

Board of Trustees

Financial Committee

March 7, 1951

A special meeting of the Financial Committee was held in the Librarian's office at 3:30 o'clock.

Members present; Mrs. Loewen, Mr. Knuth, and Mr. Stafford.

The meeting was called to consider possible ways in which salaries might be increased. The Librarian presented salary schedules as adopted by the National Association, including the cost-of-living index for 1948 and 1951. Also ready for the Board's attention were personnel sheets recording training and experience of every staff member. The Librarian reported that it was most difficult to prepare material until she knew definitely what the Committee would like to work toward.

After discussing the financial problem, the Committee instructed the Librarian to work out a salary scale according to the National specifications for 1951, if this was at all possible. If this could not be done under our present budget for 1951-52, she was to come as near the recognized scale as possible.

The problem concerning the Janitors' situation was discussed. The Librarian reported that two janitors were needed at the Main Library because of the twelve-hour day, but that if we could convert our heating system at Evans from coal to either gas or oil, the janitorial work there would be reduced to a minimum, and she believed it would be possible for two people to maintain both buildings adequately. Mr. Stafford pointed out that by combining the present salaries of the three janitors, we would, in a short time, pay for expense involved in conversion. The Librarian was instructed to investigate once more the possibility of having gas installed at the Branch. If restrictions on gas are not to be lifted for four or five years, she was to investigate the expense involved in conversion to oil.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

Board of Trustees

March 30, 1951

The regular meeting was called to order at 3:30 P.M.

Members present, Mr. Knuth presiding; Mrs. Gage, Mrs. Garman, Mrs. Loewen, Messrs. Blackford and Stafford.

The minutes of the last meeting were read and approved.

The Librarian's report for February was read and ordered filed.

The motion was made by Mrs. Loewen, seconded by Mr. Stafford, and unanimously passed, that bills to the amount of \$5,996.09 for Maintenance, and \$3,269.63 for Renovations, be paid.

A discussion of our insurance took place. Nicholson, Clark and Company has reported that the renovations increased the valuation of the central building \$55,200.00. The cost of this for the present year will be \$233.69, for next year \$116.84, the new policies to be given to Swarm, Cobb and Jostes. Mr. Stafford suggested that next year we request bids before renewing policies. He believes that this would substantially cut down our insurance expenditures.

Mrs. Garman reported that she had talked with Mr. Patterson regarding the "Alice in Wonderland" collection belonging to his daughter, and Mr. Patterson had told her that it was Bette's definite wish that these should go to the University of Illinois Library.

Mrs. Garman reported on the activities of the Open House Committee. She asked the members to estimate the number of people for whom to provide refreshments during the Sunday, April 15th opening, and it was decided that 500 was a logical estimate.

Samples of the invitations given by Mr. Patterson were shown the members.

A letter from Dr. Harry E. Pratt, Acting Historian of the Illinois State Historical Society regarding the Lincoln Room was read. Mr. Otto Kyle, of the Herald and Review, had also examined the Lincoln material after Dr. Pratt's visit. The Librarian was instructed to proceed according to Dr. Pratt's recommendations in disposing of the unattractive material in the room.

The Librarian explained that it would be impossible to hang any pictures before Open House since no moldings had been provided in the renovations. The motion was made by Mr. Stafford, seconded by Mrs. Loewen, and unanimously passed that three members be designated to check the building with the Librarian before final acceptance of the work. The following members were named as this Committee, -- Mr. Hull, Mr. Blackford, Mrs. Garman, Mr. Knuth, Ex-Officio.

A discussion took place regarding the installation of an oil burner in the Evans Branch. The Librarian submitted an estimate from the Brownie Coal Company to the amount of \$462.50. The Board instructed her to get figures from at least one other heating company, (Wayne Stewart, Field & Shorb, etc.)

Mr. Knuth reported that the Financial Committee had not come to any conclusion in the matter of drawing up a salary scale.

The Librarian reported that the wall at the back of the library property was found badly damaged on or about March 14th.

The meeting adjourned at 5:20 o'clock.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

Librarian's Report
February 1951

FINANCIAL STATEMENT

RECEIPTS:

Bal. on hand Feb. 1, 1951	19524.70
Fines, damaged, lost books	280.94
Non-resident fees	61.00
Other sources	2.34
Total	<u>19868.98</u>

DISBURSEMENTS:

Staff salaries	3516.03
Janitor Salaries	416.66
Books	1885.48
Periodicals	3.50
Printing	130.00
Supplies	177.99
Repairs & Improvements	174.39
Heat	181.90
Telephone	39.60
Postage, express, etc.	18.31
Insurance	25.86
Bookmobile	311.19
Miscellaneous	71.70
Total	<u>6952.61</u>

Balance in checking account Feb. 28, 1951 - \$12,916.37

CIRCULATION

	ADULT	Y	JUVENILE	1951	1950
Main Library	9684	439	3902	14025	14649 -624
Evans Branch	943	136	1604	2683	3143 -460
Bookmobile	1927	361	3610	5898	5781 +117
D&MC Hospital	104	0	0	104	0 +104
T. B. Sanitorium	214	0	19	233	270 -37
Total	<u>12872</u>	<u>936</u>	<u>9135</u>	<u>22943</u>	<u>23843 -900</u>

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Largest daily circulation at Main (Evans 194, Bkm. 518)	1951	1950
Overdue notices mailed	1122	955
Reserve postals mailed	177	404
Pictures loaned	61	115
Telephone calls	596	961
Reference questions asked	715	793
	401	431

BINDING AND MENDING

Books sent to bindery	1951	1950
Books mended in library	0	294
	0	194

NON-BOOK MATERIALS

	ON HAND Feb. 1, 1951	ADDED	TOTAL ON HAND Feb. 28, 1951
Recordak films	803	0	803
Projector films	142	0	142
Records, etc.	45A 15J	0	45A 15J

LIBRARIAN'S REPORT
February 1951

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	BOOK STOCK		BOOKS WITHDRAWN	TOTAL VOLS. Feb. 28, 1951
	TOTAL VOLS. Feb. 1, 1951	BOOKS ADDED		
<u>MAIN</u>				
Adult	62653	382	3	63032
Youth	516	32	0	548
Juvenile	10625	199	128	10696
Total	73794	613	131	74276
<u>EVANS BRANCH</u>				
Adult	5360	76	138	5298
Youth	184	17	0	201
Juvenile	4635	89	213	4511
Total	10179	182	351	10010
<u>EXTENSION</u>				
Adult	3042	94	0	3136
Youth	427	25	0	452
Juvenile	3417	70	0	3487
Total	6886	189	0	7075
<u>SCHOOL COLLECTION</u>				
Total	1273	0	0	1273
<u>EAST END BRANCH</u>				
Adult	535	0	0	535
Youth	0	0	0	0
Juvenile	559	0	36	523
Total	1094	0	36	1058
GRAND TOTAL	93226	984	518	93692

	REGISTRATION		TOTAL
	ADULT	JUVENILE	
<u>MAIN</u>			
Carried forward	10030 10465	3159	13624 3189
Additions	363 (150)	92 (69)	455 (219)
Cancellations	438	112	550
Total	9955 10390	3139	13529 13094
<u>EVANS BRANCH</u>			
Carried forward	412 432	846	1278 258
Additions	9 (7)	38 (28)	47 (35)
Cancellations	23	19	42
Total	398 418	865	1283 1263
<u>BOOKMOBILE</u>			
Carried forward	719	1855	2574
Additions	25 (1)	45 (45)	70 (46)
Cancellations	0	3	3
Total	744	1897	2641
GRAND TOTAL	11552 (158) 11097	5901 (142)	17453 (300) 16998

() - New Registrations

Librarian's Report
February 1951

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FINANCIAL STATEMENT

RENOVATION FUND

RECEIPTS:

Bal. on hand Feb. 1, 1951 15923.85

DISBURSEMENTS:

Lawrence M. Duncan

3143.39

Balance in checking account Feb. 28, 1951 - \$12,780.46

In spite of several days when the desk assistants were hardly able to handle the pressure of crowds, the month's circulation took a plunge downward with a decrease of 900 volumes, of which 624 were in the main building. Since our service to the public includes nothing in the way of advisory help, we are looking hopefully toward the time when librarians will be available to give personal aid to borrowers in need of material. One librarian for a seventy-^{two} hour service such as ours is not sufficient to even demonstrate what public library service can be.

A fresh burst of work clearing up the renovations came when a stretch of mild weather allowed the concrete contractor to put in the rear driveway and stairs. Government documents were returned from the rear of the basement stacks to the central hall and the painters moved in the stack area, completing their work in about two weeks. Service to the public in government documents and genealogy was begun the last of the month. Much of the tile flooring was also laid and the window shades installed.

Miss Martin's exhibits have been attracting a great deal of attention. One of the loveliest displays was of the Batik and Tapa cloths given the library in 1923 by Jane Hammond.

Miss Sloan held three Story Hours with a total attendance of 25 children, an average of eight. A continuous program of publicity would increase interest in this field if only there was time for it.

Miss Austin gave a book review for a group at the First Evangelical Church, Miss Yamamoto spoke on World Brotherhood for the Youth Fellowship of the First Baptist Church, and the Librarian spoke on public library service for the Art and Literature Division of the Women's Club.

The Librarian was present at two group meetings, one of which was the Council of Education. She attended the A.L.A. Midwinter Convention in Chicago Jan. 30 to Feb. 3, where she served on three national committees. Mr. Duchac was present two days of the convention.

Three groups used the auditorium, The Great Books Group twice, The Barn Colony, and The League of Women Voters.

Respectfully submitted,

Muriel E. Perry

Librarian