

Regular Meeting of the Library Board
30 October, 1931

Present: Messrs. Hardy, Shade, Bachman, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Lewis.

Minutes of the last meeting were read and approved.

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

Corporation counsel Cary and Commissioner Rugh appeared before the Board and instructed what to expect in the library's finances for the rest of the year. The library can check on 75% of its fund and will come through all right but there might be one month when there would be no money until the taxes came in. The share of uncollected taxes will probably be more than last year.

Unfinished business,- The chairman of the Building and grounds committee received two bids for replacing the concrete steps at the Main street entrance to the grounds, and the contract was given to William Musselman, the lowest bidder, for \$105.00, after Board members were called up to approve. The work was completed in October.

Two bids were received for the periodical subscription list for 1932: the Mayfair Agency of New York, for \$549.00, and the Hanson-Bennett Agency of Chicago, for \$551.40. On motion, the contract was given to the latter company, as their service has been most satisfactory in past years.

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

A brief report was made of the meeting of the Illinois Library Association in Peoria, October 21-23, which was attended by the librarian and eleven of the staff.

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It was mentioned that International Book Week would be observed November 15-21.

A note from Miss Clara Baker was read expressing her appreciation to the Board for the five months' leave-of-absence granted her, for a course she was taking in Boston. She would return to her duties here, November 2.

Bills to the amount of \$3,015.97 were passed by The Finance committee and ordered paid.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for September, 1931

Book Account

	Adult	Juvenile	Total
Total vols. 31 August 1931	51175	14762	65937
New books added by purchase	139	76	215
Books replaced	1	50	51
Total additions	140	126	266
Books withdrawn	117	113	230
Total vols. 30 September 1931	51198	14775	65973

Registration

	<u>Main Lib.</u>		<u>Evans br.</u>		<u>E. End br.</u>		Total
	Adult	Child	Adult	Child	Adult	Child	
Cards in force 31 Aug. 1931	11352	3853	910	1325	633	997	19070
Borrowers registered	326	96	18	13	11	16	480
Borrowers cards cancelled	201	53	20	38	6	21	339
Cards in force 30 Sept. 1931	11477	3896	908	1300	638	992	19211

Circulation

	<u>Main Lib.</u>		<u>Evans br.</u>		<u>E. End br.</u>		Hosp.	Stations Cant. 333 Oak. 523	Total
	Adult	Child	Adult	Child	Adult	Child			
Books issued	14925	4268	1854	1467	1484	1134	116	26104	
Largest daily circ. at Main lib.-	1340		At Evans br.-		224	At E. End br.-		154	
Smallest " " " " " "	580		" " " "		54	" " " "		76	
Average " " " " " "	768		" " " "		133	" " " "		104	
Delinquent postals sent - - - - -								400	
Reserve postals sent - - - - -								277	
Pictures loaned - - - - -								373	

Binding & Repair

Books sent to bindery - - - - -	304
Books repaired in library - - - - -	1095

Classified Report

	<u>Book Account</u>						Total
	Adult	Child	Evans branch	E. End branch	Hosp.	Schools	
Total vols. 31 Aug. 1931	46773	7978	5294	2754	270	2868	65937
New books added:							
General works	2	1	0	0	0	0	3
Philosophy	5	0	0	0	0	0	5
Religion	1	0	0	0	0	1	2
Sociology	14	0	1	1	0	6	22
Science	3	0	0	0	0	7	10
Useful arts	1	2	2	2	0	0	7
Fine arts	6	3	2	1	0	0	12
Literature	8	1	1	1	0	3	14
History	6	3	2	2	0	3	16
Travel	7	12	3	3	0	9	34
Biography	2	0	1	1	0	2	6
Fiction	61	21	17	17	0	19	135
Total added	116	43	29	28	0	50	266
← Rental coll. - 27							
← Books withdrawn	109	95	16	6	0	4	230
← Total vols. 30 Sept. 1931	46780	7926	5307	2776	270	2914	65973

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Classified Report
Circulation

	Adult	Child	Evans branch	E.End branch	Hosp.	Stations	Total
General works	38	1	1	2	0	0	42
Philosophy	189	0	2	0	0	0	191
Religion	135	21	14	10	0	0	180
Sociology	296	402	102	61	0	0	861
Philology	17	0	0	0	0	0	17
Science	236	142	31	24	1	0	434
Useful arts	273	60	26	18	0	1	378
Fine arts	289	79	60	23	0	0	451
Literature	664	110	79	50	0	2	905
History	399	107	56	30	0	2	594
Travel	357	217	46	53	0	3	676
Biography	334	84	36	31	0	5	490
Fiction	11184	3013	2675	2160	106	843	19981
Magazines	158	32	185	156	9	0	540
Foreign books	35	0	8	0	0	0	43
Rental coll.	321	0	0	0	0	0	321
Total	14925	4268	3321	2618	116	856	26104

Finance

Receipts:

Balance on hand 31 Aug. '31	- \$193.85
Fees from non-residents	-- 9.00
Fines, damaged, lost books	- 92.58
Rental coll.	- - - - - 16.05
Reserve postals	- - - - - 4.20
Sale of old books, etc.	- - - 8.17
Interest	- - - - - 2.36
Amount placed to account	- - 3000.00

Total receipts - - - - - \$3326.21

Expenditures:

Salaries	- - - - - \$1,678.95
Janitor service	- - - - - 235.00
Books	- - - - - 504.08
Printing	- - - - - 6.00
Binding	- - - - - 147.03
Supplies	- - - - - 27.70
Repairs & Improvements	- - 72.28
Light	- - - - - 42.03
Heat	- - - - - 5.00
Rent	- - - - - 35.00
Telephone	- - - - - 5.00
Postage, freight, express	- - - - - 13.27
Miscellaneous	- - - - - 21.41
Total Expenditures	- - - 2,792.75
Balance on hand 30 Sept. '31	533.46

Balance due from appropriation 30 September, 1931 - - - - - \$27,000.00

Respectfully submitted,

Minnie A. Dill

Librarian.