

Board of Trustees

January 6, 1950

The regular meeting of the Board was called to order at 4:06 P.M.

Members present: Mr. Knuth presiding, Mrs. Evans, Mrs. Loewen, Mrs. Garman, Messrs. Blackford, Hull, Owen, Stafford.

The minutes of the previous meeting were read and approved.

The minutes of the Finance Committee's meeting of December 14th were read and ordered incorporated into the minutes.

The Librarian's report for November was read and ordered filed. As part of her report, the Librarian read a portion from the Bookmobile Librarian's report for the month of December in which Miss Austin said "We continue to receive many expressions of pleasure of Bookmobile service. Yesterday one lady said 'This is a Godsend to me'. We have started a good thing that will go on growing and growing, which should be a consolation in these confused days."

Bills to the amount of \$2,622.83 were presented for approval. It was moved by Mrs. Evans, seconded by Mr. Owen, and unanimously approved that these bills be paid.

The Librarian reported that the front steps were cracking in additional places and that large pieces of cement had fallen out. She expressed her fears that somebody might fall and be injured unless these were repaired in the near future.

Mr. Hull was asked to report on the state of the renovations project. He said that we are back in again, that our Levy of last May is valid, that several questions must be considered, whether tax anticipation warrants are to be given to one bank only or divided between two, or among three. Mr. Merris will call Mr. Albert regarding which process to follow. However, the Board can go ahead with the warrants. The problem is not simple, but we must take it by degrees. Mr. Owen brought up the question of the possibility that if we lost the Levy for renovations we might lose our revenue for maintenance. Mr. Hull responded that there is a remote possibility of this happening, that a Levy is considered ~~by the~~ good or bad, and if the amount requested for renovations were turned down, objections might be made regarding the amount for maintenance. Mr. Stafford asked if we could not begin asking for bids. It was agreed that the Board should go ahead to the point of signing warrants. Mr. Hull explained that we must proceed with the banks first, and that much data had to be collected.

The fact that in July, 1950, the Library will celebrate it's 75th Anniversary was brought to the attention of the members. Mr. Knuth appointed Mrs. Evans as Chairman of an Anniversary Committee, and suggested that she name the other members.

The Librarian told the Board that Mrs. Steffen, her new secretary, had had to pay the Personal Placement Bureau the sum of \$45.33, and that this, taken from her small salary check, had resulted in her working for one month at an extremely low price. She explained that some business houses pay this Placement charge to avoid such a disadvantage to new employees. The motion

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was made by Mr. Hull, seconded by Mr. Blackford, and unanimously voted that the Librarian repay Mrs. Steffen this amount.

It was reported that no progress had been made toward filling the vacancies on the Staff but that Mrs. Plummer began work as a Clerk January 3, 1950, for twenty hours each week, and that Mrs. McCully began work as Librarian on January 4, 1950, for nine hours a week, so that the routine schedules could be continued.

The Librarian read to the Board a letter received from the University of Chicago Library School giving prices for a survey of the Library to be made by an expert in the field. She asked for the Board's reaction regarding the wisdom of such a survey in Decatur. She explained that such surveys have become a common procedure when Library Boards and Librarians want expert advice on conditions within their Library, and the direction of the service they are giving to the public. Such a survey would be absolutely impartial, with the expert interviewing personnel, administration, trustees, and members of the public to ascertain whether service, as given, is the best that can be obtained for the budget, or whether recommendations for its improvement are in order. If the Board has any doubts regarding the administration of the Library this would be a fine method to take to reassure themselves. Several members believed that we do not need such a survey at this time. Others thought that it might have very good results regarding relations between the personnel and the administration. After some discussion, the matter was laid on the table for further discussion in the future.

The motion was made by Mrs. Evans, seconded by Mr. Owen, and unanimously passed that the Librarian represent Decatur at the American Library Association Mid Winter Convention in Chicago January 26th to 29th.

It was agreed that the next meeting of the Board should be the first Friday in February (Feb. 3).

The meeting adjourned at 5:05 P.M.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Secretary

MEP/rs

Librarian's Report  
November, 1949

Financial Statement

Receipts

Bal. on hand Nov. 1, 1949	\$31478.97
Appropriation	11210.76
Fines, damages, 1st.bks.	213.05
Non-resident fees	39.00
Other sources	<u>10508.06</u>
	\$53449.84

Disbursements

Staff salaries	\$3117.06
Janitor salaries	361.66
Books	1027.76
Periodicals	30.00
Visual aids	17.05
Printing	145.89
Supplies	49.33
Repairs and improvements	3.00
Light	197.00
Heat	24.45
Telephone	41.59
Postage, drayage, express	4.12
Bookmobile	36.62
Miscellaneous	<u>75.75</u>
	\$5131.28

Balance in checking account Nov. 30, 1949 - - - - - \$48318.56

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1949</u>	<u>1948</u>	
Main Library	10399	4513	14912	14442	+470
Evans Branch	865	2088	2953	2327	+626
Bookmobile	2110	3300	5410	3350	+2060
Decatur & Macon Co. Hosp.	190	0	190	153	+37
T. B. Sanitorium	279	0	279	182	+97
	<u>13843</u>	<u>9901</u>	<u>23744</u>	<u>20454</u>	+3290

	<u>1949</u>	<u>1948</u>
Largest daily circulation at Main (Evans 177)Bkm. 390)	945	1064
Overdue notices mailed	293	593
Reserve postals mailed	153	94
Pictures loaned	623	771
Telephone calls	667	738
Reference questions asked	352	*

Binding and Mending

	<u>1949</u>	<u>1948</u>
Books sent to bindery - - - - -	0	23
Books mended in library - - - - -	269	9

\*No record kept

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	<u>Book Stock</u>		<u>Books Withdrawn</u>	<u>Total vols. Nov. 30, 1949</u>
	<u>Total vols. 11-1-49</u>	<u>Books Added</u>		
<u>Main</u>				
Adult	62252	94	2	62344
Youth	271	1	0	272
Juvenile	10241	125	5	10361
Total	<u>72764</u>	<u>220</u>	<u>7</u>	<u>72977</u>
<u>Evans Branch</u>				
Adult	5041	34	0	5075
Youth	88	0	0	88
Juvenile	4203	53	4	4252
Total	<u>9332</u>	<u>87</u>	<u>4</u>	<u>9415</u>
<u>Extension</u>				
Adult	2447	41	0	2488
Youth	283	1	0	284
Juvenile	2593	85	1	2677
Total	<u>5323</u>	<u>127</u>	<u>1</u>	<u>5449</u>
<u>School collection</u>				
Total	1301	0	33	1268
<u>East End Branch</u>				
Adult	549	0	0	549
Youth	0	0	0	0
Juvenile	570	0	0	570
Total	<u>1119</u>	<u>0</u>	<u>0</u>	<u>1119</u>
Grand total	89839	434	45	90228

	<u>Registration</u>		
	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>Main</u>			
Carried forward	10646	2896	13542
Additions	271 (52)	116 (107)	387 (159)
Cancellations	47	37	84
Total	<u>10870</u>	<u>2975</u>	<u>13845</u>
<u>Evans Branch</u>			
Carried forward	410	770	1180
Additions	14 (14)	35 (28)	49 (42)
Cancellations	3	16	19
Total	<u>421</u>	<u>789</u>	<u>1210</u>
<u>Bookmobile</u>			
Carried forward	484	1250	1734
Additions	14 (14)	72 (67)	86 (81)
Cancellations	0	0	0
Total	<u>498 (80)</u>	<u>1322 (202)</u>	<u>1820 (282)</u>
Grand Total	11789	5086	16875

( ) - New registrations

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November to librarians always means National Book Week. This year we tried an experiment in public relations of abolishing all fines for overdue books returned the first two days of this period. Although several books recorded as lost were recovered, the public in general seemed to regard the payment of fines as a privilege and to be disappointed when the charge for overdue books was not made.

Under Miss Garrett's supervision a fifteen minute panel discussion of the current Great Books Program was given over Station WSOY with Miss Hill and Mrs. England as leaders.

Ten classes from various elementary schools were brought to the library by their teachers and were given library instruction or were told stories by Miss Vancil. Thirteen Story Hours were held under her supervision with a total attendance of 346 and an average of 27. She visited Roach and Gastman Schools inviting the children to the library. The Librarian and Miss Wolfe represented the Library at the Midwest A.L.A. and I.L.A. Convention in Grand Rapids November 9th to 12th.

The junior high students continued to be active in expressing their desire for a young adult room. On November 1st, two representatives from the student council of each junior high school and St. Theresa's met with the original committee from Roosevelt Junior High School, the Librarian and Miss Wolfe to continue discussion of creating a department for their age group.

Miss Ross and Miss Gerhart, teachers from Roosevelt, met later with the Librarian to discuss the project which they are using in their social science classes as the civic project of the year. It was decided to ask a local men's organization like the Junior Chamber of Commerce to sponsor the Young Adult movement and keep it controlled and unified.

The Librarian spoke on this subject to the student council of Wilson Junior High School and to the Tri-Y group at the Y.W.C.A.

On November 3rd, Donald Bean of the Library Bureau came to Decatur and made sketches of the proposed room, discussing needs and equipment with the Librarian and Miss Wolfe. From his sketches Library Bureau has drawn blue prints which can be used as guides.

Miss Heinzelman, a Millikin student, held three conferences with the Librarian gathering material for a survey of the Library to be written for Dr. Stine's class in civic government and used by The League of Women's Voters.

Book talks and library instruction were given by the Librarian to a group of Girl Scouts from Mound Church and the Sixth Grade from Warrensburg.

Two meetings of the Great Books Project, and one of the United World Federalists met in the basement auditorium.

Miss Vancil spoke on children's books for the Women of The Moose. The Librarian gave book talks for two local groups. She was elected a member of the Decatur Council on Education and was present at a meeting of that group. She attended

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six other meetings at two of which Miss Wolfe was present, and one, Miss Garrett.

Mrs. Ruby Steffen began work as Secretary November 29th.

Respectfully submitted,

*Muriel E. Perry*  
Muriel E. Perry  
Librarian

MEP/rs

The resignation of Mr. Martin Cohen as Business Librarian and Head of Reference became effective November 30th.