

Regular Meeting of the Library Board

August 31, 1945

Present: Messrs. Knuth, Imboden, Hanes, Nalefski, Mrs. Evans and Mrs. Loewen.

Minutes of several previous meetings were read and approved.

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

The new books recommended by the Book committee were ordered purchased.

Unfinished business- Mr. Imboden reported that Mr. Groves had not yet been able to do the termite work at Evans branch. It was mentioned that the roof at Evans branch had been repaired, and the walls and ceilings washed, but the new gutters and downspouts had not yet been taken care of.

Mr. Hanes, chairman of the Buildings and grounds committee, reported that Mr. Bechtel had been to see him in regard to digging a trench at the south side of the library lawn, next to the building recently purchased by the American Legion. The basement of that building is very damp and it is necessary to reinforce the foundation in such a manner as to remedy this condition. On motion of Mr. Hanes, seconded by Mrs. Loewen, Mr. Bechtel was to be permitted to dig the trench, with the understanding that the lawn and shrubbery removed, were to be replaced in satisfactory shape.

On motion of Mr. Nalefski, seconded by Mrs. Loewen, withdrawals from all accounts of the library are to be signed by the president and secretary, or, in the absence of either of these,

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by a member of the Finance committee. Copies of these authorized signatures are to be filed at Millikin National Bank.

It was reported that burglars had entered the library the night of the V-J celebration, August 15, but the police had arrived in time to prevent much damage; there was no loss.

Bills to the amount of \$3,040.45 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Librarian's Report for July, 1945

Book Account

| | Adult | Juvenile | Total |
|-----------------------------|-------|----------|-------|
| Total vols. 30 Je'45 | 65375 | 17960 | 83335 |
| New books added by purchase | 51 | 209 | 260 |
| New books added by gift | 2 | 0 | 2 |
| Magazines bound | 1 | 0 | 1 |
| Books replaced | 0 | 0 | 0 |
| Total additions | 54 | 209 | 263 |
| Books withdrawn | 239 | 152 | 391 |
| Total vols. 31 J1'45 | 65190 | 18017 | 83207 |

Registration

| | Main lib. | | Evans br. | | Total |
|---------------------------|-----------|-------|-----------|-------|-------|
| | Adult | Child | Adult | Child | |
| Cards in force 30 Je'45 | 10486 | 3357 | 506 | 796 | 15145 |
| Borrowers registered | 154 | 98 | 10 | 11 | 273 |
| Borrowers cards cancelled | 199 | 79 | 6 | 2 | 286 |
| Cards in force 31 J1'45 | 10441 | 3376 | 510 | 805 | 15132 |

Circulation

| | Main lib. | | Evans br. | | Stations | Total |
|-----------------------------------|-----------|-------|-----------|------------------|----------|-------|
| | Adult | Child | Adult | Child | | |
| Books issued | 7282 | 2859 | 604 | 820 | 251 | 11816 |
| Largest daily circ. at Main lib.- | | | 369 | At Evans branch- | | 87 |
| Overdue notices sent | ----- | | | | | 494 |
| Reserve postals sent | ----- | | | | | 122 |
| Pictures loaned | ----- | | | | | 72 |
| Telephone calls | ----- | | | | | 270 |

Binding and Repair

| | | |
|---------------------------|-------|------|
| Books repaired in library | ----- | 4082 |
|---------------------------|-------|------|

Classified Report

Book Account

| | Main lib. | | Evans branch | E. End branch | Schools | Total |
|----------------------|-----------|-------|--------------|---------------|---------|-------|
| | Adult | Child | | | | |
| Total vols. 30 Je'45 | 60560 | 9684 | 7381 | 2333 | 3377 | 83335 |
| New books added: | | | | | | |
| General works | 1 | 0 | 1 | 0 | 0 | 2 |
| Philosophy | 1 | 0 | 0 | 0 | 0 | 1 |
| Religion | 7 | 0 | 0 | 0 | 0 | 7 |
| Sociology | 12 | 1 | 2 | 0 | 0 | 15 |
| Science | 0 | 1 | 1 | 0 | 0 | 2 |
| Useful arts | 7 | 1 | 1 | 0 | 17 | 26 |
| Fine arts | 0 | 1 | 1 | 0 | 0 | 2 |
| Literature | 6 | 0 | 0 | 0 | 0 | 6 |
| History | 6 | 4 | 0 | 0 | 24 | 34 |
| Travel | 1 | 3 | 3 | 0 | 19 | 26 |
| Biography | 5 | 4 | 2 | 0 | 0 | 11 |
| Fiction | 4 | 23 | 20 | 0 | 84 | 131 |
| Total added | 50 | 38 | 31 | 0 | 144 | 263 |
| Rent coll.- 11 | | | | | | |
| Books withdrawn | 231 | 115 | 42 | 3 | 0 | 391 |
| Total vols. 31 J1'45 | 60379 | 9607 | 7370 | 2330 | 3521 | 83207 |

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| <u>Classified Report</u> | | | | | |
|--------------------------|-----------|-------|--------|----------|-------|
| <u>Circulation</u> | | | | | |
| | Main lib. | | Evans | Stations | Total |
| | Adult | Child | branch | | |
| General works | 19 | 1 | 1 | 0 | 21 |
| Philosophy | 117 | 2 | 1 | 0 | 120 |
| Religion | 92 | 14 | 10 | 0 | 116 |
| Sociology | 183 | 58 | 18 | 0 | 259 |
| Fairy tales | 0 | 73 | 32 | 14 | 119 |
| Language | 7 | 0 | 0 | 0 | 7 |
| Science | 140 | 77 | 12 | 0 | 229 |
| Useful arts | 388 | 89 | 18 | 0 | 495 |
| Fine arts | 311 | 44 | 15 | 0 | 370 |
| Literature | 241 | 40 | 20 | 13 | 314 |
| History | 195 | 44 | 9 | 0 | 248 |
| Travel | 273 | 12 | 7 | 0 | 292 |
| Biography | 229 | 56 | 15 | 12 | 312 |
| Fiction | 4669 | 2327 | 1188 | 212 | 8396 |
| Magazines | 136 | 22 | 77 | 0 | 235 |
| Foreign books | 9 | 0 | 1 | 0 | 10 |
| Rent coll. | 273 | 0 | 0 | 0 | 273 |
| Total | 7282 | 2859 | 1424 | 251 | 11816 |

Volumes used for reference in Main adult dept. ----- 317

Finance

RECEIPTS:

| | |
|------------------------------|------------|
| Bal. on hand 2 J1'45---- | \$ 3881.84 |
| Fines, lost & dam.bks.--- | 174.11 |
| Non-resident fees----- | 22.50 |
| Rental collection----- | 13.65 |
| Reserve postals sold---- | 2.60 |
| Memorial books----- | 8.00 |
| C.D.A. subs.to Cath. Digest- | 3.00 |
| Amount placed to account-\$ | 20000.00 |

Total receipts----- \$24105.70

DISBURSEMENTS:

| | |
|--------------------------|------------|
| Staff salaries----- | \$ 2028.20 |
| Janitor salaries----- | 279.50 |
| Books----- | 373.78 |
| Periodicals----- | 3.50 |
| Binding----- | 330.53 |
| Supplies----- | 35.16 |
| Light----- | 7.61 |
| Heat----- | 12.30 |
| Telephone----- | 15.25 |
| Postage, drayage, etc.- | 3.00 |
| Insurance----- | 75.00 |
| Miscellaneous----- | 60.36 |
| Total disbursements--- | \$ 3224.19 |
| Bal. on hand 1 Ag'45---- | \$20881.51 |

Respectfully submitted,

Librarian.