

Regular Meeting of the Library Board

August 30, 1946

Present: Mr. Knuth, Mr. Imboden, Mrs. Evans, Mrs. Loewen, Mrs. Garman and Mrs. Huff.

Minutes of the last meeting were read and approved.

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

The new books recommended by the Book committee were ordered purchased.

The Contract for library service to the Maroa Township Library had already been accepted by that Board and signed by the president, Mrs. Iona J. Stoutenborough. On motion of Mr. Imboden seconded by Mrs. Loewen, the Contract was approved by our Board and signed by Mr. Knuth, to become effective September 1.

Mr. Arthur Wells, from the Wells Insurance Agency, attended the meeting. He came to explain the reasons for a more adequate insurance coverage for the Main library and Evans branch. An increase in coverage would result in a decrease in the rate of insurance. He mentioned the number of fires in recent years and the increase in the cost of materials required to replace a building destroyed by fire, windstorm or airplane damage.

A rough estimate placed a valuation of \$158,100.00 on the present main library building. We now carry \$26,000.00 fire insurance and \$27,500.00 windstorm insurance, on it. Mr. Wells recommended an increase amounting to 80% of the present valuation. There is now a co-insurance plan which allows a 25% decrease in rate of fire insurance and 300% decrease in the rate of extended coverage. But even with that reduction in

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rate, if the cost of 80% insurance would mean an increase of about \$400 per year over our present budget of \$425, as the total on the estimated valuation was \$842.46.

Mr. Wells suggested that this might be graduated over a period of five years, - one fifth of the policies to cover one year, one-fifth to cover two years, etc, renewing such policies for five years, so that at the end of five years each policy would be covering five years. The cost of such a plan for the first year would amount to about \$2,800. He advised that a reliable appraisal company be employed at between \$160 and \$600 to make a complete survey of the building and contents, in order to determine the exact valuation. The statement of such a company would be accepted by insurance companies, if the need arose for adjustment from loss by fire or other damage. He also recommended a revised form for insurance.

No action was taken at this meeting. Mr. Knuth appointed the Finance committee to make a thorough investigation and report at the next meeting. He asked all of the trustees to think it over carefully in the meantime.

Bills to the amount of \$3799.29 were approved by the Finance committee and ordered paid.

This was Miss Wayne's last meeting with the Board, as she leaves September 1. The trustees presented her with a wonderful Parker "51" fountain pen, which will always be one of her most treasured possessions.

On motion, adjourned, to have tea in the newly redeco-
rated staff room.

Mabel A. Wayne

Secretary.

Librarian's Report for July 1946

Book Account

	Adult	Juvenile	Total
Total vols. 30 Je'46	66792	18100	84892
New books added by purchase	63	144	207
New books added by gift	33	0	33
Magazines bound	0	0	0
Books replaced	23	12	35
Total additions	119	156	275
Books withdrawn	524	269	793
Total vols. 31 Jl'46	66387	17987	84374

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 30 Je'46	10330	3429	501	896	15156
Borrowers registered	259	85	14	5	363
Borrowers cards cancelled	240	78	13	8	339
Cards in force 31 Jl'46	10349	3436	502	893	15180

Circulation

	Main lib.		Evans br.		Stations	Total
	Adult	Child	Adult	Child		
Books issued	8339	3345	606	605	310	13205
Largest daily circ. at Main lib.-			5538	At Evans branch		87
Overdue notices sent	-----					492
Reserve postals sent	-----					100
Pictures loaned	-----					183
Telephone calls	-----					385

Binding and Repair

Books repaired in library	-----	667
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Classified Report

Book Account

	Main lib.		Evans branch	E. End branch	Schools	Total
	Adult	Child				
Total vols. 30 Je'46	61852	9527	7664	2329	3520	84892
New books added:						
General works	3	0	0	0	0	3
Religion	2	0	0	0	0	2
Sociology	4	3	0	0	13	20
Language	1	0	0	0	0	1
Science	3	0	2	0	12	17
Useful arts	12	1	0	0	0	13
Finerartse	5	1	0	0	0	6
Literature	7	0	1	0	2	10
History	8	0	0	0	12	20
Travel	2	0	1	0	9	12
Biography	25	3	0	0	0	28
Fiction	44	7	13	0	79	143
Total added	116	15	17	0	127	275
Rent coll.- 12						
Books withdrawn	504	59	104	1	125	793
Total vols. 31 Jl'46	61464	9483	7577	2328	3522	84374

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	Classified Report			Stations	Total
	Circulation				
	Main lib.	Child	Evans branch		
	Adult				
General works	15	6	0	0	21
Philosophy	153	2	0	0	155
Religion	82	21	3	0	106
Sociology	264	54	8	5	331
Fairy tales	0	133	12	13	158
Language	11	1	0	0	12
Science	137	54	23	9	223
Useful arts	417	98	21	11	537
Fine arts	383	49	26	1	459
Literature	427	46	24	1	498
History	202	38	15	2	257
Travel	260	16	11	2	289
Biography	214	84	16	13	327
Fiction	5372	2714	952	263	9301
Magazines	129	29	100	0	258
Foreign books	24	0	0	0	24
Rent coll.	249	0	0	0	249
Total	8339	3345	1211	310	13205

Volumes used for reference in Main adult dept. ----- 455

Finance

RECEIPTS:

Bal. on hand 1 J1'46-----\$ 3154.87
 Fines, lost & dam.bks.---- 173.35
 Non-resident fees----- 32.25
 Rental collection----- 12.45
 Reserve postals sold----- 2.18
 Sale of old books, etc.--- 20.46
 Amount placed to account-\$20000.00

Total receipts----- \$23395.56

DISBURSEMENTS:

Staff salaries ----- \$ 2217.90
 Janitor salaries----- 332.00
 Books----- 473.70
 Microfilms----- 653.62
 Binding----- 190.58
 Supplies----- 166.92
 Light----- 3.03
 Heat----- 16.80
 Telephone----- 14.25
 Postage, drayage, etc.-- 2.00
 Insurance----- 25.00
 Miscellaneous----- 23.86
 Total disbursements---- \$ 4119.66
 Bal. on hand 1 Ag'46----- \$19275.90

Respectfully submitted,

Mabel A. Wayne

Librarian.