

Special Meeting

Building Committee

March 14, 1949

A special meeting of the Building Committee was called to order at 4:10 p.m. to consider the survey for renovations to the main building as submitted by Charles Harris the Architect.

Members present: Mr. Knuth, Chairman of the Board, Mrs. Garman, Chairman of this project, Mrs. Evans, Mr. Blackford and Mr. Tolly. Rodney Spangler representing Mr. Harris was present to explain details of the survey which recommends renovations estimated at \$63,600.00.

After a thorough discussion regarding the survey itself, the members turned their attention to the various means by which the necessary money might be obtained. Suggestions included a bond issue based on approval by the City Council and the possibility of raising our yearly budget requests under our 1945 two mill levy and using some of this to pay off bonds over a definite period of years.

The Librarian was asked to investigate the possibility of there being an attorney for the Illinois Library Association who could give legal advice regarding the means by which we can raise the funds.

She was instructed to add \$10,000.00 to the survey under the item "Miscellaneous" to take care of unforeseen items which may need attention while the work is underway.

The members thought that they should read the specifications thoroughly before a full Board meeting was called.

The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

March 25, 1949

The regular meeting of the Board was called to order at 4:10 o'clock.

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

The Minutes of the previous meeting stood approved as read.

The Minutes of the meeting of the Building Committee held on March 14th were read.

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

The Librarian reported that Miss Fern Garrett, recently resigned from the State Library in Springfield was to begin her duties as Head of Circulation April first.

She also reported that the Library needed a new lawnmower and that she was investigating the advantages of both the usual type and the motor driven type.

The motion was made by Mr. Stafford, seconded by Mrs. Loewen and unanimously passed that the bills totaling \$2,698.40 be paid.

Mr. Hull gave to the members a synopsis of the Illinois laws pertaining to public libraries particularly those laws regarding the methods to be followed in financing the renovations of library buildings. He explained each paragraph in detail. He gave his opinion that public libraries do not come under the scaling provision of the Butler Bill and Hodge Amendments and that we can still use the two mills accorded us in the 1945 levy in estimating our income. This interpretation was later confirmed by Mr. Merris.

At 5:40 o'clock Byron Merris, Corporation Council, came to discuss with the members the problem of renovating the main building. The Librarian explained to him briefly the findings of Mr. Harris in his survey and that it seemed both impossible and unwise to attempt to spread the necessary repairs over a period of years since the main expense lay in the electrical system and the roof and that replacing these could not be postponed. The renovations as outlined by Mr. Harris will cost \$73,600.00.

Mr. Merris said that there are several ways of financing such projects, one of which is to obtain the approval of the City Council and to call a city election for the issuance of bonds.

Mr. Hull asked Mr. Merris if the Board could not request a definite sum each year under its two mill levy, such a sum to be above that requested for general running expenses and to be used for retiring a loan. Mr. Merris gave his opinion that this could be done.

Mr. Hull then asked if it would be possible for the Board to seek the Council's approval on a mortgage to be placed on the main building the same to be retired by utilizing the two mill levy. Mr. Merris said that such a mortgage would be the easiest way of obtaining the money.

He cautioned the Board that they had a selling job to do to put this project over with the Council since the latter looked askance at many of the new services being established here because of our increased budgets. He suggested that the Council be invited to visit the Library for their meeting with the Board also that the entire Board be present with a representative from Mr. Harris' office to explain details.

The question was raised regarding responsibility of the concrete work at the front of the building which is in such poor condition. Mr. Merris said that maintenance and repair of the concrete is our responsibility. He offered to ask Mr. Weir, the City Engineer, to estimate cost of repair and draw plans and specifications for us.

It was agreed that the Building Committee and the Librarian should arrange for a meeting with the Council in the Library.

Respectfully submitted

Muriel E. Perry

Muriel E. Perry
Secretary

Librarian's Report for
February 1949

Financial Statement

Receipts:

Bal. Feb. 1, 1949	\$20093.15
Appropriation	10566.76
Fines, lost & dam. bks.	207.50
Non-resident fees	31.00
Other sources	20.05
	\$30918.46

Disbursements:

Staff salaries	\$2672.71
Janitor salaries	399.16
Books	498.84
Periodicals	55.00
Microfilms & Visual aids	52.71
Supplies	8.49
Repairs & Improvements	14.00
Light	192.75
Heat	123.50
Telephone	35.15
Postage, drayage & express	7.65
Bookmobile	54.35
Miscellaneous	28.85
	\$4143.16

Balance in checking account March 1, 1949-----\$26775.30

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1949</u>	<u>1948</u>	
Main Library	10529	3858	14387	15012	625 - 101 +
Evans Branch	993	1598	2591	2490	
Bookmobile	1489	1894	3383	0	
Decatur & M.C. Hospital	124	0	124	217	93 - 16 -
T.B. Sanitorium	206	0	206	222	
D.M.C. Nurses' Home	0	0	0	21	
Longview	0	0	0	41	
	13341	7350	20691	18003	2688 +

	<u>1949</u>	<u>1948</u>
Largest daily circ. at Main --(Evans 176) (Bkmo. 320)- - - -	1129	1206
Overdue notices mailed - - - - -	505	469
Reverse postals mailed - - - - -	116	133
Pictures loaned - - - - -	975	981
Telephone calls - - - - -	871	794
Reference questions asked - - - - -	437	*

Binding, Mending, and Typing

	<u>1949</u>	<u>1948</u>
Books sent to bindery - - - - -	0	100
Books mended in library - - - - -	290	473
Cards typed for catalogs		
Library of Congress cards - - - - -	163	*
Typed cards - - - - -	922	*

*No record kept

Librarian's Report
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	<u>Registration</u>		
	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Main			
Carried forward	9057	2444	11501
Additions	380 (159)	82 (65)	462
Cancellations	<u>145</u>	<u>50</u>	<u>195</u>
Total	9292	2476	11768
Evans Branch			
Carried forward	351	642	993
Additions	13 (5)	26 (23)	39
Cancellations	<u>5</u>	<u>6</u>	<u>11</u>
Total	359	662	1021
Bookmobile			
Carried forward	294	693	987
Additions	<u>25 (9)</u>	<u>34 (34)</u>	<u>59</u>
Total	319	727	1046
Grand total	9970	3865	13835
() New registrations			

	<u>Book Stock</u>			
	<u>Total vols.</u> Feb. 1'49	<u>Books</u> Added	<u>Books</u> Withdrawn	<u>Total vols.</u> Feb. 28'49
Main				
Adult	64033	136	827	63342
Youth	58	37	0	95
Juvenile	<u>10557</u>	<u>66</u>	<u>720</u>	<u>9903</u>
Total	74648	239	1547	73340
Evans Branch				
Adult	4701	22	8	4715
Youth	26	11	0	37
Juvenile	<u>4014</u>	<u>30</u>	<u>104</u>	<u>3940</u>
Total	8741	63	112	8692
Extension				
Adult	1897	53	0	1950
Youth	147	20	0	167
Juvenile	<u>826</u>	<u>35</u>	<u>1</u>	<u>860</u>
Total	2870	108	1	2977
School collection				
Total	3973	0	2	3971
East End Branch				
Adult	620	0	8	612
Youth	0	0	0	0
Juvenile	<u>775</u>	<u>0</u>	<u>124</u>	<u>651</u>
Total	1395	0	132	1263
Grand total	91627	410	1794	90243

Librarian's Report

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Another step forward in adult education services was accomplished this month in the establishment of forums. On February 11th a film forum was held under the supervision of Mr. Cohen who had secured three beautiful colored strips on conservation of wild life. Twelve people were present.

On February 21st The Decatur Public Forum held its first meeting under the chairmanship of Dr. Leo Stine of the Millikin faculty. Thirty-five people came to hear a discussion of the services given by the city government. Mr. Merris represented City Hall while people from the Park Department, Public Schools and the Library described the public services offered by those agencies. A lively discussion period was held after the panel. It was the consensus of those present that similar meetings should be held in the future as part of the library's program.

Three meetings of local groups were held in the Library. Two classes from elementary schools and one Girl Scout group made tours of the building.

Three Story Hours were held under the supervision of the Librarian. Total attendance was 36, an average of twelve children at each Hour.

Miss Austin gave a book talk for a Congregational Church group. Mr. Cohen was present at two meetings of the Association of Commerce. Miss Wolfe also represented the Library at two meetings. The Librarian spoke on library service and demonstrated the ceiling projector for the Decatur Women's Council. She was present at five meetings of civic groups.

Five book boxes were placed on the various floors of the D. & M.C. Hospital to facilitate the return of library books loaned to patients.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian