

Called Meeting of the Library Board

August 4, 1940

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

The meeting was called to consider bids for repairs on roof.

Mr. Nash, chairman of the committee reported that at first the representative for Dennis and Son refused to make a bid, but had finally given a verbal bid for the repairs on the flashing, of \$75 to \$100; using new galvanized tin with three layers of roofing felt, each layer to be covered with a coat of hot tar.

Mr. Nash also recommended that the top roof be given a coat of hot asphalt, to insure against deterioration, Dennis and Son had estimated this work at \$66.60

On motion, it was decided to give Dennis the contract for both pieces of work, to be done at once.

Adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

August 27, 1940

Present: Messrs. Shilling, Knuth, Borchers and Nash, Mrs. Evans, Mrs. Buckner, and Miss Riggs.

Minutes of the last meeting were read and approved.

The Librarian's report was approved as read and ordered placed on file.

Miss Riggs mentioned that the new fluorescent lighting system just installed in the Herald & Review library was most satisfactory. She judged it might be equally so in our library and suggested that before making any changes here we come in and see them in use. The letters received from Mr. Everard at Faries Mfg. Co. in regard to lighting recommendations were read, but after learning that it might be necessary to make extensive repairs on the roof, it was decided to let the plans for changes in lightning, drop temporarily.

The recent heavy rains disclosed much needed repairs on the roof, should be considered at once. Mr. Longbons of the Dennis Hardware Co. had recommended that an examination of the entire roof, flashing, coping, etc. be made by a good architect; but various members of the Board recalled that several months ago, a building expert had been paid to look the building over and give advice in regard to repairs and improvements. Since no special mention was made at that time of the roof and coping, it was the opinion of the Board that conditions were perhaps not quite as bad as several roofers had suggested.

Mr. Nash, Mr. Borchers and Mr. Knuth left the meeting to go and examine the skylight and lower roofs, an entrance to

August
September 27, 1940 --- 2

these being easily made by way of the Lincoln room. Their opinion was that the main trouble was in the flashing which they thought could be repaired without great expense. By motion, they were appointed a committee of three to make further investigations, determine what was needed and then contact three or four reliable firms, showing each what ought to be done and requesting them to make bids to be submitted at an early called meeting.

Bills to the amount of \$2,903.24 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Acting secretary.

Librarian's Report for July, 1940

Book Account

	Adult	Juvenile	Total
Total vols. 30 June '40	57659	16517	74176
New books added by purchase	180	1	181
New books added by gift	1	0	1
Magazines bound	1	0	1
Books replaced	17	175	192
Total additions	199	176	375
Books withdrawn	11	102	113
Total vols. 31 Jl. '40	57847	16591	74438

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 30 June '40	12553	3846	739	928	18066
Borrowers registered	223	101	10	8	342
Borrowers cards cancelled	213	79	4	10	306
Cards in force 31 Jl. '40	12563	3868	745	926	18102

Circulation

	Main lib.		Evans br.		Stations	Total
	Adult	Child	Adult	Child		
Books issued	11730	3711	1287	1077	100	17905
Largest daily circ. at Main library-			787		At Evans branch-	154
Overdue notices sent	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	373
Reserve postals sent	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	149
Pictures loaned	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	78
Telephone calls	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	356

Binding and Repair

Books sent to bindery	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	185
Books repaired in library	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	827

Classified Report

Book Account

	Main lib.		Evans branch	E. End branch	Schools	Total
	Adult	Child				
Total vols. 30 Je. '40	53106	8702	6764	2367	3237	74176
New books added:						
General works	4	0	0	0	0	4
Philosophy	3	0	0	0	0	3
Religion	1	2	1	0	0	4
Sociology	22	15	1	0	0	38
Science	2	3	1	0	0	6
Useful arts	21	1	1	0	0	23
Fine arts	17	2	0	0	0	19
Literature	13	10	2	0	0	25
History	21	2	1	0	0	24
Travel	18	2	1	0	0	21
Biography	13	0	1	0	0	14
Fiction	64	77	53	0	0	194
Total added	199	114	62	0	0	375
Rent coll.- 24						
Books withdrawn	11	0	0	0	102	113
Total vols. 31 Jl. '40	53294	8816	6826	2367	3135	74438

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

Classified Report

	<u>Circulation</u>			Stations	Total
	Main lib.	Child	Evans branch		
General works	17	2	2	0	21
Philosophy	187	3	4	0	194
Religion	120	16	2	1	139
Sociology	311	50	26	2	389
Fairy tales		225	28	3	256
Language	19	0	0	0	19
Science	219	101	22	17	359
Useful arts	551	149	56	1	757
Fine arts	478	49	29	3	559
Literature	423	96	46	4	569
History	270	27	13	3	313
Travel	389	33	49	4	475
Biography	364	54	28	2	448
Fiction	7589	2875	1893	60	12417
Magazines	339	31	163	0	533
Foreign books	33	0	3	0	36
Rent. coll.	421	0	0	0	421
Total	11730	33711	2364	100	17905

Volumes used for reference in library - - - - - 499

Finance

RECEIPTS:

Bal. on hand 28 Je. '40 ---	\$ 207.67
Fines, lost & damaged bks.	96.06
Non-resident fees -----	15.25
Rent collection -----	21.05
Reserve postals -----	2.64
Amount placed to account -	2700.00

Total receipts \$3042.67

DISBURSEMENTS:

Salaries -----	\$1854.60
Janitor service -----	210.00
Books -----	278.39
Printing -----	10.70
Binding -----	153.52
Supplies -----	112.99
Repairs and improvements -	79.59
Light-----	3.05
Telephone -----	14.25
Postage, drayage, etc. ---	2.25
Insurance -----	115.51
Miscellaneous -----	16.04
Total disbursements -----	\$2850.89
Bal. on hand 26 Jl. '40 ---	\$ 191.78

Respectfully submitted,

Mabel A. Wayne

Acting Librarian.