

Regular Meeting of the Library Board

November 24, 1944

Present: Messrs. Knuth and Imboden, Mrs. Evans, Miss Riggs and Mrs. Garman.

Minutes of the last meeting were read and approved.

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

Unfinished business: Mr. Knuth reported that he met with his committee, - Mrs. Evans, Mrs. Garman and Mr. Imboden - and chose Miss Wayne, assistant librarian, for the position of librarian, under the same terms as applied to Miss Dill, who resigned in October, but will remain until the end of this year. On motion of Mrs. Evans, seconded by Mr. Imboden the Board approved the action. Miss Wayne, who has had extensive experience<sup>here</sup> and elsewhere and is a graduate of the Wisconsin Library School, accepted the position, and said that for the present she would not try to fill the vacancy caused by her change in work but would reorganize the work of the present staff. It is very difficult in these times to secure either trained or untrained assistants.

On motion, the new books recommended by the Book committee were ordered purchased.

Letters were read from J. W. Kerkering of Quincy, chairman of the Membership and Publicity committee of the Illinois League of Municipal Employees, and from librarians of Moline and Rock Island regarding the Illinois Retirement Fund which is in effect in several Illinois cities. Several others are planning referendum votes in election soon. It is urged that the Board look into the matter and work with other municipal bodies to have this carried for the benefit of all members of the library staff.

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The president of the Illinois Library Association sent out a circular letter asking that librarians help in the War effort by selling bonds in the library, or using volunteer help there. The letter was discussed but the Board felt that the City was already organized for the drive and did not recommend this for the present.

Bills to the amount of \$3409.97 were approved by the Finance committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill,*  
*Secretary*

Librarian's Report for October, 1944

Book Account

|                             | Adult | Juvenile | Total |
|-----------------------------|-------|----------|-------|
| Total vols 30 Sp'44         | 64143 | 17870    | 82013 |
| New books added by purchase | 96    | 50       | 146   |
| New books added by gift     | 2     | 0        | 2     |
| Magazines bound             | 116   | 0        | 116   |
| Books replaced              | 68    | 9        | 77    |
| Total additions             | 282   | 59       | 341   |
| Total vols. 31 Oc'44        | 64425 | 17929    | 82354 |

Registration

|                           | Main lib. |       | Evans br. |       | Total |
|---------------------------|-----------|-------|-----------|-------|-------|
|                           | Adult     | Child | Adult     | Child |       |
| Cards in force 30 Sp'44   | 11306     | 3445  | 596       | 752   | 16099 |
| Borrowers registered      | 245       | 56    | 10        | 25    | 336   |
| Borrowers cards cancelled | 368       | 84    | 19        | 28    | 499   |
| Cards in force 31 Oc'44   | 11183     | 3417  | 587       | 749   | 15936 |

Circulation

|                                  | Main lib. |       | Evans br.        |       | Schools | Total |
|----------------------------------|-----------|-------|------------------|-------|---------|-------|
|                                  | Adult     | Child | Adult            | Child |         |       |
| Books issued                     | 8793      | 2931  | 695              | 1141  | 4869    | 18429 |
| Largest daily circ. at Main lib* | 615       |       | At Evans branch- |       |         | 124   |
| Overdue notices sent             | -         | -     | -                | -     | -       | 472   |
| Reserve postals sent             | -         | -     | -                | -     | -       | 113   |
| Pictures loaned                  | -         | -     | -                | -     | -       | 1040  |
| Telephone calls                  | -         | -     | -                | -     | -       | 582   |

Binding and Repair

|                           |           |     |
|---------------------------|-----------|-----|
| Books repaired in library | - - - - - | 574 |
|---------------------------|-----------|-----|

Classified Report

|                      | Main lib. |       | Evans branch | E. End branch | Schools | Total |
|----------------------|-----------|-------|--------------|---------------|---------|-------|
|                      | Adult     | Child |              |               |         |       |
| Total vols. 30 Sp'44 | 59435     | 9546  | 7224         | 2336          | 3472    | 82013 |
| New books added:     |           |       |              |               |         |       |
| General works        | 40        | 1     | 0            | 0             | 0       | 41    |
| Philosophy           | 5         | 0     | 0            | 0             | 0       | 5     |
| Religion             | 8         | 0     | 0            | 0             | 0       | 8     |
| Sociology            | 46        | 3     | 1            | 0             | 0       | 50    |
| Language             | 1         | 0     | 0            | 0             | 0       | 1     |
| Science              | 14        | 2     | 0            | 0             | 0       | 16    |
| Useful arts          | 43        | 2     | 0            | 0             | 3       | 48    |
| Fine arts            | 29        | 2     | 2            | 0             | 0       | 33    |
| Literature           | 15        | 0     | 2            | 0             | 0       | 17    |
| History              | 20        | 0     | 0            | 0             | 0       | 20    |
| Travel               | 11        | 2     | 0            | 0             | 0       | 13    |
| Biography            | 14        | 3     | 0            | 0             | 0       | 17    |
| Fiction              | 28        | 14    | 22           | 0             | 8       | 72    |
| Total added          | 274       | 29    | 27           | 0             | 11      | 341   |
| Total vols. 31 Oc'44 | 59709     | 9575  | 7251         | 2336          | 3483    | 82354 |

Librarian's Report for October, 1944 --- 2

Classified Report  
Circulation

|               | Main lib. |       | Evans  | Schools | Total |
|---------------|-----------|-------|--------|---------|-------|
|               | Adult     | Child | branch |         |       |
| General works | 7         | 0     | 0      | 0       | 7     |
| Philosophy    | 156       | 1     | 4      | 0       | 161   |
| Religion      | 117       | 11    | 4      | 31      | 163   |
| Sociology     | 252       | 40    | 20     | 171     | 483   |
| Fairy tales   | 0         | 127   | 36     | 244     | 407   |
| Language      | 23        | 0     | 0      | 0       | 23    |
| Science       | 140       | 77    | 47     | 225     | 489   |
| Useful arts   | 370       | 105   | 58     | 104     | 637   |
| Fine arts     | 398       | 61    | 32     | 56      | 547   |
| Literature    | 354       | 64    | 49     | 193     | 660   |
| History       | 422       | 118   | 32     | 307     | 879   |
| Travel        | 326       | 137   | 48     | 257     | 768   |
| Biography     | 307       | 41    | 27     | 236     | 611   |
| Fiction       | 5371      | 2115  | 1320   | 3045    | 11851 |
| Magazines     | 246       | 34    | 158    | 0       | 438   |
| Foreign books | 18        | 0     | 1      | 0       | 19    |
| Rent coll.    | 286       | 0     | 0      | 0       | 286   |
| Total         | 8793      | 2931  | 1836   | 4869    | 18429 |

Volumes used for reference in Main adult dept. 523

Finance

RECEIPTS:

Bal. on hand 1 Oc'44-----\$ 2938.39  
 Fines, lost & dam.bks.----- 146.96  
 Non-resident fees ----- 26.00  
 Rental collection ----- 14.30  
 Reserve postals ----- 2.30  
 Amount placed to account-- 23600.00

Total receipts ----- \$26727.95

DISBURSEMENTS:

Staff salaries ----- \$1999.50  
 Janitor salaries ----- 270.00  
 Books ----- 418.18  
 Printing ----- 31.10  
 Binding ----- 198.26  
 Supplies ----- 60.20  
 Repairs & improvements ----- 11.00  
 Light ----- 5.75  
 Telephone ----- 15.85  
 Postage, drayage, etc. ----- 8.68  
 Miscellaneous ----- 16.27  
 Total disbursements ----- 3034.79  
 Bal. on hand 1 Nv'44 ----- \$23693.16

Respectfully submitted,

*Minnie A. Dill*

Librarian.