

Regular Meeting of the Library Board

September 28, 1945

Present, Mr. Knuth, Mr. Nalefski, Mrs. Evans 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.

It was reported that the termite situation at the Evans branch had not yet been taken care of, and that termites had just been found in the shelving on the east side of the extension room at the Main library. The whole matter was to be referred to Mr. Imboden.

A workman who came from the Krigbaum Electric Company to repair the lights in the ceiling of the lobby at the Main library, had called attention to the worn condition of the insulation throughout the old part of the building. This might cause a fire; he advised that the whole building be looked over carefully. After some discussion the matter was turned over to Mrs. Evans of the Building and Grounds committee, who was to consult with Mr. Chamblin, chief engineer of the Illinois Power Company.

Upon motion of Mr. Nalefski, seconded by Mrs. Evans, the bid for our periodicals for 1946, from the Hanson-Bennett Magazine Agency, was accepted.

Bills to the amount of \$3,870.75 were approved by the Finance committee and ordered paid. Mrs. Huff acted on the committee for this meeting.

On motion adjourned.

Mabel A Wayne

Secretary.

Librarian's Report for August, 1945

|                             | <u>Book Account</u> |          | Total |
|-----------------------------|---------------------|----------|-------|
|                             | Adult               | Juvenile |       |
| Total vols. 31 J1'45        | 65190               | 18017    | 83207 |
| New books added by purchase | 209                 | 28       | 237   |
| New books added by gift     | 12                  | 0        | 12    |
| Magazines bound             | 1                   | 0        | 1     |
| Books replaced              | 1                   | 0        | 1     |
| Total additions             | 223                 | 28       | 251   |
| Total vols. 31 Ag'45        | 65413               | 18045    | 83458 |

|                           | <u>Registration</u> |       |           |       | Total |
|---------------------------|---------------------|-------|-----------|-------|-------|
|                           | <u>Main lib.</u>    |       | Evans br. |       |       |
|                           | Adult               | Child | Adult     | Child |       |
| Cards in force 31 J1'45   | 10441               | 3376  | 510       | 805   | 15132 |
| Borrowers registered      | 140                 | 49    | 5         | 4     | 198   |
| Borrowers cards cancelled | 200                 | 33    | 5         | 4     | 242   |
| Cards in force 31 Ag'45   | 10381               | 3392  | 510       | 805   | 15088 |

|                                   | <u>Circulation</u> |       |           |               | Total |
|-----------------------------------|--------------------|-------|-----------|---------------|-------|
|                                   | <u>Main lib.</u>   |       | Evans br. |               |       |
|                                   | Adult              | Child | Adult     | Child         |       |
| Books issued                      | 7377               | 2566  | 583       | 630           | 11156 |
| Largest daily circ. at Main lib.- |                    |       | 560       | At Evans br.- | 76    |
| Overdue notices sent - - - - -    |                    |       |           |               | 454   |
| Reserve postals sent - - - - -    |                    |       |           |               | 96    |
| Pictures loaned - - - - -         |                    |       |           |               | 65    |
| Telephone calls - - - - -         |                    |       |           |               | 293   |

|                                     | <u>Binding and Repair</u> | Total |
|-------------------------------------|---------------------------|-------|
| Books sent to bindery - - - - -     |                           | 55    |
| Books repaired in library - - - - - |                           | 368   |

|                      | <u>Classified Report</u> |       |                 |                  |         |       | Total |
|----------------------|--------------------------|-------|-----------------|------------------|---------|-------|-------|
|                      | <u>Book Account</u>      |       |                 | E. End<br>branch | Schools |       |       |
|                      | Main lib.                | Child | Evans<br>branch |                  |         |       |       |
| Total vols. 31 J1'45 | 60379                    | 9607  | 7370            | 2330             | 3521    | 83207 |       |
| New books added:     |                          |       |                 |                  |         |       |       |
| General works        | 4                        | 1     | 0               | 0                | 0       | 5     |       |
| Philosophy           | 3                        | 0     | 1               | 0                | 0       | 4     |       |
| Religion             | 4                        | 0     | 0               | 0                | 0       | 4     |       |
| Sociology            | 26                       | 0     | 1               | 0                | 0       | 27    |       |
| Language             | 0                        | 0     | 0               | 0                | 0       | 0     |       |
| Science              | 7                        | 0     | 0               | 0                | 0       | 7     |       |
| Useful arts          | 23                       | 2     | 1               | 0                | 0       | 26    |       |
| Fine arts            | 12                       | 0     | 3               | 0                | 0       | 15    |       |
| Literature           | 15                       | 0     | 2               | 0                | 0       | 17    |       |
| History              | 28                       | 1     | 1               | 0                | 0       | 30    |       |
| Travel               | 5                        | 5     | 3               | 0                | 0       | 13    |       |
| Biography            | 23                       | 2     | 2               | 0                | 0       | 27    |       |
| Fiction              | 47                       | 9     | 20              | 0                | 0       | 76    |       |
| Total added          | 197                      | 20    | 34              | 0                | 0       | 251   |       |
| Rent coll.- 14       |                          |       |                 |                  |         |       |       |
| Total vol. 31 Ag'45  | 60576                    | 9627  | 7404            | 2330             | 3521    | 83458 |       |

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Classified Report  
Circulation

|               | Main lib. |       | Evans<br>branch | Total |
|---------------|-----------|-------|-----------------|-------|
|               | Adult     | Child |                 |       |
| General works | 18        | 2     | 0               | 20    |
| Philosophy    | 109       | 2     | 1               | 112   |
| Religion      | 68        | 16    | 6               | 90    |
| Sociology     | 171       | 47    | 6               | 224   |
| Fairy tales   | 0         | 77    | 17              | 94    |
| Language      | 9         | 0     | 0               | 9     |
| Science       | 100       | 67    | 12              | 179   |
| Useful arts   | 319       | 113   | 19              | 451   |
| Fine arts     | 327       | 57    | 14              | 398   |
| Literature    | 206       | 46    | 17              | 269   |
| History       | 217       | 34    | 13              | 264   |
| Travel        | 260       | 31    | 15              | 306   |
| Biography     | 218       | 48    | 9               | 275   |
| Fiction       | 4963      | 1987  | 1006            | 7956  |
| Magazines     | 100       | 39    | 76              | 215   |
| Foreign books | 22        | 0     | 2               | 24    |
| Rental coll.  | 270       | 0     | 0               | 270   |
| Total         | 7377      | 2566  | 1213            | 11156 |

Volumes used for reference in Main adult dept. ----- 246

Finance

RECEIPTS:

|                           |            |
|---------------------------|------------|
| Bal. on hand 1Ag'45-----  | \$20881.51 |
| Fines, lost & dam.bks.--- | 170.39     |
| Non-resident fees-----    | 21.50      |
| Rental collection-----    | 13.50      |
| Reserve postals sold----- | 2.24       |
| Dup. book sold-----       | 1.00       |
| Amount placed to account- | \$10000.00 |

Total receipts----- \$31090.14

DISBURSEMENTS:

|                           |            |
|---------------------------|------------|
| Staff salaries            | \$ 2000.00 |
| Janitor salaries-----     | 295.00     |
| Books-----                | 371.41     |
| Binding-----              | 135.79     |
| Supplies-----             | 52.36      |
| Repairs & improvements--- | 133.55     |
| Light-----                | 3.86       |
| Furniture & fixtures----- | 12.81      |
| Telephone-----            | 15.25      |
| Postage, drayage, etc.--- | 3.18       |
| Miscellaneous-----        | 17.24      |
| Total disbursements-----  | 3040.45    |
| Bal. on hand 1Sp'45-----  | \$28049.69 |

Respectfully submitted,

*Mabel A. Wayne*

Librarian.