

Regular Meeting of the Library Board

November 27, 1931

Present: Messrs. Shade, Lorenz, Bachman, Allen, Mrs. Gastman, and Mrs. Evans.

In the absence of the president, Mr. Shade presided.

Minutes of the last meeting were read and approved.

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

Unfinished business,- Mr. Lorenz, chairman of the Building and grounds committee, reported on the repairing of the steel window guards in the basement, stating that the estimate on this work by Mr. Swartz did not include new guards but just painting and minor repairs. He thought all guards were rusted out and should be replaced when finances were in better shape. On motion the subject was tabled for the present.

There was much comment on the general increase in circulation, and special mention of the way the East End branch was carrying on and only open afternoons. It was moved by Mr. Shade, seconded by Mrs. Evans and voted unanimously to keep this branch open one evening each week, and reduce the evening service at the Evans branch to two.

On motion, the new books recommended by the Book committee were ordered purchased.

It was reported that the deposit station which was in the grocery store at the corner of Jasper and Cantrell streets, had been moved across the street to the Spanish Inn.

Bills to the amount of \$3,562.33 were passed by the Finance committee and ordered paid.

On motion, adjourned

*Mirvine A. Dill,*

Secretary.

Librarian's Report for October, 1931

Book Account

	Adult	Juvenile	Total
Total vols. 30 Sept. 1931	51198	14775	65973
New books added by purchase	159	82	241
New books added by gift	6		6
Books replaced	2	35	37
Total additions	167	117	284
Books withdrawn	97	32	129
Total vols. 31 Oct. 1931	51268	14860	66128

Registration

	<u>Main Lib.</u>		<u>Evans br.</u>		<u>E. End br.</u>		Total
	Adult	Child	Adult	Child	Adult	Child	
Cards in force 30 Sept. 1931	11477	3896	908	1300	638	992	19211
Borrowers registered	387	156	28	55	33	33	692
Borrowers cards cancelled	297	73	19	52	19	32	492
Cards in force 31 Oct. 1931	11567	3979	917	1303	652	993	19411

Circulation

	<u>Main Lib.</u>		<u>Evans br.</u>		<u>E. End br.</u>		<u>Hosp</u>	<u>School</u>	<u>Station</u>	Total
	Adult	Child	Adult	Child	Adult	Child				
Books issued	17297	6175	2358	2124	2060	1698	90	3604	Oak. 574	36410
Largest daily circ. at Main Lib. -	1453		At Evans br. -		269			At E. End br. -		221
Smallest " " " " " "			515				72			77
Average " " " " " "			869				166			139
Delinquent postals sent	-	-	-	-	-	-	-	-	-	383
Reserve postals sent	-	-	-	-	-	-	-	-	-	240
Pictures loaned	-	-	-	-	-	-	-	-	-	483

Binding and Repair

Books repaired in library	-	-	-	-	-	-	-	-	-	1310
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Classified Report

	<u>Book Account</u>		<u>Evans branch</u>	<u>E. End branch</u>	<u>Hosp.</u>	<u>Schools</u>	Total
	<u>Main Lib.</u>	<u>Child</u>					
Total vols. 30 Sept, 1931	46780	7926	5307	2776	270	2914	65973
New books added:							
General works	2	0	0	0	0	0	2
Philosophy	3	0	0	0	0	0	3
Religion	8	0	0	0	0	0	8
Sociology	6	4	3	2	0	0	15
Science	7	4	2	2	0	1	16
Useful arts	9	3	2	2	0	0	16
Fine arts	6	1	3	3	0	0	13
Literature	11	2	2	1	0	0	16
History	6	1	3	3	0	0	13
Travel	8	2	0	0	0	0	10
Biography	9	1	1	1	0	0	12
Fiction	61	53	24	22	0	0	160
Total added	136	71	40	36	0	1	284
Rental coll. - 14							
Books withdrawn	95	29	0	4	1	0	129
Total vols. 31 Oct. 1931	46821	7968	5347	2808	269	2915	66128

Classified Report  
Circulation

	Main Lib.	Evans	E.End	Hosp.	School	Stations	Total
	Adult	Child	branch	branch			
General works	46	0	1	3	0	1	51
Philosophy	366	2	5	3	0	1	377
Religion	201	73	16	18	0	2	349
Sociology	334	587	187	107	0	1	1630
Philology	20	0	3	2	0	0	25
Science	243	173	67	41	0	0	714
Useful arts	439	86	67	24	0	0	678
Fine arts	448	136	70	55	0	1	724
Literature	724	312	122	70	3	4	1439
History	529	255	103	66	0	1	1276
Travel	460	236	66	59	0	7	1087
Biography	427	105	69	63	2	14	787
Fiction	12417	4140	3470	3069	76	972	26137
Magazines	215	70	219	178	9	0	691
Foreign books	41	0	17	0	0	0	58
Rental coll.	387	0	0	0	0	0	387
Total	17297	6175	4482	3758	90	1004	36410

Finance

Receipts:

Balance on hand 30 Sept. '31	- \$533.46
Fees from non-residents	- - - 21.00
Fines, damaged & lost books	- 134.61
Rental coll.	- - - - - 19.35
Reserve postals	- - - - - 5.04
Interest	- - - - - 1.59
Amount placed to account	- - 3000.00

Total receipts - - - - - \$3715.05

Expenditures:

Salaries	- - - - - \$1692.50
Janitor service	- - - - - 235.00
Books	- - - - - 471.66
Periodicals	- - - - - 1.00
Binding	- - - - - 154.38
Supplies	- - - - - 134.95
Repairs & improvements	- - - - - 109.50
Light	- - - - - 42.71
Heat	- - - - - 44.91
Furniture & fixtures	- - - - - 40.09
Rent	- - - - - 35.00
Telephone	- - - - - 5.00
Postage, freight, express	- - 7.61
Miscellaneous	- - - - - 41.66
Total expenditure	- - - - - \$3015.97
Balance on hand 31 Oct. '31	- - \$699.08

Balance due from appropriation 31 October, 1931 - - - - - \$24000.00

Respectfully submitted,

*Minnie A. Dill*  
Librarian.