

Regular Meeting of the Library Board

November 29, 1940

Present: Mr. Knuth, Mrs. Evans and Miss Riggs.

Mr. Knuth acted as chairman and signed the checks. Consent was given by Mr. Shilling and Mrs. Garman to pass the regular bills.

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 new books recommended by the Book committee were ordered purchased.

On motion, the librarian was empowered to have hand-rails installed at both flights of front steps. This had been considered a year ago.

Bills to the amount of \$3291.20 were approved by the Finance committee and ordered paid. Mrs. Evans and Miss Riggs acted on the committee for this meeting.

On motion, adjourned,

Minnie A. Dill

Secretary.

Librarian's Report for October, 1940

Book Account

	Adult	Juvenile	Total
Total vols. 30 Sept. '40	58301	16856	75157
New books added by purchase	211	70	281
New books added by gift	27	4	31
Magazines bound	5	0	5
Books replaced	7	1	8
Total additions	250	75	325
Books withdrawn	80	40	120
Total vols. 31 Oct. '40	58471	16891	75362

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 30 Sept. '40	12695	3894	761	929	18279
Borrowers registered	368	84	19	28	499
Borrowers cards cancelled	370	163	20	47	600
Cards in force 31 Oct. '40	12693	3815	760	910	18178

Circulation

	Main lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	14088	3924	1472	1714	4003	25201
Largest daily circ. at Main Library-			971	At Evans branch-		196
Overdue notices sent - - - - -						396
Reserve postals sent - - - - -						194
Pictures loaned - - - - -						1700
Telephone calls - - - - -						420

Binding and Repair

Books sent to bindery - - - - -	186
Books repaired in library - - - - -	1213

Classified Report

Book Account

	Main lib.		Evans	E. End	Schools	Total
	Adult	Child	branch	branch		
Total vols. 30 Sept. '40	53719	8855	6884	2367	3332	75157
New books added:						
General works	7	1	0	0	0	8
Philosophy	3	0	1	0	0	4
Sociology	38	5	2	0	0	45
Language	0	0	4	0	0	4
Science	7	5	1	0	1	14
Useful arts	83	3	2	0	0	88
Fine arts	20	2	1	0	0	23
Literature	16	6	0	0	0	22
History	10	1	0	0	0	11
Travel	5	4	0	0	0	9
Biography	15	2	1	0	0	18
Fiction	18	37	22	0	1	78
Foreign books	1	0	0	0	0	1
Total added	223	66	34	0	2	325
Rent coll.- 18						
Books withdrawn	75	31	11	2	1	120
Total vols. 31 Oct. '40	53867	8890	6907	2365	3333	75362

Librarian's Report for October, 1940 --- 2

Classified Report
Circulation

	Main lib.		Evans branch	Schools	Total
	Adult	Child			
General works	17	2	2	0	21
Philosophy	270	3	6	0	279
Religion	183	35	14	34	266
Sociology	536	58	42	119	755
Fairy tales	0	223	49	318	590
Language	26	1	0	0	27
Science	288	121	60	212	681
Useful arts	798	140	128	160	1226
Fine arts	706	76	57	33	872
Literature	894	189	100	189	1372
History	581	116	77	281	1055
Travel	439	124	69	334	966
Biography	551	72	37	140	800
Fiction	7960	2721	2329	2183	15193
Magazines	373	43	214	0	630
Foreign books	34	0	2	0	36
Rent collection	432	0	0	0	432
Total.	14088	3924	3186	4003	25201

Volumes used for reference in Adult dept. at Main lib.- 1008

Finance

RECEIPTS:

Bal. on hand 27 Sp. '40	---	\$ 595.24
Fines, damaged & lost bks.	-	103.64
Non-resident fees	-----	16.00
Rent collection	-----	21.60
Reserve postals	-----	3.76
Amount placed to account	-	3200.00

Total receipts \$3940.24

DISBURSEMENTS:

Salaries	-----	\$1795.55
Janitor service	-----	210.00
Books	-----	499.01
Periodicals	-----	1.00
Binding	-----	434.10
Supplies	-----	26.16
Repairs & improvements	-----	195.43
Light	-----	5.33
Heat	-----	11.40
Telephone	-----	14.25
Postage, drayage, etc.	-----	1.65
Miscellaneous	-----	11.71
Total disbursements	-----	\$3205.59
Bal. on hand 25 Oc. '40	---	\$ 734.65

Respectfully submitted,

Minnie A. Dill

Librarian.