

Regular Meeting of the Library Board

December 28, 1937

Present: Messrs. Shilling, Knuth, Borchers, Mrs. Evans, Mrs. Miller and Mrs. Buckner.

Minutes of the last meeting were read and approved.

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

It was reported that storm windows had been ordered for five windows: two in the children's room, two in the catalog room, and one in Miss Wayne's office.

In order to bring the library's needs to the attention of the public it was, on motion, voted to print a brief report and obtain copies of the leaflet "Remember the Library" from the American Library Association. These were to be mailed to all attorneys and trust companies, together with a letter, hoping that suggestions be made to clients when wills are made to remember the library with a bequest.

On motion, a list of non-fiction recommended by the Book committee was ordered purchased.

Bills to the amount of \$2435.61 were approved by the Finance committee and ordered paid. Mr Borchers was appointed to act on the committee at this meeting.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for November, 1937

Book Account

	Adult	Juvenile	Total
Total vols. 31 Oct.'37	54222	15306	69528
New books added by purchase	217	114	331
New books added by gift	7		7
Magazines bound	2		2
Books replaced	95	15	110
Total additions	321	129	450
Books withdrawn	161	52	213
Total vols. 30 Nov.'37	54382	15383	69765

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 Oct.'37	12165	3829	874	1068	17936
Borrowers registered	332	125	15	29	501
Borrowers cards cancelled	360	199	24	51	634
Cards in force 30 Nov.'37	12137	3755	865	1046	17803

Circulation

	Main lib.		Evans br.			Total
	Adult	Child	Adult	Child	Schools	
Books issued	13536	4104	1478	1701	4936	25755
Largest daily circ. at Main Lib.-	1160		At Evans br.-			222
Overdue notices sent	-	-	-	-	-	386
Reserve postals sent	-	-	-	-	-	187
Pictures loaned	-	-	-	-	-	750

Binding and Repair

Books repaired in library	-	-	-	-	-	1345
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Classified Report

Book Account

	Main Lib.		Evans branch	E.End branch	Schools	Total
	Adult	Child				
Total vols. 31 Oct.'37	49964	8128	6069	2426	2941	69528
New books added:						
General works	8					8
Philosophy	17					17
Religion	4		1			5
Sociology	34	5	2			41
Science	12	5	1			18
Useful arts	39	6	1			46
Fine arts	18					18
Literature	28	9	1			38
History	14	4	1			19
Travel	22	2				24
Biography	30	3	2			35
Fiction	71	72	35			178
Foreign books	3					3
Total added	300	106	44			450
Books withdrawn	142	50	19	2		213
Total vols. 30 Nov.'37	50122	8184	6094	2424	2941	69765

Classified Report
Circulation

	Main lib.		Evans	Schools	Total
	Adult	Child	branch		
General works	30		3		33
Philosophy	260	2	5		267
Religion	157	22	8	63	250
Sociology	551	67	43	326	987
Fairy tales		312	104	322	738
Language	17				17
Science	235	132	36	226	629
Useful arts	596	137	68	140	941
Fine arts	495	104	44	49	692
Literature	940	291	74	229	1534
History	411	137	61	442	1051
Travel	400	149	46	535	1130
Biography	452	53	17	147	669
Fiction	8325	2675	2473	2457	15930
Magazines	281	23	197		501
Foreign books	35				35
Rent coll.	351				351
Total	13536	4104	3179	4936	25755

Finance

Receipts:

Balance on hand Oct.29, 1937- \$736.82
 Fines, damaged and lost books 102.19
 Fees from non-residents - - - 12.00
 Rent collection - - - - - 17.55
 Reserve postals - - - - - 3.26
 Amount placed to account - - - 2500.00

Total receipts - - - - - \$3371.82

Expenditures:

Salaries - - - - - \$1531.90
 Janitor service - - - - - 180.00
 Books - - - - - 408.34
 Periodicals - - - - - 499.50
 Binding - - - - - 293.04
 Supplies - - - - - 117.89
 Repairs & improvements - 2.00
 Light - - - - - 6.79
 Heat - - - - - 102.54
 Telephone - - - - - 12.20
 Postage, drayage, etc. - 2.47
 Miscellaneous - - - - - 39.06
 Total expenditures - - - \$3195.73
 Bal. on hand Nov.26,1937 \$ 176.09

Respectfully submitted,

Minnie A. Pill

Librarian.