

Board of Trustees

July 28, 1950

The regular meeting of the Board was called to order at 4:10 P.M.

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

The minutes of the last meeting were approved as read.

The Librarian's report for June was presented to each member but was not read because of pressure of business.

The motion was made by Mr. Stafford and seconded by Mr. Owen that bills amounting to \$1,575.79 be paid. All voted "aye".

The Librarian spoke of the need of a heater for the Bookmobile, recommending a Hunter heater and asked the Board's reaction to taking the bookmobile to St. Louis for the installation of such a heater while the Library system is closed in August. After some discussion, the Board instructed the Librarian to do so.

A report was made of damage to a car owned by Mr. James Atchason, 270 West Wood Street, this city. The car, a 1937 two-door Dodge, was parked on the afternoon of July 15th on the south side of West Eldorado. During a rain and wind storm a limb from one of the trees on the library lawn fell on this car. The police reported that the roof was caved in, the windshield broken, doors sprung, one spring broken or bent, and possible the frame bent. The Librarian had forwarded full particulars regarding the accident to Mr. Merris, Corporation Council. Mr. Merris had reported that the city was not liable in this case and that any action taken by Mr. Atchason would be against the Board of Trustees. In Mr. Merris' opinion "The operation of the Library is a governmental function and neither the city or its branches are liable in damages insofar as their governmental functions are concerned. Mr. Atchason has been to see me about the matter and I have informed him that in my opinion there is no liability against the city property nor against the library fund". Mr. Hull told the members that in his opinion the Board should deny this claim, then if Mr. Atchason sued they could pay a nuisance fee to keep the matter out of court. The motion was made by Mr. Owen, seconded by Mr. Stafford, and unanimously passed that the Board deny the claim. ~~After a thorough discussion of the subject~~ The Librarian was instructed to take steps to see that the Library was insured against property damage and to inform Mr. Atchason that the Board did not consider itself liable for damage to his car.

It was reported that during this rain and wind storm the basement of the Evans Branch was flooded for the first time since repairs to the gutters and drainpipes had been made several years ago. It was the Board's opinion that the Librarian should not worry about this condition since many places had been flooded during this storm that ordinarily were waterproof.

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A discussion took place regarding the colorgraph for interior decoration of the Library. This colorgraph was submitted by Pratt and Lambert, Inc. The motion was made by Mr. Owen, seconded by Mr. Stafford, and unanimously passed that the color plan should be accepted as rendered unless the Interior Decorating Committee decided against it. This Committee consists of Mrs. Garman, Chairman, Mrs. Evans and Mrs. Loewen. They were given full authority regarding the interior decorations.

The Librarian asked the Board's reaction regarding the possible removal of the wall between the east Reference Room and the two small study rooms. She said that these two rooms were used primarily by Millikin University students, not always for serious work, and that the walls removal would give needed space for more legitimate library service. Mr. Owen, Mr. Stafford, and Mrs. Garman left the meeting to inspect the area under discussion. Several Board members felt that the rooms should be retained if possible although they recognized that anything which would help the library in its public service should be done while the renovations were being made. The Librarian said that personally she would prefer to keep the two study rooms but that professionally she knew the walls should be removed. The motion was made by Mr. Stafford and seconded by Mr. Hull that the walls should be taken down. Mrs. Evans, Mr. Hull, Mr. Knuth, and Mr. Stafford voted affirmatively, Mrs. Garman and Mr. Owen abstaining.

The Librarian submitted an estimate for a new professional desk made by Remington-Rand, Incorporated, for the Main lobby. The minimum units which she believed we would require would cost \$990.00. A credit of \$580.40 has been allowed for the work of rebuilding the present desk during the renovations. It was the opinion of the Board that since the desk is the main professional furniture which is seen by the public it should be completely adequate for present needs and should contain the rounded corners. The motion was made by Mrs. Garman, seconded by Mr. Owen, and unanimously passed that the Librarian estimate on all units necessary for adequate service, including the rounded corners, and place an order with Remington-Rand, Incorporated, for such a desk.

The meeting adjourned at 5:20 P.M.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

over

Librarian'S Report
June, 1950

FINANCIAL STATEMENT

RECEIPTS:

Bal. on hand June 1, 1950	16790.62
Appropriation	21393.09
Fines, damaged, lost books	349.84
Non-resident fees	41.50
Other sources	3.32
Total	<u>38578.37</u>

DISBURSEMENTS:

Staff Salaries	3292.26
Janitor Salaries	416.66
Books	1249.23
Periodicals	194.22
Visual Aids	38.17
Printing	32.97
Supplies	33.80
Repairs & Improvements	101.48
Light	125.18
Heat	155.64
Telephone	40.98
Postage, express, etc.	2.50
Bookmobile	74.26
Miscellaneous	24.39
Total	<u>5781.74</u>

Balance in checking account July 1, 1950 - \$32,796.63

CIRCULATION

	<u>ADULT</u>	<u>Y</u>	<u>JUVENILE</u>	<u>1950</u>	<u>1949</u>	
Main Library	7488	353	3362	11203	12173	- 970
Evans Branch	569	67	942	1578	1773	- 195
Bookmobile	1838	220	3209	5267	4239	+ 1028
Decatur & Macon Co. Hospital	0	0	0	0	161	- 161
T. B. Sanitorium	214	0	0	214	384	- 170
Total	<u>10109</u>	<u>640</u>	<u>7513</u>	<u>18262</u>	<u>18730</u>	- 468

Largest daily circulation at Main (Evans 91, Bkm. 345)	<u>1950</u>	<u>1949</u>
Overdue notices mailed	742	641
Reserve postals mailed	291	610
Pictures loaned	103	100
Telephone calls	156	196
Reference questions asked	685	568
	240	352

BINDING AND MENDING

Books sent to bindery	<u>1950</u>	<u>1949</u>
Books mended in library	0	0
	123	243

NON-BOOK MATERIAL

	<u>ON HAND</u>	<u>ADDED</u>	<u>TOTAL ON HAND</u>
	<u>JUNE 1, 1950</u>		<u>JUNE 30, 1950</u>
Recordak Films	787	4	791
Projector Films	142	0	142
Records, etc.	45A 15J	OA OJ	45A 15J

Librarian's Report

June, 1950

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BOOK STOCK

	<u>TOTAL VOLS.</u> <u>JUNE 1, 1950</u>	<u>BOOKS</u> <u>ADDED</u>	<u>BOOKS</u> <u>WITHDRAWN</u>	<u>TOTAL VOLS.</u> <u>JUNE 30, 1950</u>
<u>MAIN</u>				
Adult	62588	149	236	62501
Youth	331	17	0	348
Juvenile	10640	96	47	10689
Total	<u>73559</u>	<u>262</u>	<u>283</u>	<u>73538</u>
<u>EVANS BRANCH</u>				
Adult	5235	51	0	5286
Youth	108	7	0	115
Juvenile	4383	36	21	4398
Total	<u>9726</u>	<u>94</u>	<u>21</u>	<u>9799</u>
<u>EXTENSION</u>				
Adult	2709	58	0	2767
Youth	314	9	0	323
Juvenile	2871	47	1	2917
Total	<u>5894</u>	<u>114</u>	<u>1</u>	<u>6007</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	570	0	0	570
Total	<u>1116</u>	<u>0</u>	<u>0</u>	<u>1116</u>
GRAND TOTAL	91568	470	305	91733

REGISTRATION

	<u>ADULT</u>	<u>JUVENILE</u>	<u>TOTAL</u>
<u>MAIN</u>			
Carried forward	11883	3163	15046
Additions	143(58)	80(67)	223(125)
Cancellations	48	43	91
Total	<u>11978</u>	<u>3200</u>	<u>15178</u>
<u>EVANS BRANCH</u>			
Carried forward	458	831	1289
Additions	4(2)	15(14)	19(16)
Cancellations	2	16	18
Total	<u>460</u>	<u>830</u>	<u>1290</u>
<u>BOOKMOBILE</u>			
Carried forward	574	1589	2163
Additions	23(2)	58(54)	81(56)
Cancellations	0	1	1
Total	<u>597</u>	<u>1646</u>	<u>2243</u>
GRAND TOTAL	13035(62)	5676(135)	18711(197)

() - New Registrations

Librarian's Report
June, 1950
RENOVATION FUND
FINANCIAL STATEMENT

RECEIPTS:

DISBURSEMENTS:

Bal. on hand June 1, 1950	10597.75	Check Book Cover	1.75
Appropriation	<u>20554.15</u>	Salaries	<u>57.00</u>
Total	31151.90	Total	58.75

Balance in checking account June 30, 1950 - \$31,093.15

Our June circulation figures indicate what happens when a Library relaxes its public relations program. At this time each year we normally advertise our summer reading projects and make use of vacations to stimulate interest in leisure reading.

This year the Boys and Girls Room remained closed mornings except Saturday until Miss Sloan went on duty as Children's Librarian June 22nd. This, coupled with the fact that we could have no reading game because of the renovations, took a toll in the number of books loaned -- a total loss of 468 over last year. With a loss of 195 at Evans Branch and 331 at the Hospitals it took the increase recorded by the Bookmobile of 1028 volumes to keep the circulation up as high as it is.

In spite of lending less books, 323 borrowers were registered, of whom 197 were new to the Library.

With the opening of bids on June 16th, and the awarding of the contract to L. M. Duncan, preparations for beginning work began immediately. Three laborers were hired to help the Librarian and Mr. Duchac move all materials from the basement areas having wood floors to the stack wing. This was accomplished in four days and the contractor immediately began removing the old flooring.

Pictures of various rooms taken when the building was opened in 1903 were found and Mr. Rammel of the Herald & Review came to take corresponding ones of the Library as it appears today.

Book deposits were sent to Camp Seymour and Camp Kiwanis for the use of their children.

The Hostesses of the Welcome Wagon have repeated requests for library material to be distributed to new residents visited by them. This is one of our finest advertising contacts.

The Great Books Group met twice during the month, having their closing meeting June 8th. The Macon County Historical Society met here for its quarterly meeting.

The Librarian testified on June 6th before the Grand Jury regarding the burglary committed by James Lane McGettigan some weeks ago. She was present at a meeting of the Association of Commerce Education Committee and meetings of two other civic groups.

Librarian's Report
June, 1950

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Three Story Hours were held for classes from two local schools and one from Niantic. Total attendance was 107 boys and girls (an average of 36 children). These were under the supervision of the Librarian who also spent one evening at Camp Seymour telling stories to fifteen crippled children.

On the evening of June 27th the Staff gave a reception to the Board of Trustees, a kind of farewell party in the building as it has served us for forty-seven years. A beautifully appointed refreshment table was laid in the area west of the adult stacks, and lovely flowers and dainty refreshments were provided by the members of the Staff. Miss Dill, our former Librarian, was guest of honor. Other guests were Mrs. Kenworthy and Mrs. Perry of Massachusetts who were visiting the Librarian. The evening was most pleasant and one which should be repeated frequently in the future.

Respectfully submitted,

Muriel E. Perry

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Librarian

MEP/rs