

Regular Meeting of the Library Board

November 26, 1920.

Present: Messrs. Hardy, Shade, Lorenz and Mrs. Gastman.

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.

Children's Book Week, which had just been observed, was reported a success, and the work done by the children of the schools in making book-shelves under the direction of Mr. Knisley was worth while. The Library gave five books as prizes for the best cases, Mr. D. E. Stouffer, Mr. V. J. Rice and Mr. L. M. Cole acting as judges. Mr. Hardy presented the books and made a little talk, complimenting the boys on their success.

The repairs in the extension room were almost completed and the members of the Board viewed the work after adjournment.

A 6-tray catalog cabinet was ordered purchased for the cataloging room.

Miss Ethel C. Boone was to begin work as loan desk assistant the first of December.

Mrs. Evans was to attend the meeting of the A.L.A. to be held in Chicago at the Hotel LaSalle, December 27-29.

Bills to the amount of \$1,417.81 were approved by the Finance Committee and ordered paid.

On motion adjourned.

*Alice G. Evans.*

Secretary.

November 26, 1920.

Librarian's Report for October 1920

	<u>Book Account</u>				Total.
	Adult.	Child.	Branch.	School.	
Total vols. Sept. 30, 1920	33,422	5,766	1,633	1,770	42,591
New books added by purchase	44	10			54
Books replaced	17	30	33	25	105
Total additions	61	40	33	25	159
Books withdrawn	250	121	8	10	389
Total vols. Oct. 31, 1920	33,233	5,685	1,658	1,785	42,361

	<u>Registration</u>				Total.
	<u>Main Lib.</u>		<u>Branch</u>		
	Adult.	Child.	Adult.	Child.	
Cards in force Sept. 30, 1920	6,661	3,221	137	595	10,614
Borrowers registered	246	59	4	20	329
Borrower's cards cancelled	220	73	10	19	322
Cards in force Oct. 31, 1920	6,687	3,207	131	596	10,621

	<u>Circulation</u>					Total.
	<u>Main Lib.</u>		<u>Branch</u>		Fire Sta.	
	Adult.	Child.	Adult.	Child.		
Books issued	8,743	3,236	257	724	320	13,280
Largest daily circulation at Main library-	730.				At Branch-	131
Smallest " " " " " "	"	"	"	"	"	27
Average " " " " " "	"	"	"	"	"	82
Books used in reading and reference rooms	-----					2,036
Delinquent postals sent	-----					329
Reserve postals sent	-----					53

	<u>Binding and Repair</u>	Total
Books sent to bindery	-----	281
Books repaired in library	-----	682

Sunday Opening  
 Visitors: Men -- 132. Women -- 113. Children -- 19. Total - 264

	<u>Classified Report</u>				Total.
	<u>Book Account</u>				
	Adult.	Child.	Branch.	School.	
Philosophy	1				1
Religion		2			2
Sociology	5	4	6	6	21
Science	1			3	4
Useful arts	4				4
Literature	8	4	3	3	18
Travel	3			3	6
Biography	5	2			7
History	4	4		4	12
Fiction	28	24	24	6	82
Foreign bks.	2				2
Total	61	40	33	25	159
Rental coll.	1				1

Classified Report  
Circulation

	Adult.	Child.	Branch.	Stations.	Total.
General works	13	4	3		20
Philosophy	108		1	4	113
Religion	82	17	7	8	114
Sociology	250	255	104	8	617
Philology	5		1		6
Science	106	71	33	8	218
Useful arts	221	45	25	8	299
Fine arts	228	75	27		330
Literature	536	132	46	12	726
Travel	120	65	40	24	249
Biography	117	42	20	8	187
History	327	76	36	20	459
Fiction	6281	2440	626	220	9567
Foreign bks.	27				27
Magazines	152	14	12		178
Rental coll.	170				170
Total	8743	3236	981	320	13280

Finance

Receipts:

Balance due from appropriation Sept. 30, 1920 -----	\$18,421.84
Fees for non-residents -----	15.00
Fines, damages & lost books -----	103.22
Rental coll. -----	7.05
Other sources -----	10.73

Total receipts ----- \$18,557.84

Expenditures:

Salaries -----	\$1,008.30
Books -----	422.55
Periodicals -----	662.85
Binding -----	493.50
Supplies -----	88.45
Repairs & improvements -----	16.79
Light & heat -----	31.42
Furniture & fixtures --	78.46
Postage, freight & exp. --	5.47
Miscellaneous -----	62.44

Total expenditures - \$2,870.23

Balance due from appropriation Oct. 31, 1920- \$15,687.61

Respectfully submitted,

*Alice G. Evans,*

Librarian.