

Called Meeting of the Library Board

May 12, 1939

Present: Mr. Shilling, Mr. Knuth, Mrs. Evans and Mrs. Buckner. Mrs. Garman read and signed the Report the next day.

There were no minutes read, nor the April report, as it is included in the Annual report, which was read and, on motion, accepted and to be notarized and sent to the Mayor the next day.

The death of Mrs. Miller on May 7 was reported. The secretary was instructed to prepare resolutions from the Board to be sent to her husband and son, and a copy spread upon the minutes.

House Bill 951, known as Public Library Service Fund, asking an appropriation from the Illinois General Assembly of \$415,000.00 was read. The Board instructed the secretary to write our senator and representatives asking their support of this measure.

There will be no regular May meeting, except for the Finance committee to pass the bills and the president to sign the checks.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for April, 1939

Book Account

| | Adult | Juvenile | Total |
|-------------------------------------|-------|----------|-------|
| Total vols. 31 Mar.'39 | 56247 | 16253 | 72500 |
| Books added by transfer during year | 1 | 2 | 3 |
| Books found during year | 33 | 3 | 36 |
| Total added | 34 | 5 | 39 |
| Books missing in inventory | 540 | 66 | 606 |
| Books withdrawn by transfer | 2 | 1 | 3 |
| Total withdrawn | 542 | 67 | 609 |
| Total vols. 30 Apr.'39 | 55739 | 16191 | 71930 |

Registration

| | Main lib. | | Evans br. | | Total |
|---------------------------|-----------|-------|-----------|-------|-------|
| | Adult | Child | Adult | Child | |
| Cards in force 31 Mar.'39 | 12170 | 3734 | 777 | 927 | 17608 |
| Borrowers registered | 226 | 70 | 7 | 12 | 315 |
| Borrowers cards cancelled | 230 | 67 | 16 | 8 | 321 |
| Cards in force 30 Apr.'39 | 12166 | 3737 | 768 | 931 | 17602 |

Circulation

| | Main lib. | | Evans br. | | Schools | Total |
|--------------------------------------|-----------|-------|------------------|-------|---------|-------|
| | Adult | Child | Adult | Child | | |
| Books issued | 13651 | 4021 | 1312 | 1500 | 4649 | 25133 |
| Largest daily circ. at Main library- | 1103 | | At Evans branch- | | | 225 |
| Overdue notices sent | ----- | | | | | 380 |
| Reserve postals sent | ----- | | | | | 237 |
| Pictures loaned | ----- | | | | | 888 |
| Telephone calls | ----- | | | | | 304 |

Binding and Repair

| | | |
|---------------------------|-------|------|
| Books sent to bindery | ----- | 194 |
| Books repaired in library | ----- | 1292 |

Classified Report

| | Main lib. | | Evans branch | E. End branch | Schools | Total |
|-------------------------------------|-----------|-------|--------------|---------------|---------|-------|
| | Adult | Child | | | | |
| Total vols. 31 Mar.'39 | 51864 | 8681 | 6396 | 2404 | 3155 | 72500 |
| Books added by transfer during year | 0 | 1 | 2 | 0 | 0 | 3 |
| Books found during yr. | 32 | 1 | 3 | 0 | 0 | 36 |
| Total added | 32 | 2 | 5 | 0 | 0 | 39 |
| Books missing in inventory | 527 | 18 | 14 | 6 | 41 | 606 |
| Books wd. by transfer | 2 | 1 | 0 | 0 | 0 | 3 |
| Total withdrawn | 529 | 19 | 14 | 6 | 41 | 609 |
| Total vols. 30 Apr.'39 | 51367 | 8664 | 6387 | 2398 | 3114 | 71930 |

Classified Report
Circulation

| | Main lib. | | Evans branch | Schools | Total |
|---------------|-----------|-------|-----------------|---------|-------|
| | Adult | Child | | | |
| General works | 46 | 0 | 6 | 0 | 52 |
| Philosophy | 255 | 11 | 9 | 0 | 275 |
| Religion | 150 | 31 | 12 | 75 | 268 |
| Sociology | 588 | 73 | 38 | 182 | 881 |
| Fairy tales | | 282 | 83 | 457 | 822 |
| Language | 12 | 0 | 0 | 0 | 12 |
| Science | 234 | 107 | 47 | 198 | 586 |
| Useful arts | 627 | 152 | 90 | 172 | 1041 |
| Fine arts | 699 | 76 | 40 | 65 | 880 |
| Literature | 674 | 234 | 100 | 188 | 1196 |
| History | 431 | 69 | 56 | 203 | 759 |
| Travel | 590 | 132 | 71 | 403 | 1196 |
| Biography | 529 | 74 | 24 | 165 | 792 |
| Fiction | 8025 | 2743 | 2062 | 2541 | 15371 |
| Magazines | 371 | 37 | 174 | 0 | 582 |
| Foreign books | 33 | 0 | 0 | 0 | 33 |
| Rental coll. | 387 | 0 | 0 | 0 | 387 |
| Total | 13651 | 4021 | 2812 | 4649 | 25133 |

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Finance

RECEIPTS:

| | |
|--------------------------------|-----------|
| Bal. on hand 31 Mr. '39 --- | \$5790.12 |
| Fines, damaged & lost bks. --- | 122.09 |
| Non-resident fees --- | 10.00 |
| Rent collection --- | 19.35 |
| Reserve postals sold --- | 3.56 |

Total receipts ----- \$5945.12

DISBURSEMENTS:

| | |
|-------------------------------|-----------|
| Salaries ----- | \$1647.70 |
| Janitor service ----- | 195.00 |
| Books ----- | 608.32 |
| Periodicals ----- | 2.00 |
| Binding ----- | 5.00 |
| Supplies ----- | 73.59 |
| Repairs & improvements ----- | 37.96 |
| Light ----- | 4.71 |
| Heat ----- | 113.00 |
| Furniture & fixtures ----- | 24.10 |
| Telephone ----- | 7.40 |
| Postage, drayage, etc ----- | 3.08 |
| Miscellaneous ----- | 4.44 |
| Total disbursements ----- | \$2726.30 |
| Bal. on hand 30 Apr. '39 ---- | \$3218.82 |

Caroline S. Loeb Fund

| | |
|-----------------------------|----------|
| Caroline S. Loeb gift ----- | \$500.00 |
| Interest ----- | 85.12 |
| Total ----- | \$585.12 |

Sarah Ellen Glore Fund

| | |
|------------------------------|----------|
| Sarah Ellen Glore gift ----- | \$150.00 |
| Interest ----- | 6.19 |
| Total ----- | \$156.19 |

W. E. Mueller Fund

| | |
|--|----------|
| W. E. Mueller gift ----- | \$150.00 |
| Expenditures: | |
| For periodical racks for children's room | 76.00 |
| Balance on hand | \$ 74.00 |

Respectfully submitted,

Minnie A. Dill

Librarian.