

Called Meeting of the Library Board

June 9, 1922.

Present: Messrs. Hardy, Shade, Scott, Mrs. Gastman and Mrs. Meridith. Mr. Edward Powers, Mr. H. I. Baldwin and Mrs. J. F. Roach were also present by invitation.

The meeting was called at the request of Miss Jane E. Hamand, donor of the Decatur Lincoln Memorial Collection, who was visiting in the city. Miss Hamand talked concerning the Collection and told particularly of her search for the famous Kirkham grammar, studied by Lincoln and Ann Rutledge at New Salem. Her efforts finally met with success when this most valuable Lincoln relic was sent her by the owner, William Rutledge of Milton, Montana, as a loan to the Decatur Lincoln Memorial Collection.

Miss Hamand had the book with her and turned it over to the members of the Board, who received it most gratefully and assured her that every care would be taken for its safe-keeping. It was decided to keep it in the safety deposit vault at the bank, except on special occasions when it would be on display at the Library. A suitable glass and mahogany case was to be ordered for it.

The rare old book was examined with keen interest by all present, and deep appreciation of Miss Hamand's tireless efforts to secure it was expressed.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

June 30, 1922.

Present: Messrs. Hardy, Shade, Scott, Swisher and Lorenz.

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 were ordered purchased.

On motion a catalog cabinet was to be purchased for the cataloging room.

The resignation of Mrs. Stanford, the children's librarian, was read and accepted with regret. It was discussed whether or not to allow her full pay for her vacation, but was left in the hands of Mr. Lorenz, as chairman of the Administration Committee, with power to act; and full pay was granted.

Mrs. Evans was to attend the annual meeting of the A. L. A. in Detroit, June 26 to July 1.

Mention was made of the ten panels called the "Lincoln series"- reproductions of those in the U. of I. Lincoln Memorial building- sent by Miss Hamand for the Lincoln collection.

The progress of the Branch building was reported on by Mr. Swisher. It was moved and seconded to purchase the necessary tile to finish the roof.

The heating of the Branch from the Firehouse was discussed, and the matter was put into the hands of Mr. Swisher to investigate and report back.

A sidewalk in front of the Branch had been ordinated. This and the runway were to be finished before the dedication. An effort was to be made to have the telephone pole moved from in front of the Branch building to the alley line.

Three bids for shades for the Branch were presented-

Bachman Bros. & Martin Co.	\$46.00
Linn & Scruggs	49.75
Mohler Craft Shop	45.35

Also, a bid and sample of a new patent cotton duck shade left by J. M. Ives- at \$96.51. The contract for the shades was let to the Mohler Co., as lowest bidder.

The discussion of janitor service for the Branch was taken up, and it was thought that Milton C. Gunter, janitor of the Third U. B. Church could be engaged for half time at \$25.00 per month. It was moved and seconded that Mr. Swisher come to terms with Mr. Gunter to serve as janitor.

It was suggested that Daut Bros. and other florists be asked to plant shrubs and flowers about the Branch as a civic measure.

There was a discussion as to the date of the dedication, - some being in favor of July 14, and others of postponing until July 21, thus giving more time for the completion of the building. It was the wish of the chairman to have it on the 14th if possible, and this was the date decided upon. The program for the dedicatory exercises was presented by Mr. Hardy. There was to be a prayer, some music, the presentation of the building by the president of the Library Board and its acceptance by the Mayor, and the address of the evening by Mr. S. H. Ranck, librarian of the Grand Rapids Public Library.

Mrs. Evans was authorized to prepare and send out invitations to the dedication- the list being limited to librarians, particularly of Illinois, former Board and staff members, city officials, school authorities, and a few others. A general invitation was to be given through the papers.

Insurance on the building was discussed, and it was decided to take out insurance whenever the building was ready, which would probable be the middle of July.

The condition of library finances was discussed, there being an overdraft of \$367.92 this month, because the city had not yet made the appropriation.

Bills to the amount of \$3,748.77 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.

Secretary.

June 30, 1922.

Librarian's Report for May 1922

	<u>Book Account</u>				Total.
	Adult.	Child.	Branch.	School.	
Total vols. 30 April 1922	35,610	5,894	2,043	2,056	45,603
New books added by purchase	177	57	29		263
New books added by gift	19		34		53
Books replaced	68	40	20	1	129
Total additions	264	97	83	1	445
Books withdrawn	87	44	20	258	409
Total vols. 31 May 1922	35,787	5,947	2,106	1,799	45,639

	<u>Registration</u>				Total.
	<u>Main Lib.</u>		<u>Branch</u>		
	Adult.	Child.	Adult.	Child.	
Cards in force 30 April 1922	7,530	3,579	167	643	11,919
Borrowers registered	94	52	4	23	173
Borrower's cards cancelled	69	47		21	137
Cards in force 31 May 1922	7,555	3,584	171	645	11,955

	<u>Circulation</u>				School.	Deposit.	Total.
	<u>Main Lib.</u>		<u>Branch</u>				
	Adult.	Child.	Adult.	Child.			
Books issued	9,737	3,879	504	959	1,861	1,034	18,370
Largest daily circulation at Main library-	826.					At Branch-	162
Smallest "	"	"	"	"		"	7
Average "	"	"	"	"		"	85
Books used in reading and reference rooms	-----						924
Delinquent postals sent	-----						393
Reserve postals sent	-----						133

<u>Binding and Repair</u>		
Books sent to bindery	-----	224
Books repaired in library	-----	358

Sunday Opening
 Visitors: Men -- 87. Women -- 50. Children -- 15. Total - 152

	<u>Classified Report</u>				Total.
	<u>Book Account</u>		Branch.	School.	
	Adult.	Child.			
General works	4				4
Philosophy	7	1	1		9
Religion	1		2		3
Sociology	26	14	3		43
Philology	1				1
Science	11	3	3		17
Useful arts	24	6	2		32
Fine arts	16	1			17
Literature	16	2	3		21
Travel	5	4	3	1	13
Biography	10	1	2		13
History	7	7	4		18
Fiction	136	58	60		254
Total books	264	97	83	1	445
Rental coll.	8				8

Librarian's Report for May 1922 ----- 2

	<u>Classified Report</u>					Total.
	<u>Circulation</u>					
	Adult.	Child.	Branch.	School.	Stations.	
General works	13	5	1			19
Philosophy	124	6			8	138
Religion	106	23	6	40	5	180
Sociology	298	408	140	253	83	1182
Philology	7					7
Science	152	113	11	69	33	378
Useful arts	319	54	20	34	47	474
Fine arts	260	60	20	28	35	403
Literature	714	165	62	157	53	1151
Travel	126	146	27	158	35	492
Biography	262	52	11	74	12	411
History	216	114	35	156	49	570
Fiction	6757	2727	1075	892	982	12433
Foreign bks.	18					18
Magazines	103	6	55		88	252
Rental coll.	262					262
Total	9737	3879	1463	1861	1430	18370

Finance

Receipts:

Balance due from appropriation 30 April 1922 ----- \$8,800.99

(April fines deposited in April.)

Total receipts ----- \$8,800.99

Expenditures:

Salaries ----- \$1,254.45
 Books ----- 491.46
 Binding ----- 355.24
 Supplies ----- 18.24
 Repairs & improvements - 1.00
 Light & heat ----- 57.09
 Postage, freight & exp.- 9.77
 Branch building ----- 3,357.40
 Miscellaneous ----- 21.49
 Total expenditures --- \$5,566.14
 Balance due from appropriation 31 May 1922 --- \$3,234.85

Respectfully submitted,

Minnie A. Dill
 Acting - Librarian.