

Called Meeting of the Library Board

July 16, 1925.

Present: Messrs. Shade, Scott, Swisher, Lorenz, Mrs. Gastman and Mrs. Leon.

The meeting was called, at the request of Mr. Lorenz of the Building & Grounds committee, to let the contract for putting the steps in front of the library building. Two bids were received,- one from Frank L. Bickes for \$463.00 and the other from William Musselman for \$343.00. On motion Mr. Musselman was awarded the contract as the lowest bidder.

Mr. Shade turned over the bids for printing the Fiftieth Anniversary Booklet. Bids for 2,000 copies of this were made by the Review Printing and Stationery Co. for \$300.00, and the Herald Printing and Stationery Co. for \$275.64. The contract had been let to the Herald Co. by Mr. Shade.

On motion adjourned.

Alice G. Evans.
Secretary.

At a later meeting of Mr. Lorenz and Mr. Scott, with M. P. O'Brien, the City engineer, it was found that Mr. Musselman's bid did not include the removal of dirt and debris, so the contract was given to Mr. Bickes. The work was to be completed before the Anniversary celebration, August 10.

Regular Meeting of the Library Board

July 31, 1925

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

Minutes of the last meeting were read and approved.

The Librarian's report for June was read, accepted and ordered placed on file.

New books recommended by the Book Committee were ordered purchased.

The Board was reorganized for the year, with Mr. Hardy reelected president and Mrs. Evans, secretary. Mrs. F. W. Vincent took her place as new member on the Board.

On motion the Board approved the letting of the contract, by Mr. Shade, for the printing of the Booklet to the Herald Printing and Stationery Co., as the lowest bidder. The Review Printing and Stationery Co.'s bid was \$300.00 and the Herald's \$275.64.

On motion of Mr. Scott, seconded by Mr. Shade, the action of the Building and Grounds Committee, awarding to F. L. Bickes the contract for the concrete steps, was approved. Mr. Musselman, to whom the Committee had first awarded the contract, having refused to remove earth and debris at his stated figure. Mr. Bickes' bid was \$463.00 and Mr. Musselman's \$343.00.

Plans for the Fiftieth Anniversary Celebration were discussed, and it was decided to have the band concert (on the lawn) and the reception (in the building) from 7 to 8 o'clock in the evening, the program to follow these. Mr. S. H. Ranck, librarian of the Grand Rapids public library, will make the address of the evening, and there will be a few short talks and some music. A platform is to be erected at the northwest corner of the building; and the grounds lighted. Former members of the Library Board, as well as present members, together with the Mayor and Commissioners, and a few others, will occupy places on the platform.

Bills to the amount of \$3,003.44 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Secretary.

Alice G. Evans

July 31, 1925.

Librarian's Report for June 1925

	<u>Book Account</u>				Total.
	Adult.	Child.	Branch.	Schools.	
Total vols. 31 May 1925	39,775	6,820	3,312	1,979	51,886
New books added by purchase	17	4	47		68
Books replaced	28	3	7		38
Total additions	45	7	54		106
Total vols. 30 June 1925	39,820	6,827	3,366	1,979	51,992

	<u>Registration</u>				Total.
	<u>Main Lib.</u>		<u>Branch</u>		
	Adult.	Child.	Adult.	Child.	
Cards in force 31 May 1925	8,927	3,728	530	864	14,049
Borrowers registered	134	58	2	10	204
Borrowers' cards cancelled	104	72	7	3	186
Cards in force 30 June 1925	8,957	3,714	525	871	14,067

	<u>Circulation</u>					Total.
	<u>Main Lib.</u>		<u>Branch</u>		Pines.	
	Adult.	Child.	Adult.	Child.		
Books issued	8,567	4,190	844	1,158	290	15,049
Largest daily circulation at Main library-	680.				At Branch-	126
Smallest " " " "	"	"	"	- 228.	" "	35
Average " " " "	"	"	"	- 491.	" "	76
Delinquent postals sent	-----					468
Reserve postals sent	-----					107

	<u>Binding and Repair</u>	
Books sent to bindery	-----	247
Books repaired in library	-----	384

	<u>Classified Report</u>			Total.
	<u>Book Account</u>		Branch.	
	Adult.	Child.		
General works	3			3
Philosophy	3			3
Religion	1		1	2
Sociology	1	1	2	4
Science	7		3	10
Useful arts	5		2	7
Fine arts	1			1
Literature	6	4	7	17
Travel			3	3
Biography			8	8
History	1		3	4
Fiction	17	2	25	44
Total	45	7	54	106
Rental coll.	1			1

Librarian's Report for June 1925 ----- 2

	<u>Classified Report</u>				Total.
	<u>Circulation</u>			Stations.	
	Adult.	Child.	Branch.		
General works	5	12	5		22
Philosophy	83	1	2		86
Religion	74	17	9	1	101
Sociology	99	443	182	19	743
Philology	11	3			14
Science	89	58	21	4	172
Useful arts	172	63	16	1	252
Fine arts	215	75	14	3	307
Literature	323	96	57	10	486
Travel	82	158	49	10	299
Biography	92	37	20	2	151
History	91	80	21	7	199
Fiction	6804	3133	1522	224	11683
Foreign bks.	18				18
Magazines	112	14	84	9	219
Rental coll.	297				297
Total	8567	4190	2002	290	15049

Finance

Receipts:

Balance due from appropriation 31 May 1925 -----	\$9,121.96
Fines, damages & lost bks.-----	104.01
Rental coll. -----	12.75
Other sources -----	1.24

Total receipts ----- \$9,239.96

Expenditures:

Salaries -----	\$1,763.50
Books -----	623.61
Periodicals -----	72.80
Binding -----	146.50
Supplies -----	46.17
Repairs & improvements -	594.92
Light & heat -----	75.52
Furniture & fixtures ---	74.00
Postage, freight & exp.--	12.24
Insurance -----	286.40

Total expenditures -- \$3,995.15

Balance due from appropriation 30 June 1925 - \$5,244.81

Respectfully submitted,

Alice G. Evans.

Librarian.

299.79