

Called Meeting of the Library Board

Sept. 14, 1922.

Present: Messrs. Hardy, Swisher, Clausen and Kibele.

This meeting was called by the president for the purpose of settling for all bills yet outstanding on the Branch building. Mr. Clausen, architect, and Mr. Kibele, contractor, were present to go over the accounts and to determine unpaid bills.

An affidavit was signed by Mr. Kibele, and duly sworn to before a notary public, declaring that all bills outstanding were as follows:

L. Swisher Lumber Co.	\$307.34
Decatur Carpet & Rug Co.	366.75
Decatur Brick Manufacturing Co.	102.27
R. Sutherland	125.00
Robert Campbell	125.46
Morehouse & Wells Co.	246.66

These bills were to be paid at once, but the Board was not to be held responsible for any other bills which might be presented.

On motion adjourned.

Alice G. Evans.

Secretary.

Regular Meeting of the Library Board

September 29, 1922.

Present: Messrs. Hardy, Shade, Scott and Mrs. Gastman.

Minutes of the last meeting were read and approved.

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

On motion the books recommended by the Book Committee were ordered purchased.

Mr. Hardy announced that his committees for 1922-1923 would stand as appointed for last year.

The furniture which had been used in the Deposit Station at Roach school was no longer available for our use, and some other provision would have to be made. It was decided that there were some extra tables at the Main library which could be taken out there.

The matter of replacing the school collection books which were lost last year was considered. It was thought best that the Library replace these this year, but letters were to be sent to the schools asking them to be more careful.

Requests had come from Millikin university professors for indefinite loans of books. The matter was put in the hands of the Administration Committee.

Bills to the amount of \$5,104.79 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans,
Secretary.

September 29, 1922.

Librarian's Report for August 1922

	<u>Book Account</u>		Branch.	School.	Total.
	Adult.	Child.			
Total vols. 31 July 1922	36,015	5,957	2,243	1,798	46,013
New books added by purchase	99	14	37		150
New books added by gift	1				1
Magazines bound	6				6
Books replaced	39	47	9	217	312
Total additions	145	61	46	217	469
Total vols. 31 Aug. 1922	36,160	6,018	2,289	2,015	46,482

	<u>Registration</u>				Total.
	<u>Main Lib.</u>		<u>Branch</u>		
	Adult.	Child.	Adult.	Child.	
Cards in force 31 July 1922	7,603	3,576	182	661	12,022
Borrowers registered	111	56	21	31	219
Borrower's cards cancelled	90	50	1	2	143
Cards in force 31 Aug. 1922	7,624	3,582	202	690	12,098

	<u>Circulation</u>						Total
	<u>Main Lib.</u>		<u>Branch</u>		Deposit.	Y.W.camp	
	Adult.	Child.	Adult.	Child.			
Books issued	9,144	3,735	801	1,410	123	231	15,444
Largest daily circulation at Main library-	689.				At Branch-		157
Smallest "	"	"	"	"	-	-	19
Average "	"	"	"	"	-	-	82
Books used in reading and reference rooms	-----						661
Delinquent postals sent	-----						251
Reserve postals sent	-----						95

	<u>Binding and Repair</u>	Total
Books repaired in library	-----	704

	<u>Classified Report</u>					Total.
	<u>Book Account</u>					
	Adult.	Child.	Branch.	School.		
General works	9	1	1		11	
Philosophy	3		1		4	
Religion	5			1	6	
Sociology	7	9	3	53	72	
Science	3	4	4	11	22	
Useful arts	10	2	5	4	21	
Fine arts	3			1	4	
Literature	10	2	5	17	34	
Travel	7	2	1	25	35	
Biography	7		3	7	17	
History	4	1	2	18	25	
Fiction	77	30	31	80	218	
Total	145	51	56	217	469	
Rental coll.	15				15	

Classified Report
Circulation

	Adult.	Child.	Branch.	Stations.	Total.
General works	17	8	4		29
Philosophy	96	1	1		98
Religion	78	10	13	1	102
Sociology	106	409	197	18	730
Philology	7				7
Science	85	40	51	28	204
Useful arts	186	35	43	7	271
Fine arts	221	44	30		295
Literature	374	111	103	14	602
Travel	97	43	45		185
Biography	86	10	17	9	122
History	94	41	22	3	160
Fiction	7249	2959	1628	272	12108
Foreign bks.	42		2		44
Magazines	132	24	55	2	213
Rental coll.	274				274
Total	9144	3735	2211	354	15444

Finance

Receipts:

Balance due from appropriation 31 July 1922-----	\$27,824.03
Fees for non-residents ---	2.00
Fines, damages & lost bks. ---	70.08
Rental coll. -----	12.80
Other sources -----	11.12

Total receipts ----- \$27,920.03

Expenditures:

Salaries -----	\$1,345.10
Books -----	260.58
Periodicals -----	12.02
Printing -----	10.03
Binding -----	101.34
Supplies -----	33.19
Light & heat -----	39.72
Furniture -----	65.50
Telephone -----	4.71
Postage, freight & exp.-	24.42
Branch building -----	491.90
Miscellaneous -----	26.65
Total expenditures --	\$2,415.16
Balance due from appropriation 31 Aug.1922 -	\$25,504.87

Respectfully submitted,

Alice G. Evans.

Librarian.