

Regular Meeting of the Library Board  
January 26, 1940

Present: Messrs. Shilling, Mueller, Knuth, Nash and Borchers, Mrs. Evans, Mrs. Buckner and Miss Riggs.

Minutes of the last meeting were read and approved.

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

Comptroller Wylie's Tax collection report, 1938 levy, relating to the library's finances, as of January 25, was read by Mr. Shilling.

On motion, the list of new books recommended by the Book committee was ordered purchased.

When discussing recent extensive repairs in the building and mentioning others to be made, Mr. Mueller suggested that it might be well to have a competent man make a survey of the physical condition of the library building, and have a definite plan for future improvements to cover a period of years. This was to be looked into and some<sup>one</sup> selected to make such a survey. The librarian and assistant were to list repairs and improvements most necessary in the Main library and Evans branch, also administrative expansion and development including a new branch library.

Mr. Borchers reported that early records of Macon County, 1829-1850, were now being typed from records in the County Court House. The work was under the supervision of the Historical Records Survey of Illinois and, as president of the Macon County Historical Society, he had agreed to have three copies of each book- two for the Historical Society and one for the library. He proposed that the library pay for the binding of all. There will be at least 75 volumes. The question of the legality of having the library assume the expense of paying for the binding

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of books for any other organization, also as to whether the library's budget for binding could bear the additional expense- at least \$150- was discussed. The president appointed a committee consisting of Mrs. Evans, Mrs. Buckner and Miss Riggs, to look into the matter, and to talk it over with the librarian and assistant librarian, before the next meeting.

Bills to amount of \$2826.02 were approved by the Finance committee and ordered paid. Miss Riggs acted on the committee for this meeting.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for December, 1939

Book Account

|                             | Adult | Juvenile | Total |
|-----------------------------|-------|----------|-------|
| Total vols. 30 Nov.'39      | 56733 | 16353    | 73086 |
| New books added by purchase | 189   | 102      | 291   |
| Magazines bound             | 76    | 2        | 78    |
| Books replaced              | 4     | 2        | 6     |
| Total additions             | 269   | 106      | 375   |
| Books withdrawn             | 165   | 43       | 208   |
| Total vols. 31 Dec.'39      | 56837 | 16416    | 73253 |

Registration

|                           | Main lib. |       | Evans br. |       | Total |
|---------------------------|-----------|-------|-----------|-------|-------|
|                           | Adult     | Child | Adult     | Child |       |
| Cards in force 30 Nov.'39 | 12228     | 3811  | 751       | 946   | 17736 |
| Borrowers registered      | 218       | 71    | 19        | 17    | 325   |
| Corrowers cards cancelled | 217       | 61    | 28        | 20    | 326   |
| Cards in force 31 Dec.'39 | 12229     | 3821  | 742       | 943   | 17735 |

Circulation

|                                      | Main lib. |       | Evans br. |       | Schools            | Stations | Total |
|--------------------------------------|-----------|-------|-----------|-------|--------------------|----------|-------|
|                                      | Adult     | Child | Adult     | Child |                    |          |       |
| Books issued                         | 12308     | 3127  | 1367      | 1417  | 2900               | 484      | 21603 |
| Largest daily circ. at Main library- | -         |       |           | 1049  | At Evans br. - - - |          | 223   |
| Overdue notices sent                 | -         |       |           |       |                    |          | 473   |
| Reserve postals sent                 | -         |       |           |       |                    |          | 226   |
| Pictures loaned                      | -         |       |           |       |                    |          | 329   |
| Telephone calls                      | -         |       |           |       |                    |          | 407   |

Binding and Repair

|                           |           |      |
|---------------------------|-----------|------|
| Books repaired in library | - - - - - | 1378 |
|---------------------------|-----------|------|

Classified Report

Book Account

|                        | Main lib. |       | Evans branch | E.End branch | Schools | Total |
|------------------------|-----------|-------|--------------|--------------|---------|-------|
|                        | Adult     | Child |              |              |         |       |
| Total vols. 30 Nov.'39 | 52254     | 8713  | 6543         | 2384         | 3192    | 73086 |
| New books added:       |           |       |              |              |         |       |
| General works          | 26        | 15    | 0            | 0            | 0       | 41    |
| Philosophy             | 6         | 0     | 0            | 0            | 0       | 6     |
| Religion               | 6         | 1     | 1            | 0            | 0       | 8     |
| Sociology              | 38        | 1     | 2            | 0            | 0       | 41    |
| Language               | 0         | 0     | 1            | 0            | 0       | 1     |
| Science                | 8         | 2     | 1            | 0            | 0       | 11    |
| Useful arts            | 26        | 3     | 8            | 0            | 0       | 37    |
| Fine arts              | 38        | 1     | 0            | 0            | 0       | 39    |
| Literature             | 17        | 2     | 1            | 0            | 0       | 20    |
| History                | 7         | 0     | 2            | 0            | 0       | 9     |
| Travel                 | 11        | 4     | 34           | 0            | 1       | 50    |
| Biography              | 17        | 3     | 3            | 0            | 0       | 23    |
| Fiction                | 17        | 37    | 35           | 0            | 0       | 89    |
| Total added            | 217       | 69    | 88           | 0            | 1       | 375   |
| Rent coll.- 20         |           |       |              |              |         |       |
| Books withdrawn        | 140       | 27    | 36           | 5            | 0       | 208   |
| Total vols. 31 Dec.'39 | 52331     | 8755  | 6595         | 2379         | 3193    | 73253 |

Classified Report

Circulation

|               | Main lib. |       | Evans  | Schools | Stations | Total |
|---------------|-----------|-------|--------|---------|----------|-------|
|               | Adult     | Child | branch |         |          |       |
| General works | 21        | 1     | 10     | 0       | 0        | 32    |
| Philosophy    | 212       | 5     | 10     | 0       | 0        | 227   |
| Religion      | 150       | 25    | 17     | 51      | 1        | 244   |
| Sociology     | 429       | 60    | 43     | 140     | 4        | 676   |
| Fairy tales   |           | 150   | 70     | 215     | 0        | 435   |
| Language      | 8         | 0     | 2      | 0       | 0        | 10    |
| Science       | 188       | 49    | 52     | 120     | 0        | 409   |
| Useful arts   | 519       | 124   | 97     | 115     | 2        | 857   |
| Fine arts     | 630       | 44    | 35     | 26      | 0        | 735   |
| Literature    | 643       | 231   | 82     | 139     | 1        | 1096  |
| History       | 415       | 41    | 49     | 177     | 1        | 683   |
| Travel        | 421       | 67    | 70     | 188     | 8        | 754   |
| Biography     | 605       | 57    | 56     | 95      | 11       | 824   |
| Fiction       | 7397      | 2223  | 2003   | 1634    | 456      | 13713 |
| Magazines     | 320       | 50    | 187    | 0       | 0        | 557   |
| Foreign books | 34        | 0     | 1      | 0       | 0        | 35    |
| Rent coll.    | 316       | 0     | 0      | 0       | 0        | 316   |
| Total         | 12308     | 3127  | 2784   | 2900    | 484      | 21603 |

Volumes used for reference in library - - - - - 679

Finance

RECEIPTS:

|                             |           |
|-----------------------------|-----------|
| Bal. on hand 24 Nov. '39    | \$ 318.81 |
| Fines, damaged & lost bks.  | 144.05    |
| Non-resident fees           | 22.00     |
| Rent collection             | 15.80     |
| Reserve postals             | 2.80      |
| Refund on mag. subscription | .35       |
| Amount placed to account    | 3500.00   |

Total receipts ----- \$4003.81

DISBURSEMENTS:

|                          |           |
|--------------------------|-----------|
| Salaries                 | \$1739.00 |
| Janitor service          | 200.00    |
| Books                    | 350.49    |
| Periodicals              | 32.50     |
| Printing                 | 38.00     |
| Binding                  | 199.65    |
| Supplies                 | 60.07     |
| Repairs & improvements   | 409.63    |
| Light                    | 6.73      |
| Heat                     | 142.69    |
| Furniture & fixtures     | 243.10    |
| Telephone                | 14.25     |
| Postage, drayage, etc    | 4.54      |
| Insurance                | 56.90     |
| Miscellaneous            | 15.57     |
| Total disbursements      | \$3513.12 |
| Bal. on hand 29 Dec. '39 | \$ 490.69 |

Respectfully submitted,

*Minnie A. Dill*

Librarian.