

Regular Meeting of the Library Board  
February 23, 1940

Present: Messrs. Knuth, Nash, Mrs. Evans, Mrs. Buckner and Mrs. Garman. On motion, Mr. Knuth was made temporary chairman and signed the checks.

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- Mrs. Evans, chairman of the committee, said there was no report about the binding of Macon County historical records, now being typed under the supervision of the Historical Records survey of Illinois and sponsored by the Macon County Historical Society.

A survey of the main building for repairs, as recommended at the last meeting, was taken up. Mr. Nash suggested L. H. Foltz, who has been employed by the Board of Supervisors, to look over the building and make recommendations. This would take part of several days and would cost \$25. On motion, Mr. Foltz was to be employed to do this and report at next meeting.

On motion, it was voted to transfer \$50 from the furniture fund to miscellaneous in the budget, the vote by roll call being unanimous.

It was reported by the librarian that over 400 letters were mailed to newcomers in the city with gratifying results, as many people came in to register for library cards and borrowed books. However, a number of letters were returned as people had moved and left no forwarding address.

Lenten lists had been compiled and mimeographed. These, together with the library's last report, were mailed to ministers

February 23, 1940 --- 2

and other church workers, and were distributed at the library where a shelf of new books for Lenten reading was displayed.

The serious illness of Miss Pollock, head cataloger, who is recovering in the Decatur & Macon County Hospital, was reported.

Bills to the amount of \$3232.16 were approved by the Finance committee and ordered paid. Mrs. Buckner acted on the committee for this meeting.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Librarian's Report for January, 1940

Book Report

	Adult	Juvenile	Total
Total vols. 31 Dec.'39	56837	16416	73253
New books added by purchase	109	40	149
New books added by gift	121	0	121
Magazines bound	3	0	3
Books replaced	52	0	52
Total additions	285	40	325
Total vols. 31 Jan.'40	57122	16456	73578

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 Dec.'40	12229	3821	742	943	17735
Borrowers registered	320	46	23	5	394
Borrowers cards cancelled	299	75	34	25	433
Cards in force 31 Jan.'40	12250	3792	731	923	17696

Circulation

	Main lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	14801	3291	1759	1488	4015	25354
Largest daily circ. at Main library-			1161	At Evans branch-		187
Overdue notices sent	-----					523
Reserve postals sent	-----					218
Pictures loaned	-----					517
Telephone calls	-----					512

Binding and Repair

Books repaired in library	-----	1064
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Classified Report

Book Account

	Main lib.		Evans branch	E.End branch	Schools	Total
	Adult	Child				
Total vols. 31 Dec.'40	52331	8755	6595	2379	3193	73253
New books added:						
General works	65	0	0	0	0	65
Philosophy	7	0	0	0	0	7
Religion	8	0	0	0	0	8
Sociology	13	1	0	0	0	14
Language	3	0	0	0	0	3
Science	1	0	0	0	0	1
Useful arts	11	0	1	0	0	12
Fine arts	7	0	0	0	0	7
Literature	13	0	0	0	0	13
History	2	0	1	0	0	3
Travel	3	3	2	0	0	8
Biography	12	0	3	0	0	15
Fiction	119	13	37	0	0	169
Total added	264	17	44	0	0	325
Rent coll.- 18						
Total vols. 31 Jan.'40	52595	8772	6639	2379	33193	73578

Classified Report  
Circulation

	Main lib.		Evans branch	Schools	Total
	Adult	Child			
General works	44	4	1	0	49
Philosophy	288	3	8	0	299
Religion	149	10	12	51	222
Sociology	449	73	34	193	749
Fairy tales		160	62	317	539
Language	25	0	1	0	26
Science	252	69	46	194	561
Useful arts	687	119	99	127	1032
Fine arts	720	59	38	46	863
Literature	851	111	50	193	1205
History	490	65	50	208	813
Travel	535	97	135	323	1090
Biography	668	61	69	132	930
Fiction	8889	2428	2456	2231	16004
Magazines	369	32	186	0	587
Foreign books	33	0	0	0	33
Rent coll.	352	0	0	0	352
Total	14801	3291	3247	4015	25354

Volumes used for reference in library - - - - - 887

Finance

RECEIPTS:

Bal. on hand 29 Dec. '39 ----	\$ 490.69
Fines, lost & damaged bks. -	148.59
Non-resident fees -----	30.00
Rent collection -----	17.60
Reserve postals -----	4.50
Sale of old bks., etc -----	9.31
Bal. 1938-39 tax levy & forfeited tax	16826.16
Final bal special tax levy-	130.31
 Total receipts -----	 \$17657.16

DISBURSEMENTS:

Salaries -----	\$1740.70
Janitor service -----	200.00
Books -----	593.00
Periodicals -----	1.00
Binding -----	5.00
Supplies -----	93.49
Repairs & improvements --	16.70
Light -----	7.27
Heat -----	120.50
Telephone -----	14.25
Postage, drayage, etc ---	3.81
Miscellaneous -----	30.30
Total disbursements ----	\$2826.02
Bal. on hand 26 Jan. '40 ---	\$14831.14

Respectfully submitted,

*Minnie A. Dill*

Librarian.