

Regular Meeting of the Library Board

January 30, 1920.

Present: Messrs. Hardy, Shade, Mrs. Gastman, Mrs. Muleady
and Miss Crea.

Minutes of the last meeting were read and approved.

The librarian's report was read, on motion approved and
ordered placed on file.

Books had been ordered before this meeting so that they could
be received in time to be cataloged before Miss Wayne left.

Mr. Hardy reported that Mr. Osborne was still confined to his
home by illness and was unable to help arrange for the new Branch
building at this time. Mr. Hardy had also seen Corporation Counsel
Monroe in regard to spending our balance for building purposes.
Mr. Monroe was to look into the law and let us know. The matter
was discussed and it was decided that, when the budget was made out for
another year, we ask for \$2,000 for building purposes. A similar
amount could be included in the budget each year until the building
was fully paid for. Mr. Hardy suggested that Mrs. Gastman and
Mrs. Evans confer together and have Mr. Clausen, the architect, draw
plans and give estimates on the new building. The preference among
the members present was for a brick veneer building.

Miss Wayne, who had been acting as cataloger in Miss Dill's
absence, had resigned to become librarian of the East Liberty Branch,
of the Carnegie Library, Pittsburgh, Pa. She would leave for her new
work about February 14th.

Miss Barbey was to leave February 1st to accept a position
in the Review editorial department.

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About 25 students from the U. of I. Library School were expected here on an inspection tour Feb. 9th.

Miss Cleo Lichtenberger was to be sent from the same school for a month's field work beginning Feb. 16th.

Collections of books had been requested by the Y.M.C.A. and Mueller's.

Bills to the amount of \$2,320.07 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary.

January 30, 1920.

Librarian's Report for December 1919

| | <u>Book Account</u> | | | | Total. |
|-----------------------------|---------------------|--------|---------|---------|--------|
| | Adult. | Child. | Branch. | School. | |
| Total vols. Nov.30, 1919 | 34,693 | 5,672 | 1,504 | 1,748 | 43,617 |
| New books added by purchase | 83 | 31 | 13 | 37 | 164 |
| New books added by gift | 1 | 1 | 1 | | 3 |
| Books replaced | 39 | 59 | 2 | 13 | 113 |
| Total additions | 123 | 91 | 16 | 50 | 280 |
| Books withdrawn | 56 | 71 | 13 | | 140 |
| Total vols. Dec.31, 1919 | 34,760 | 5,692 | 1,507 | 1,798 | 43,757 |

| | <u>Registration</u> | | | | Total. |
|----------------------------|---------------------|--------|---------------|--------|--------|
| | <u>Main Lib.</u> | | <u>Branch</u> | | |
| | Adult. | Child. | Adult. | Child. | |
| Cards in force Nov.30,1919 | 6,497 | 3,091 | 160 | 745 | 10,493 |
| Borrowers registered | 161 | 81 | 4 | 24 | 270 |
| Borrower's cards cancelled | 107 | 40 | | 0 | 147 |
| Cards in force Dec.31,1919 | 6,551 | 3,132 | 164 | 769 | 10,616 |

| | <u>Circulation</u> | | | | | | Total. |
|--|--------------------|--------|---------------|--------|------------|----------|--------|
| | <u>Main Lib.</u> | | <u>Branch</u> | | School. | Deposit. | |
| | Adult. | Child. | Adult. | Child. | | | |
| Books issued | 8,779 | 3,973 | 343 | 953 | 1,875 | 477 | 16,400 |
| Largest daily circulation at Main library- | 846. | | | | At Branch- | | 220 |
| Smallest " " " " " " | - 260. | | | | " " | - | 84 |
| Average " " " " " " | - 447. | | | | " " | - | 144 |
| Books used in reading and reference rooms | ----- | | | | | | 809 |
| Delinquent postals sent | ----- | | | | | | 410 |
| Reserve postals sent | ----- | | | | | | 73 |

| <u>Binding and Repair</u> | | |
|---------------------------|-------|-----|
| Books sent to bindery | ----- | 42 |
| Books repaired in library | ----- | 150 |

Sunday Opening
 Visitors: Men -- 78. Women -- 42. Children -- 16. Total - 136

| | <u>Classified Report</u> | | | | Total. |
|--------------|--------------------------|--------|---------|---------|--------|
| | <u>Book Account</u> | | | | |
| | Adult. | Child. | Branch. | School. | |
| Philosophy | 4 | | 1 | | 5 |
| Religion | 2 | | | | 2 |
| Sociology | 4 | 7 | | 11 | 22 |
| Science | 4 | | 3 | 1 | 8 |
| Useful arts | 14 | | 1 | | 15 |
| Fine arts | 13 | | | 1 | 14 |
| Literature | 11 | 6 | 2 | 6 | 25 |
| Travel | 2 | 1 | | 1 | 4 |
| Biography | 6 | 1 | | | 7 |
| History | 8 | 4 | 2 | 11 | 25 |
| Fiction | 55 | 72 | 7 | 19 | 153 |
| Total | 123 | 91 | 16 | 50 | 280 |
| Rental coll. | 22 | | | | 22 |

Librarian's Report for December 1919 -- 2

| | <u>Classified Report</u> | | | | | Total. |
|---------------|--------------------------|-------------|-------------|-------------|------------|--------------|
| | <u>Circulation</u> | | | | | |
| | Adult. | Child. | Branch. | School. | Stations. | |
| General works | 18 | 23 | 4 | | | 45 |
| Philosophy | 77 | | | | | 77 |
| Religion | 83 | 31 | 8 | 59 | 5 | 186 |
| Sociology | 200 | 357 | 125 | 270 | 35 | 987 |
| Philology | 6 | | | | | 6 |
| Science | 107 | 74 | 46 | 108 | 15 | 350 |
| Useful arts | 247 | 42 | 27 | 55 | 6 | 377 |
| Fine arts | 166 | 79 | 11 | 36 | 10 | 302 |
| Literature | 549 | 223 | 86 | 129 | 41 | 1028 |
| Travel | 135 | 55 | 50 | 152 | 19 | 411 |
| Biography | 148 | 32 | 42 | 59 | 7 | 288 |
| History | 261 | 59 | 50 | 123 | 48 | 541 |
| Fiction | 6401 | 2989 | 828 | 884 | 291 | 11393 |
| Foreign bks. | 34 | | 2 | | | 36 |
| Magazines | 139 | 9 | 17 | | | 165 |
| Rental coll. | 208 | | | | | 208 |
| Total | 8779 | 3973 | 1296 | 1875 | 477 | 16400 |

Finance

Receipts:

| | | |
|--|-------|-------------|
| Balance due from appropriation Nov. 30, 1919 | ----- | \$13,609.63 |
| Fees for non-residents | ----- | 14.00 |
| Fines, damages & lost books | ----- | 86.82 |
| Rental coll. | ----- | 7.80 |
| Other sources | ----- | 1.38 |

Total receipts ----- \$13,719.63

Expenditures:

| | | |
|-------------------------|-------|----------|
| Salaries | ----- | \$883.00 |
| Books | ----- | 274.03 |
| Binding | ----- | 200.00 |
| Supplies | ----- | 26.91 |
| Repairs & improvements | ----- | 2.25 |
| Light & heat | ----- | 112.06 |
| Postage, freight & exp. | ----- | 3.07 |
| Miscellaneous | ----- | 19.03 |

Total expenditures ----- \$1,520.35

Balance due from appropriation Dec. 31, 1919 ----- \$12,199.28

Respectfully submitted,

Alice G. Evans,

Librarian.