

Board of Trustees

September 27, 1946

The regular meeting of the Board was called to order at 4:00 o'clock.

Members present : Mr. Knuth, presiding, Mrs. Huff, Mrs. Loewen and Mr. Nalefski.

The Minutes of the previous meeting were read and approved.

The Librarian's report for August was read, on motion approved, and ordered placed on file.

A lengthy discussion took place regarding the insurance of library property. The Librarian requested more time to study the problem, and the Board instructed her to request information from other libraries on their methods of insurance.

The Librarian reported that Mr. Harbarger, the second janitor, expected to leave September 30th and that she was trying to fill this position.

She requested permission to have installed an inter-departmental telephone system which would permit instant communication among all main departments. She explained that such a system would save an enormous amount of time now spent in walking from one department to another and would increase our efficiency.

The Telephone Company's price for installation is \$12.25 and the cost of maintenance (including our present telephone bill) \$27.00 a month.

The motion was made by Mr. Nalefski, seconded by Mrs. Huff and passed unanimously that such a system be set up.

The Librarian reported that Mrs. Nixon of Brush College School No. 1 had inquired about the possibility of our giving book service to both the Brush College Schools. Mr. Green, the Superintendent, said that they would be willing to pay \$50.00 annually for this service.

After some discussion the Board voted unanimously to offer this service for \$50.00 a year for each building since it was the consensus that we should be setting a precedent for rural school service for which other districts might apply, that we should quote the same price to all, and that \$50.00 per building per year was sufficiently low.

The request from Mr. Sawyer, President of the Macon County Historical Society for permission to have a file of their material placed in the Library was granted on the condition that the material be under the supervision of the reference librarian who would have the right to use it as reference source material.

She reported that she had asked the City Park Department to send a man to inspect all trees on the Library grounds and to advise her regarding the preservation of those not too diseased. One tree blew down the night of September 22d, seven on the south side and rear are dead and others seem to be dying.

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She asked permission to cut the Staff's working week from 42 to 40 hours in keeping with present day professional schedules.

This was granted by the Board, the same to take effect as soon as the Staff is large enough to cover the schedule.

Respectfully submitted,

Muriel E. Perry

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Secretary

Librarian's Report for August 1946

Book Account

	Adult	Juvenile	Total
Total vols. 31 J1'46	66387	17987	84374
New Books added by purchase	202	94	296
New books added by gift	5	0	5
Magazines bound	0	0	0
Books replaced	7	17	24
Total additions	214	111	325
Books withdrawn	603	70	673
Total vols. 31 Ag'46	65998	18028	84026

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 J1'46	10349	3436	502	893	15180
Borrowers registered	225	60	13	9	307
Borrowers cards cancelled	199	51	10	10	270
Cards in force 31 Ag'46	10375	3445	505	892	15217

Circulation

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Books issued	8845	2840	680	665	13030
Largest daily circ. at Main lib.-			575	At Evans branch	89
Overdue notices sent - - - - -					430
Reserve postals sent - - - - -					87
Pictures loaned - - - - -					158
Telephone calls - - - - -					340

Binding and Repair

Books sent to bindery - - - - -	194
Books repaired in library - - - - -	3744

Classified Report

Book Account

	Main lib.		Evans	E. End	Schools	Total
	Adult	Child	branch	branch		
Total vols. 31 J1'46	61464	9483	7577	2328	3522	84374
New books added:						
General works	3	0	0	0	0	3
Philosophy	9	0	0	0	0	9
Religion	11	1	1	0	0	13
Sociology	22	2	0	0	23	47
Language	2	0	0	0	0	2
Science	5	2	1	0	0	8
Useful arts	19	2	1	0	0	22
Fine arts	10	1	0	0	0	11
Literature	14	0	3	0	1	18
History	23	1	1	0	0	25
Travel	9	2	0	0	3	14
Biography	20	2	1	0	15	38
Fiction	57	21	24	0	13	115
Total added	204	34	32	0	55	325
Rent coll.-18						
Books withdrawn	572	60	38	0	3	673
Total vols. 31 Ag'46	61096	9457	7571	2328	3574	84026

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Classified Report
Circulation

	Main lib.		Evans branch	Total
	Adult	Child		
General works	28	3	0	31
Philosophy	111	0	2	113
Religion	81	11	4	96
Sociology	260	35	8	303
Fairy tales	0	114	12	126
Language	9	1	0	10
Science	111	46	16	173
Useful arts	453	100	19	572
Fine arts	416	47	22	485
Literature	362	45	22	429
History	240	30	9	279
Travel	209	18	12	239
Biography	158	84	20	262
Fiction	5934	2294	1079	9307
Magazines	194	12	120	326
Foreign books	22	0	0	22
Rental coll.	257	0	0	257
Total	8845	2840	1345	13030

Volumes used for reference in Main adult dept. ----- 236

Finance

RECEIPTS:

Bal. on hand 1Ag'46 -----	\$19275.90
Fines, lost & dam.bks. ---	138.40
Non-resident fees -----	23.50
Rental collection -----	12.85
Reserve postals sold -----	2.12

Total receipts ----- \$19452.77

DISBURSEMENTS:

Staff salaries -----	\$ 2143.20
Janitor salaries-----	320.00
Books -----	733.75
Periodicals -----	16.70
Microfilms -----	13.80
Printing -----	31.36
Binding -----	358.21
Supplies -----	91.73
Repairs & improvements-	32.06
Light -----	3.80
Furniture & fixtures---	6.96
Telephone -----	14.25
Postage, drayage, etc.--	7.50
Miscellaneous -----	25.97
Total disbursements---	\$ 3799.29
Bal. on hand 3Sp'46 ----	\$15653.48

Respectfully submitted,

Muriel C. Perry

Librarian.