

Regular Meeting of the Library Board

September 25, 1936

Present: Messrs. Shilling, Borchers, Knuth, Mrs. Evans and Mrs. Miller.

Minutes of the last meeting were read and approved.

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

Unfinished business,- report of the Book committee on the request of the Macon County Teachers association for free use of the library. Mrs. Evans, chairman, Mr. Knuth and Miss Dill were unanimously of the opinion that it could not be done, as the library is supported by City tax, and also that other non-residents besides the teachers would have as much right to use the library. The City limits has always been the boundary, and a map ruled to show this is consulted when application is presented for a library card. Non-residents may borrow books by paying \$1.00 a year for a card on which six books may be loaned at one time and exchanged weekly or oftener. It was decided to hold the question over to another meeting, as both Mrs. Buckner and Mrs. Ryman had been out of town and could not meet with the Committee. Mrs. Buckner, however, had been consulted and was not in favor of the request.

It was reported that Miss Hogle, a member of the staff for nine years, had resigned and was married, September 19, to Mr. Charles Hobbs, a Decatur man. For the present, Miss Dora Hewitt, an N.Y.A. worker, was learning the routine of desk work. Miss Nelius Martin who came on the library staff the same year Mrs. Hobbs did, will take over part of her work.

September 25, 1936 --- 2

It was mentioned that the library had the help of three other N.Y.A. girls under the part time plan- 11 hours a week, doing clerical work. They are not on the library payroll. Questions were asked regarding the salary paid beginners by the library, etc.

Mr. Shilling said Mr. Shade had talked with him about the new insurance law in Illinois- Workmen's Occupational Disease Act, effective October 1, 1936. Mr. Shilling recommended the forms be filled and returned to secure the library in case of some technicality and that the cost was slight.

There was no list of new books.

Bills to the amount of \$2,792.87 were approved by the Finance committee and ordered paid.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Librarian's Report for August, 1936

Book Account

|                             | <u>Adult</u> | <u>Juvenile</u> | <u>Total</u> |
|-----------------------------|--------------|-----------------|--------------|
| Total vols. 31 July 1936    | 52976        | 14748           | 67724        |
| New books added by purchase | 106          | 45              | 151          |
| New books added by gift     | 147          | 3               | 150          |
| Magazines bound             | 82           | 0               | 82           |
| Books replaced              | 12           | 417             | 429          |
| Total additions             | 347          | 465             | 812          |
| Books withdrawn             | 246          | 223             | 469          |
| Total vols. 31 Aug. 1936    | 53077        | 14990           | 68067        |

Registration

|                            | <u>Main Lib.</u> |              | <u>Evans br.</u> |              | <u>Total</u> |
|----------------------------|------------------|--------------|------------------|--------------|--------------|
|                            | <u>Adult</u>     | <u>Child</u> | <u>Adult</u>     | <u>Child</u> |              |
| Cards in force 31 July '36 | 12654            | 3993         | 982              | 1137         | 18766        |
| Borrowers registered       | 201              | 46           | 4                | 5            | 256          |
| Borrowers cards cancelled  | 285              | 71           | 16               | 11           | 383          |
| Cards in force 31 Aug. '36 | 12570            | 3968         | 970              | 1131         | 18639        |

Circulation

|   | <u>Main Lib.</u> |              | <u>Evans br.</u> |              | <u>Total</u> |
|---|------------------|--------------|------------------|--------------|--------------|
|   | <u>Adult</u>     | <u>Child</u> | <u>Adult</u>     | <u>Child</u> |              |
| Books issued                            | 11593            | 2965         | 1077             | 854          | 16489        |
| Largest daily circulation at Main Lib.- | 748              |              | At Evans branch- |              | 103          |
| Overdue notices sent - - - - -          |                  |              |                  |              | 283          |
| Reserve postals sent - - - - -          |                  |              |                  |              | 150          |
| Pictures loaned - - - - -               |                  |              |                  |              | 159          |

Binding and Repair

|                                     |     |
|-------------------------------------|-----|
| Books repaired in library - - - - - | 889 |
|-------------------------------------|-----|

Classified Report

Book Account

|                         | <u>Main Lib.</u> |              | <u>Evans branch</u> | <u>E. End branch</u> | <u>Schools</u> | <u>Total</u> |
|-------------------------|------------------|--------------|---------------------|----------------------|----------------|--------------|
|                         | <u>Adult</u>     | <u>Child</u> |                     |                      |                |              |
| Total vols. 31 July '36 | (48703)          | (8020)       | 5904                | 2527                 | 2570           | 67724        |
| New books added:        | 48699            | 8024         |                     |                      |                |              |
| General works           | 34               | 0            | 19                  | 0                    | 0              | 53           |
| Philosophy              | 7                | 0            | 0                   | 0                    | 0              | 7            |
| Religion                | 11               | 0            | 0                   | 0                    | 0              | 11           |
| Sociology               | 62               | 31           | 10                  | 0                    | 0              | 103          |
| Science                 | 11               | 7            | 2                   | 0                    | 0              | 20           |
| Useful arts             | 22               | 5            | 1                   | 0                    | 0              | 28           |
| Fine arts               | 19               | 9            | 0                   | 0                    | 0              | 28           |
| Literature              | 19               | 24           | 3                   | 0                    | 0              | 46           |
| History                 | 14               | 9            | 1                   | 0                    | 0              | 24           |
| Travel                  | 21               | 13           | 1                   | 0                    | 0              | 35           |
| Biography               | 20               | 7            | 0                   | 0                    | 0              | 27           |
| Fiction                 | 80               | 259          | 91                  | 0                    | 0              | 430          |
| Total added             | 320              | 364          | 128                 | 0                    | 0              | 812          |
| Rent coll. 9            |                  |              |                     |                      |                |              |
| Books withdrawn         | 184              | 52           | 215                 | 14                   | 4              | 469          |
| Total vols. 31 Aug. '36 | (48839)          | (8332)       | 5817                | 2513                 | 2566           | 68067        |
|                         | 48835            | 8336         |                     |                      |                |              |

Classified Report

|               | <u>Circulation</u> |       | Evans<br>branch | Total |
|---------------|--------------------|-------|-----------------|-------|
|               | Main Lib.<br>Adult | Child |                 |       |
| General works | 20                 | 0     | 2               | 22    |
| Philosophy    | 198                | 0     | 6               | 204   |
| Religion      | 163                | 20    | 1               | 184   |
| Sociology     | 245                | 25    | 19              | 289   |
| Fairy Tales   | 0                  | 178   | 45              | 223   |
| Language      | 11                 | 0     | 0               | 11    |
| Science       | 146                | 79    | 9               | 234   |
| Useful arts   | 402                | 93    | 31              | 526   |
| Fine arts     | 326                | 58    | 31              | 415   |
| Literature    | 384                | 61    | 30              | 475   |
| History       | 164                | 21    | 10              | 195   |
| Travel        | 369                | 27    | 24              | 420   |
| Biography     | 285                | 19    | 8               | 312   |
| Fiction       | 8406               | 2293  | 1541            | 12240 |
| Magazines     | 216                | 91    | 174             | 481   |
| Foreign books | 15                 | 0     | 0               | 15    |
| Rent coll.    | 243                | 0     | 0               | 243   |
| Total         | 11593              | 2965  | 1931            | 16489 |

Finance

RECEIPTS:

|                              |          |
|------------------------------|----------|
| Balance on hand 31 July '36- | \$366.34 |
| Fines, damaged & lost bks. - | 92.05    |
| Fees from non-residents ---- | 8.00     |
| Rent collection -----        | 12.15    |
| Reserve postals -----        | 2.80     |
| Amount placed to account --- | 2700.00  |

Total receipts ----- \$3181.34

EXPENDITURES:

|                             |           |
|-----------------------------|-----------|
| Salaries -----              | \$1627.20 |
| Janitor service -----       | 180.00    |
| Books -----                 | 564.74    |
| Periodicals -----           | 1.00      |
| Binding -----               | 140.95    |
| Supplies -----              | 21.60     |
| Repairs & improvement ----  | 29.80     |
| Light -----                 | 1.50      |
| Furniture & fixtures -----  | 182.16    |
| Telephone -----             | 5.00      |
| Postage, drayage, etc. ---  | 4.49      |
| Miscellaneous -----         | 5.83      |
| Total expenditures -----    | \$2764.27 |
| Balance on hand 28 Aug. '36 | \$ 417.07 |

Respectfully submitted,

*Minnie A. Dill*

Librarian.