

Board of Trustees

Special Meeting to Open Bids for Renovations June 16, 1950

A special meeting of the Board for the purpose of opening bids for renovations to the Main building took place in the basement meeting room at 4 o'clock.

Members present, Mrs. Evans, Messrs. Blackford and Owen. Mr. Spangler, of Harris, Associates, was present, as were L. M. Duncan and Mr. Thompson who had submitted bids.

The Secretary opened the following bids:

L. M. Duncan	\$58,536.00
A. F. Krall	62,911.00
Roy W. Christy	63,841.00
Thompson and Roush	68,143.00

After the bidders had left, the Board discussed the bids with Mr. Spangler. Those present voted unanimously to award the work to L. M. Duncan, lowest bidder. The Librarian paged, by telephone, Mrs. Loewen and Mr. Hull, who also voted affirmatively.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

Board of Trustees

June 22, 1950

Because Mr. Knuth was out of the city and checks had to be signed for the payroll, the Librarian paged the Trustees by telephone and Mr. Owen was unanimously elected Chairman protem. Trustees reached included Mrs. Loewen, Messrs. Blackford, Hull, Stafford, and Tolly.

The Trustees also gave permission to the Librarian to use her own judgment in discarding unusable material while preparing for the renovations.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Librarian

MEP/rs

Board of Trustees

June 30, 1950

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

Members present, Mr. Knuth presiding, Mrs. Loewen, Messrs. Blackford, Owen, Stafford and Tolly.

Minutes of the May 10th and May 12th meetings were read. The motion was made by Mr. Owen, seconded by Mr. Blackford, and unanimously passed that these be accepted.

The Librarian's reports for April and May were briefly scanned because of pressure of business and ordered filed.

Bills from the General Fund to the amount of \$2,072.82, and bills from the Renovation Fund for \$57.00 were presented for approval. The motion was made by Mr. Owen, seconded by Mrs. Loewen, and unanimously passed that those for the Renovations be paid. The motion was made by Mr. Owen, seconded by Mr. Tolly, and unanimously passed that those for Maintenance be paid. A bill for \$98.48 for repairs to the Evans Branch roof was approved. (The Insurance company paid \$200.00 on the complete bill since the roof had been damaged in last January's wind storm).

A bill for \$5.62 for expenses of the Trustees-Staff reception June 27th was approved for payment.

The Librarian presented a Corporate Resolution from the National Bank on which the Board was to vote regarding signatures of officials signing checks. Mr. Tolly observed that we should have three or four names on record. The Board voted that Mr. Owen should be Alternate for Mr. Knuth, with the Librarian as co-signer.

The Librarian asked permission to move the Catalog Room to the present basement auditorium and use the present Catalog room as a meeting place for public use. She explained the functional advantages of having the Catalog Room in the basement, also that if such an arrangement could not be made we should have no suitable place for group meetings since the basement room has a huge column in the center. Mrs. Loewen expressed her concern over the ventilation of the basement room for full time use. She had been present at a Great Books meeting there one evening when the twenty persons had been first too warm, then too cold. Mr. Stafford observed that only three or four people would be working there and there would be no smoking. After a discussion, the Board voted that the Librarian should do as she thought wise in regard to functional arrangements.

The Librarian reported that she was concerned over the specifications of the loan desk. According to the present plans the desk is to be remade at a minimum cost of \$500.00. She felt that after this expense the desk would still be inadequate for modern library service. For about \$800.00 we could purchase a professionally made desk to which additional units could be fitted in case of future growth. The Board voted that the Librarian investigate prices and report back.

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A discussion took place of expenses not included in Mr. Duncan's bid. These include the book lift, restrengthening rotten laths and beams discovered in the basement, and the outside exhibit cases. An adequate heater for the Bookmobile was also included. Specimens of rotted timber from the newspaper room and the basement auditorium were shown the Board, as were pieces of cardboard cartons with which the entire children's room ceiling had been patched under the false ceiling when the first flourescent lights were installed in 1941.

The Librarian asked the Boards reaction to asking local merchants to help furnish the Adult reading room as a comfortable lounge. She told them Norman Gilman, Manager of Block and Kuhl Furniture Department, had offered to make the first gift of furniture and it was his opinion that other merchants would quickly offer to do the same because of the advertising value. After the Board felt assured that if such a project were developed no commercial or advertising strings were to be attached to it, they instructed the Librarian to see what could be done.

It was pointed out that plans for color schemes for the walls should be under way and the Board agreed that the women members should act as an interior decorating committee, with Mrs. Garman as Chairman.

It was reported that there was a possibility that the green light shades on the first floor might be worth quite a sum since they are of green glaze over milk glass and must be about fifty years old. The antique department of Marshall Field has been contacted as to a possible sale.

The Board voted that the Librarian attend the National A.L.A. Convention to be held in Cleveland the week of July 16th and that she remain full time.

It was reported that Miss Eleanor Sloan of Denison, Texas had become Children's Librarian June 22nd and that June 30th was Miss Kowalsky's last day on duty.

The meeting adjourned at 5 o'clock and members went to the basement to see construction work now under way.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

Librarian's Report
May, 1950

Financial Statement - Renovation Fund

RECEIPTS:

Appropriation 10600.00

\$10600.00

DISBURSEMENTS:

Imprinting check book 2.25

\$ 2.25

Balance in checking account May 31, 1950 - \$10,597.75

Librarian's Report
May, 1950

Financial Statement

RECEIPTS:

Bal. on hand May 1, 1950	11216.18
Appropriation	9400.00
Fines, damaged, lost books	288.11
Non-resident fees	15.00
Other sources	2.20
Total	<u>20921.49</u>

DISBURSEMENTS:

Staff Salaries	3021.17
Janitor Salaries	416.66
Books	309.19
Visual Aids	88.52
Printing	10.87
Supplies	73.48
Repairs & Improvements	-5.63
Heat	100.50
Telephone	42.05
Postage, express, etc.	.26
Insurance	35.13
Bookmobile	30.54
Miscellaneous	2.50
Total	<u>4130.87</u>

Balance in checking account June 1, 1950 - \$16,790.62

Circulation

	Adult	Y	Juv.	1950	1949
Main Library	<u>7992</u>	235	3252	11479	12960-1481
Evans Branch	801	57	1774	2632	2383+249
Bookmobile	1737	236	3954	5927	4135+1792
D. & M. C. Hospital	0	0	0	0	155-155
T. B. Sanitorium	263	0	0	263	316-53
Total	<u>10793</u>	<u>528</u>	<u>8980</u>	20301	19949+352

Largest daily circulation at Main (Evans 191, Bkm. 447)	1950	1949
	653	722
Overdue notices mailed	547	722
Reserve postals mailed	90	106
Pictures loaned	540	671
Telephone calls	608	592
Reference questions asked	372	477

Binding and Mending

Books sent to bindery	1950	1949
	0	0
Books mended in library	153	108

Non-Book Material

	On Hand May 1, 1950	Added	Total on hand May 31, 1950
Recordak films	780	7	787
Projector films	142	0	142
Records, etc.	45A 15J	0 - 0	45A 15J

Librarian's Report

May 31, 1950

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Book Stock

	<u>Total vols.</u> <u>May 1, 1950</u>	<u>Books</u> <u>Added</u>	<u>Books</u> <u>Withdrawn</u>	<u>Total vols.</u> <u>May 31, 1950</u>
<u>MAIN</u>				
Adult	62520	88	20	62588
Youth	320	11	0	331
Juvenile	10588	53	1	10640
Total	<u>73428</u>	<u>152</u>	<u>21</u>	<u>73559</u>
<u>EVANS BRANCH</u>				
Adult	5219	16	0	5235
Youth	106	2	0	108
Juvenile	4362	21	0	4383
Total	<u>9687</u>	<u>39</u>	<u>0</u>	<u>9726</u>
<u>EXTENSION</u>				
Adult	2679	30	0	2709
Youth	307	7	0	314
Juvenile	2817	54	0	2871
Total	<u>5803</u>	<u>91</u>	<u>0</u>	<u>5894</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	91307	282	21	91568

Registration

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>MAIN</u>			
Carried forward	11782	3124	14906
Additions	150(61)	78(71)	228(132)
Cancellations	49	39	88
Total	<u>11883</u>	<u>3163</u>	<u>15046</u>
<u>EVANS BRANCH</u>			
Carried forward	451	822	1273
Additions	8(4)	20(15)	28(19)
Cancellations	1	11	12
Total	<u>458</u>	<u>831</u>	<u>1289</u>
<u>BOOKMOBILE</u>			
Carried forward	566	1559	2125
Additions	8(0)	31(30)	39(30)
Cancellations	0	1	1
Total	<u>574</u>	<u>1589</u>	<u>2163</u>
GRAND TOTAL	12915 (65)	5583 (116)	18498 181

() - New registrations

Librarian's Report

May, 1950

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It is always a pleasure to report a gift to our Library. This time the nature of the gift increases the pleasure many fold. The local Junior Welfare Association has given us two modern hospital booktrucks to replace the awkward, heavy ones used at the D. & M. C. Hospital and the Sanitorium.

Knowledge that the renovations are to actually take place has given us the impetus to start housecleaning on a major scale. The Lincoln Room was carefully dismantled by the Janitors who washed and packed the hundreds of items there.

The winter series of Story Hours ended May 4 when 18 children came for the final installment of "The Wind in the Willows".

Requests from school teachers who wanted to bring their children to the Library increased as the end of the school year drew near. The Librarian gave instruction in the elementary use of the Library and told stories to eight classes from seven schools. Total attendance was 324, an average of 41 children per group.

With the slacking of school work, circulation at Main took a slump of 1481 less books loaned than the same month last year. The Bookmobile, however, led off again with an increase of 1792 volumes with Evans Branch second with an increase of 249 books loaned. These two agencies are responsible for the monthly increase of 352 volumes.

Of the 295 new applications issued, 181 were to people who had never used the Library before.

On May 4th Kenneth Duchac, formerly on the Staff of the Detroit Public Library, began his duties as Assistant Librarian. We welcome Mr. Duchac to Decatur and look forward to working with him.

On May 27th Miss Kowalsky took part in a fifteen minute book discussion over WSOY. The excellent broadcast was under the auspices of A.A.U.W. and was repeated on Station WZD the following Saturday.

The Bookmobile was on exhibit at High School one noon hour.

The Welcome Wagon has been doing splendid public relations work in distributing Bookmobile Schedules and booklists to newcomers, brides and mothers.

Four Staff members were present at the Barn Colony's Annual Varnishing dinner.

The Librarian lectured on children's literature for Dr. Bell's classes at Millikin University. She poured at the Barn Colony's exhibit and tea. She was present at the I.L.A. Personnel Committee meeting at Urbana and the Mayor's Clean-Up Week Committee, as well as five other group meetings.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian