9666</u>
<u>Extension</u>				
Adult	2621	32	0	2653
Youth	299	2	0	301
Juvenile	2728	61	2	2787
Total	<u>5648</u>	<u>95</u>	<u>2</u>	<u>5741</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	90693	407	14	91086

Registration

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>Main</u>			
Carried forward	11446	3049	14495
Additions	251 (104)	95 (82)	346 (186)
Cancellations	48	41	89
Total	<u>11649</u>	<u>3103</u>	<u>14752</u>
<u>Evans Branch</u>			
Carried forward	442	802	1244
Additions	8 (5)	20 (16)	28 (21)
Cancellations	2	14	16
Total	<u>448</u>	<u>808</u>	<u>1256</u>
<u>Bookmobile</u>			
Carried forward	541	1466	2007
Additions	11 (1)	55 (55)	66 (56)
Cancellations	0	0	0
Total	<u>552</u>	<u>1521</u>	<u>2073</u>
Grand Total	12649 (110)	5432 (153)	18081 (263)

( ) - New registrations

Librarian's Report  
March, 1950

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Although we record a drop in circulation of 482 volumes at Main from the same month last year, serving the public at all adequately has strained the resources of our limited Staff.

Evans Branch maintained its increase of past months with 192 more books loaned than last year. The large increase of 2041 books is due to the Bookmobile which circulated 6571 volumes -- a tremendous number for its brief schedule and Staff of two.

Five classes from High School, Dennis, Centennial and Johns Hill, and one Girl Scout troop, visited the Main building. Acquisition of materials, use of special tools and the Lincoln Room were subjects of discussion. Many unscheduled school classes used the library under their teachers' supervision.

The Great Books group met twice and a request was received from them for a leaders training course next summer. The Macon County Historical Society held its quarterly meeting here.

A small deposit of books on art was sent to the Barn Colony and two booklists compiled, one on sewing for general distribution by Miss Garrett, and one on parent-child relationships for the Lakeside Schools Health Department.

Four story hours were given by the Librarian with a total attendance of 87 and an average of 22.

At a dinner meeting Miss Austin, Mrs. Schoby and the Librarian discussed the Bookmobile schedule and ways of lessening the pressure of work for Miss Austin.

Dr. Mills of Millikin University had a long discussion with the Librarian concerning Decatur's reading habits. Dr. Mills was gathering material for the group of German educators who were brought here to see "the typical mid-western community".

The Librarian was present at four group meetings while Miss Poland represented her at one meeting.

Respectfully submitted,

*Muriel E. Perry*

Muriel E. Perry  
Librarian

MEP/rs