

Regular Meeting of the Library Board

February 27, 1942

Present: Messrs. Knuth and Imboden, Mrs. Evans and Mrs. Garman. Consent to pass the regular bills was given by 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.

Unfinished business,- the president listed the repair needs at Evans branch library, but there was no Committee report.

On motion of Mrs. Evans seconded by Mr. Imboden, the recommended list of new books was ordered purchased.

A letter from Mr. James M. Landis, Office of Civilian Defense, was read, regarding "special" defense" packets" which are being offered to certain key libraries,- our library included. These packets are to contain major civilian defense pamphlets and important policy speeches; it is suggested that they be conspicuously displayed and made freely available to the public. On motion of Mrs. Evans, seconded by Mrs. Garman, we are to get in touch with the Mayor about the use of the library for civilian defense.

On motion of Mr. Imboden, seconded by Mrs Evans, letters of thanks were to be sent to the Decatur Cartage Company, Rigby Delivery Co., <sup>Dept. of Public Recreation,</sup> and others who gave splendid cooperation and service during the Victory Book Campaign.

Bills to the amount of \$2489.68 were approved by the Finance committee and ordered paid.

Adjourned.

Minnie A. Dill

Secretary.

## Librarian's Report for January, 1942

### Book Account

	Adult	Juvenile	Total
Total vols. 31 De.'41	60162	16896	77058
New books added by purchase	214	34	248
New books added by gift	27	0	27
Magazines bound	2	0	2
Books replaced	4	29	33
Total additions	247	63	310
Total vols. 31 Ja.'42	60409	16959	77368

### Registration

	<u>Main Lib.</u>		<u>Evans br.</u>		Total
	Adult	Child	Adult	Child	
Cards in force 31 De.'41	13049	3762	768	872	18451
Borrowers registered	260	46	18	12	336
Borrowers cards cancelled	336	71	22	15	444
Cards in force 31 Ja.'42	12973	3737	764	869	18343

### Circulation

	<u>Main lib.</u>		<u>Evans br.</u>		School Stations	Total
	Adult	Child	Adult	Child		
Books issued	12385	3063	1572	1389	3622	40
Largest daily circ. at Main library-			940	At Evans branch-		184
Overdue notices sent - - - - -						413
Reserve postals sent - - - - -						180
Pictures loaned - - - - -						1174
Telephone calls - - - - -						675

### Binding and Repair

Books repaired in library - - - - -	1419
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### Classified Report

#### Book Account

	<u>Main lib.</u>		<u>Evans</u>	<u>E. End</u>	Schools	Total
	Adult	Child	branch	branch		
Total vols. 31 De.'41	55453	8682	7085	2351	3487	77058
New books added:						
General works	3	0	0	0	0	3
Philosophy	5	0	0	0	0	5
Religion	8	4	0	0	0	12
Sociology	43	1	0	0	0	44
Science	7	0	0	0	0	7
Useful arts	18	0	1	0	0	19
Fine arts	15	0	1	0	0	16
Literature	25	0	3	0	0	28
History	28	0	1	0	0	29
Travel	22	0	11	0	0	33
Biography	24	3	4	0	0	31
Fiction	23	30	30	0	0	83
Total added	221	38	51	0	0	310
Rent coll.- 14						
Total vols. 31 Ja.'42	55674	8720	7136	2351	3487	77368

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Classified Report

Circulation

	Main Lib.		Evans	Schools	Stations	Total
	Adult	Child	branch			
General works	19	1	4	0	0	24
Philosophy	170	1	1	0	0	172
Religion	190	16	5	30	1	242
Sociology	429	51	28	90	5	603
Fairy tales	0	150	51	253	0	454
Language	8	0	0	0	0	8
Science	227	96	54	186	0	563
Useful arts	650	161	75	108	2	996
Fine arts	618	76	27	75	0	796
Literature	616	88	42	237	7	990
History	456	43	53	196	1	749
Travel	411	169	86	234	5	905
Biography	623	85	57	82	1	848
Fiction	7202	2104	2139	2131	18	13594
Magazines	289	22	339	0	0	650
Foreign books	20	0	0	0	0	20
Rent collection	457	0	0	0	0	457
Total	12385	3063	2961	3622	40	22071

Volumes used for reference in the Adult dept. at Main library ----- 1279

Finance

RECEIPTS:

Bal. on hand 2 Ja. '42 ----	\$ 845.81
Fines, damaged & lost bks. --	134.92
Non-resident fees -----	21.00
Rent collection -----	22.85
Reserve postals sold -----	4.00
Sale of old bks. & mags. --	25.05
Bal. 1940-41 tax levy & forfeited tax -----	16340.03
 Total receipts -----	 \$17393.66

DISBURSEMENTS:

Salaries -----	\$1896.40
Janitor service -----	225.00
Books -----	742.75
Periodicals -----	32.25
Binding -----	346.55
Supplies -----	33.23
Repairs & improvements -----	8.36
Light -----	8.27
Heat -----	124.50
Telephone -----	19.25
Postage, drayage, etc -----	6.52
Miscellaneous -----	29.08
Total disbursements -----	\$3472.16
Bal. on hand 2 Fb. '42 -----	\$13921.50

Respectfully submitted,

*Minnie A Dill*

Librarian.