

Regular Meeting of the Library Board

December 31, 1920.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Muleady and Mrs. Meridith.

Minutes of the last meeting were read and approved.

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

On motion the books recommended by the Book Committee- some requests and about 300 renewals- were ordered purchased.

On motion the valuable and interesting collection of Lincolniana, the gift of Miss Jane E. Hamand, was accepted. The collection would be placed in the southwest room on the second floor, the formal opening to be held on Lincoln's birthday- February 12, 1921. A formal letter of acceptance and appreciation was to be sent Miss Hamand later.

The Library had been presented with five copies of the Decatur plan by the Association of Commerce through Mr. Hardy.

The Building and Grounds Committee and Mr. Hardy and Mrs. Evans were to see about finding a temporary location for the Branch until the new building could be made ready. Mrs. Evans spoke of the discussion at the midwinter meeting of the A.L.A. in Chicago in regard to the housing of branch libraries. It is generally though better to have them either in store buildings, or in some place having an outside entrance, than to have them located in school buildings. In this way the library has full control.

A telephone was to be placed in the extension room and small clocks purchased for the work and extension rooms.

Miss Yates had left to be married January first. She would return to her duties soon after.

Bills to the amount of \$2,468 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alie G. Evans,

Secretary.

December 31, 1920.

Librarian's Report for November 1920.

	<u>Book Account</u>		Branch,	School.	Total.
	Adult.	Child.			
Total vols. Oct. 31, 1920	33,233	5,685	1,658	1,785	42,361
New books added by purchase	89	25	40		154
New books added by gift	2				2
Magazines bound	180	2	1		183
Books replaced	24	15	4	11	44
Total additions	295	42	45	1	383
Books withdrawn	68	23	7		98
Total vols. Nov. 30, 1920	33,460	5,704	1,696	1,786	42,646

	<u>Registration</u>				Total.
	<u>Main Lib.</u>		<u>Branch</u>		
	Adult.	Child.	Adult.	Child.	
Cards in force Oct. 31, 1920	6,687	3,207	131	596	10,621
Borrowers registered	198	119	1	62	380
Borrower's cards cancelled	189	100	7	41	337
Cards in force Nov. 30, 1920	6,696	3,226	125	617	10,664

	<u>Circulation</u>						Total.
	<u>Main Lib.</u>		<u>Branch</u>		School.	Staley.	
	Adult.	Child.	Adult.	Child.			
Books issued	9,348	4,493	396	1,260	3,416	243	19,156
Largest daily circulation at Main library-	827.				At Branch-		218
Smallest " " " "	-				" "	" "	48
Average " " " "	-				" "	" "	127
Books used in reading and reference rooms	-----						1,533
Delinquent postals sent	-----						321
Reserve postals sent	-----						64

<u>Binding and Repair</u>		
Books sent to bindery	-----	153
Books repaired in library	-----	533

Sunday Opening
 Visitors: Men -- 120. Women -- 87. Children -- 27. Total -- 234

	<u>Classified Report</u>				Total.
	<u>Book Account</u>				
	Adult.	Child.	Branch.	School.	
General works	75	2	8		85
Philosophy	6				6
Religion	7		1		8
Sociology	33	2	3		38
Science	11	11	1		13
Useful arts	35		2		37
Fine arts	23				23
Literature	42	8	5		55
Travel	8	2			10
Biography	3	2	2		7
History	13	4	2		19
Fiction	39	21	21	1	82
Total	295	42	45	1	383
Rental coll.	1				1

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	Classified Report					Total.
	Circulation			School.	Stations.	
	Adult.	Child.	Branch.			
General works	5	20	4			29
Philosophy	110				6	116
Religion	74	25	15	78		192
Sociology	242	399	202	469		1312
Philology	1					1
Science	115	83	56	215	3	472
Useful arts	246	51	39	104	6	446
Fine arts	207	76	44	61	7	395
Literature	592	274	110	235	4	1215
Travel	108	82	54	344	7	595
Biography	160	47	31	101	3	342
History	369	120	73	306		868
Fiction	6806	3306	1011	1503	207	12833
Foreign bks.	25					25
Magazines	139	10	17			166
Rental coll.	149					149
Total	9348	4493	1656	3416	343	19156

Finance

Receipts:

Balance due from appropriation Oct. 31, 1920 -----	\$15,687.61
Fees for non-residents -----	17.00
Fines, damages & lost books -----	80.72
Rental coll. -----	8.50
Other sources -----	7.78

Total receipts ----- \$15,801.61

Expenditures:

Salaries -----	\$1,032.30
Books -----	44.92
Printing -----	20.69
Binding -----	168.20
Supplies -----	32.59
Repairs & improvements -	18.20
Light & heat -----	74.01
Postage, freight & exp. -	8.53
Miscellaneous -----	18.37
Total expenditures ---	\$1,417.81
Balance due from appropriation Nov. 30, 1920-	\$14,383.80

Respectfully submitted,

Alice G. Evans.
Librarian.