

Regular Meeting of the Library Board

December 29, 1922.

Present: Messrs. Hardy, Shade, Scott, Lorenz and
Mrs. Gastman. d

Minutes of the last meeting were read and approved.

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

On motion the books recommended by the Book Committee
were ordered purchased.

The leak in the children's room was to be attended to
at once, the matter being placed in the hands of the Secretary.

The charging of all books (except 7-day books) for
four weeks without renewal was to take effect, beginning with
January 2nd. It was thought this would be more convenient
both for borrowers and for library assistants.

The plan of loaning 50 books to each of the Millikin
professors was not working out satisfactorily, and reports from
librarians in other college towns all stated that such an
arrangement was most unwise. The matter was referred to the
Administration Committee with power to act.

Some very valuable etchings, sent as an indefinite
loan by Miss Jane Hamand, were on exhibition at the meeting.
Mr. Fay, custodian of the Lincoln monument, and his photo-
grapher had presented some most attractive photographs of
New Salem for the Lincoln Collection, and these were also shown.

Miss Van Horn, children's librarian, was to leave the
first of the year to become children's librarian in the Lincoln
Library at Springfield, her home town.

Mrs. Evans was to buy some new furniture for the staff
room to take the place of some which had been loaned.

Bills to the amount of \$2,055.77 were approved by the
Finance Committee and ordered paid.

On motion adjourned.

Alicia G. Evans.
Secretary.

December 29, 1922.

Librarian's Report for November 1922

	<u>Book Account</u>		Branch.	School.	Total.
	Adult.	Child.			
Total vols. 31 Oct. 1922	36,336	6,062	2,325	2,012	46,735
New books added by purchase	96	44	53		193
New books added by gift	68	4	40		112
Magazines bound	44		1		45
Books replaced	19	13	5	6	43
Total additions	227	61	99	6	393
Books withdrawn	152	144	19		315
Total vols. 30 Nov. 1922	36,411	5,979	2,405	2,018	46,813

	<u>Registration</u>				Total.
	<u>Main Lib.</u>		<u>Branch</u>		
	Adult.	Child.	Adult.	Child.	
Cards in force 31 Oct. 1922	7,750	3,619	236	754	12,359
Borrowers registered	290	168	15	52	525
Borrower's cards cancelled	228	131		12	371
Cards in force 30 Nov. 1922	7,812	3,656	251	794	12,513

	<u>Circulation</u>						Total.	
	<u>Main Lib.</u>		<u>Branch</u>		School.	Deposit. Staley's.		
	Adult.	Child.	Adult.	Child.				
Books issued	10,112	4,574	977	1,952	3,609	883	154	22,261
Largest daily circulation at Main Library-					1,020.	At Branch-		208
Smallest " " " " " "					421.	" " "		37
Average " " " " " "					599.	" " "		117
Books used in reading and reference rooms	-----						1,575	
Delinquent postals sent	-----						286	
Reserve postals sent	-----						137	

<u>Binding and Repair</u>		
Books sent to bindery	-----	109
Books repaired in library	-----	415

Sunday Opening
 Visitors: Men -- 104. Women -- 77. Children -- 34. Total -- 215

	<u>Classified Report</u>				Total.
	<u>Book Account</u>		Branch.	School.	
	Adult.	Child.			
General works	10				10
Philosophy	3				3
Religion	12		1		13
Sociology	27	5	6	2	40
Philology	1				1
Science	8	4	4		16
Useful arts	34		3		37
Fine arts	9	3			12
Literature	34	30	14		78
Travel	4	0	0	1	5
Biography	7	2	8		17
History	4		1		5
Fiction	74	17	62	3	156
Total	227	61	99	6	393
Rental coll.	27				27

Librarian's Report for November 1922 --- 2

	<u>Classified Report</u>						Total.
	<u>Circulation</u>						
	Adult.	Child.	Branch.	School.	Stations.		
General works	16	7	8			31	
Philosophy	80	4	5			89	
Religion	92	20	27	78	7	224	
Sociology	247	524	227	596	63	1657	
Philology	20					20	
Science	167	103	107	206	36	619	
Useful arts	305	79	63	75	18	540	
Fine arts	346	83	47	29	12	517	
Literature	541	276	153	276	69	1315	
Travel	113	141	75	265	42	636	
Biography	207	89	49	104	11	460	
History	244	156	92	277	46	815	
Fiction	7314	3080	2029	1703	705	14831	
Foreign bks.	5					5	
Magazines	148	12	47		28	235	
Rental coll.	267					267	
Total	10112	4574	2929	3609	1037	22261	

Finance

Receipts:

Balance due from appropriation 31 Oct. 1922 -----	\$18,264.83
Fees for non-residents ---	17.00
Fines, damages & lost bks. ---	104.68
Rental coll. -----	13.00
Other sources -----	3.32

Total receipts ----- \$18,402.83

Expenditures:

Salaries -----	\$1,334.10
Books -----	241.24
Periodicals -----	635.35
Binding -----	120.54
Supplies -----	82.80
Light & heat -----	82.45
Furniture -----	86.00
Telephone -----	3.60
Postage, freight & exp.--	5.24
Branch building -----	162.86
Miscellaneous -----	27.56
Total expenditures ---	\$2,781.74
Balance due from appropriation 30 Nov. 1922 --	\$15,621.09

Respectfully submitted,

Alice G. Evans.
Librarian.