

Board of Trustees

August 28, 1950

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

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

The minutes of the previous meeting were read and accepted.

The motion was made by Mr. Owen, seconded by Mr. Hull, and unanimously passed that bills to the amount of \$697.68 from the General fund be paid. (A certificate for \$4,931.02 from the Renovation fund had been paid August 15th on approval of the Finance Committee).

The Librarian was instructed to check with the architect to be sure that all legal steps had been taken to see that the General Contractor pay all sub-contractors so that the Board would be in no way responsible for bills rendered by the latter. (This was done on August 28th when Mr. Spanglere reported that all legal steps had been taken to see that Mr. Duncan paid the sub-contractors. Also, before final payment is made, Mr. Duncan will sign an affidavit that all bills for labor and material on this job have been paid in full).

The motion was made by Mrs. Garman, seconded by Mr. Stafford, and unanimously passed that renovation bills be paid on the approval of the Financial Committee.

All extra expenses to date (not included in the renovation contract) were discussed by the Board. A discussion of our finances took place, and the Librarian was instructed to mail each member a statement showing the status of the Building Fund.

The Librarian spoke about the two hospital trucks which had been given us by the Junior Welfare Association. At the time the Association asked for a price quotation, they were given the figures quoted by the company last spring. (\$130.00 each). Since that time they have increased \$30.00 each. The Librarian believes that the Junior Welfare may be willing to pay the additional cost.

Mrs. Garman reported the results of the Interior Decoration Committee and the members agreed that the colors selected were very satisfactory.

A discussion of the main charging desk and its location took place.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

Librarian's Report
July 31, 1950
FINANCIAL STATEMENT

RECEIPTS:

Bal. on hand July 1, 1950	32796.63
Fines, damaged, lost books	271.21
Non-resident fees	37.00
Other sources	166.25
TOTAL	<u>33271.09</u>

DISBURSEMENTS:

Staff Salaries	3036.57
Janitor Salaries	416.66
Books	1062.94
Supplies	24.03
Repairs & Improvements	29.51
Furniture & Fixtures	150.00
Telephone	40.09
Postage, express, etc.	3.86
Bookmobile	137.03
Miscellaneous	128.33
TOTAL	<u>5029.02</u>

Balance in checking account Aug. 1, 1950 - \$28,242.07

CIRCULATION

	<u>ADULT</u>	<u>Y</u>	<u>JUVENILE</u>	1950	1949
Main Library	10829	403	4095	15327	12998 + 2329
Evans Branch	844	89	894	1827	1784 + 43
Bookmobile	2315	288	3850	6453	4348 + 2105
Decatur & Macon Co. Hosp.	0	0	0	0	257 - 257
T. B. Sanitorium	274	0	0	274	310 - 36
TOTAL	<u>14262</u>	<u>780</u>	<u>8839</u>	<u>23881</u>	<u>19697 + 4184</u>

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	1950	1949
Largest daily circulation at Main (Evans 139, Bkm. 515)	992	690
Overdue notices mailed	262	497
Reserve postals mailed	84	124
Pictures loaned	188	93
Telephone calls	381	704
Reference questions asked	287	437

BINDING AND MENDING

	1950	1949
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	37	119

NON-BOOK MATERIAL

	ON HAND July 1, 1950	ADDED	TOTAL ON HAND July 31, 1950
Recordak films	791	2	793
Projector films	142	0	142
Records, etc.	45A 15J	0A 0J	45A 15J

Librarian's Report
July 31, 1950

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BOOK STOCK

	<u>Total vols.</u> <u>July 1, 1950</u>	<u>Books</u> <u>Added</u>	<u>Books</u> <u>Withdrawn</u>	<u>Total vols.</u> <u>July 31, 1950</u>
<u>MAIN</u>				
Adult	62501	110	46	62565
Youth	348	11	0	359
Juvenile	10689	22	99	10612
TOTAL	73538	143	145	73536
<u>EVANS BRANCH</u>				
Adult	5286	22	123	5185
Youth	115	5	0	120
Juvenile	4398	8	111	4295
TOTAL	9799	35	234	9600
<u>EXTENSION</u>				
Adult	2767	23	0	2790
Youth	323	8	0	331
Juvenile	2917	12	3	2926
TOTAL	6007	43	3	6047
<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	570	0	2	568
TOTAL	1116	0	2	1114
GRAND TOTAL	91733	221	384	91570

REGISTRATION

	<u>ADULT</u>	<u>JUVENILE</u>	<u>TOTAL</u>
<u>MAIN</u>			
Carried forward	11978	3200	15178
Additions	183 (41)	54 (41)	237 (82)
Cancellations	49	61	110
TOTAL	12112	3193	15305
<u>EVANS BRANCH</u>			
Carried forward	460	830	1290
Additions	4 (1)	9 (8)	13 (9)
Cancellations	1	15	16
TOTAL	463	824	1287
<u>BOOKMOBILE</u>			
Carried forward	597	1646	2243
Additions	20 (2)	45 (42)	65 (44)
Cancellations	0	1	1
TOTAL	617	1690	2307
GRAND TOTAL	13192 (44)	5707 (91)	18899 (135)

() - New Registrations

Librarian's Report

July 31, 1950

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FINANCIAL STATEMENT
RENOVATION FUND

RECEIPTS:

Bal. on hand July 1, 1950 \$31093.15

DISBURSEMENTS:

None

Balance in checking account July 31, 1950 - \$31,093.15

The public's reaction to the closing of the library system on July 31st was gratifying to those of us who wonder sometimes if library service is appreciated. People were allowed to take as many books as they wished and frequently whole families came to stock up with reading materials. This enthusiasm resulted in a gain of 4,184 volumes loaned over July of last year. An increase of 2,329 books was recorded at main and 2,105 on the Bookmobile.

On July 31st Miss Layah Riggs, a columnist for the Herald & Review passed away and the Library lost a really loyal friend.

The first week was spent in moving all materials from the newspaper room, central hall and meeting room to the rear of the basement stacks. By July 8th new concrete floors, four inches thick, were being laid in all the east areas. Work on the retaining wall was commenced July 15th. Electricians began running a bewildering maze of wires throughout the building.

The Librarian and Mr. Duchac were invited to go over the private library of the late Mr. Culver. Mr. Culver's collection was one of the finest we have ever seen in a home, and several hundred titles were selected for our own shelves. In giving us these books, Mrs. David Shellebarger has been one of our most generous donors.

A group of four graduate students from the University of Illinois spent a morning here interviewing borrowers, staff and Librarian and taking recordings for a radio program.

The Librarian, Miss Poland and Miss Austin represented Decatur at the A.L.A. National Convention in Cleveland July 16-22.

The Chicago Public Library has invited Decatur to join the group that will select the Notable Books of 1950.

On the evening of July 14th our Bookmobile was damaged by a truck belonging to the Ward Bros. Wholesale Grocery Co. while it was parked in the garage.

Mr. Ford brought a group of high school students for a tour of the building.

The Librarian was present at one group meeting.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian

During the month of August the Librarian asked for two opinions by mail from the Board. The first was the Board's reaction to the hiring of a Japanese-American for the position of clerk. Copies of all references pertaining to Catherine Yamamoto were sent to each member. The Board's response tabulated as follows: Mrs. Loewen, Messrs. Blackford, Hull, Knuth, Owen and Stafford expressed the opinion that there was no reason why Miss Yamamoto should not be hired, Mr. Tolly believed that "The coming war should influence any decision on hiring Miss Yamamoto", Mrs. Evans and Mrs. Garman abstained.

Since a majority decision in favor of this appointment was given, Miss Yamamoto was offered the position and accepted. She will go on duty August 29th.

The second opinion requested from the Board was with regard to a rental library of best sellers, mystery stories and westerns. A brochure describing the McNaughten plan was sent to each Trustee and to Mr. Merris, the Corporation Council, with a request to the latter for a legal opinion on the Library's right to accept one-third of the receipts if such a plan were tried in Decatur. The response tabulated as follows: Messrs. Hull, Knuth, Owen, Stafford, Blackford and Tolly were in favor of having the rental library, Mrs. Loewen expressed favor if it were declared legal, Mrs. Evans opposed, Mrs. Garman abstained.

On August 14 Mr. Spangler presented Mr. Duncan's first certificate for payment of the renovations for the sum of \$4,931.02 with the request that it be paid as soon as reasonably possible. The members of the Financial Committee (Mrs. Loewen, Messrs. Hull, Owen and Stafford) and Mr. Knuth voted that this be paid immediately and a check for the above sum was forwarded to Mr. Spangler.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs