

Regular Meeting of the Library Board

November 25, 1943

Present: Messrs. Knuth, Imboden, and Nalefski, Mrs. Evans and Mrs. Garman. Mr. Nalefski, a new member who takes Mr. Mueller's place was recently appointed by the Mayor, at the same time he appointed Mr. Jacob F. Hanes, who takes Mr. Woodcock's unexpired term, and reappointed Mr. Knuth and Mrs. Garman. Their terms of office will expire in June 1946, as their appointments were five months late, with the exception of Mr. Hanes, whose term will expire in June 1945.

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 new books recommended by the Book committee were ordered purchased.

On motion of Mrs. Garman, seconded by Mrs. Evans the present officers,- Mr. Knuth, president and Miss Dill, secretary, were reelected for the coming year.

Miss Dill reported the resignation of Miss Charlotte Oakes, assistant cataloger, to take effect December 18. She has accepted the position of head cataloger in the University of Redlands library, Redlands, California. Miss Oakes has been on the library staff for eight years. She was here three years in the circulation department following her graduation from James Millikin University. She resigned to take a course in library work in the University of Michigan and was graduated from the School of Library Science, June 1938. She accepted the position of assistant cataloger here. Her work and

November 25, 1943 ----- 2

relations with the public and staff have been highly satisfactory and we regret her leaving very much. Her new work will be an advance and change in type of work. On motion of Mrs. Evans, seconded by Mr. Imboden, Mr. Knuth was asked to write a letter of appreciation to Miss Oakes.

Mention was made of the annual dinner meeting of the Association of Commerce, December 7, in the Masonic Temple, when future plans of various organizations will be announced. It was suggested that the public library should be included to present some of its outstanding plans for consideration. Tentative plans for improvements and expansion of the library in the post-war period had been discussed with representatives of the National Resources Planning Board, early in 1942. In cooperation with this Board, a six-year public improvement program had been worked out by the librarian and assistant librarian, and Mr. Knuth had met with some of the men engaged in compiling the data. The library was given one copy of this record and another was to be deposited in the County Building. It was decided to have Mr. Knuth represent the library, and, on motion of Mrs. Evans seconded by Mr. Imboden, the library was to pay for three tickets to the dinner, for Mr. and Mrs. Knuth and Miss Dill.

On motion of Mrs. Garman seconded by Mrs. Evans, bills to the amount of \$2513.25 were approved and ordered paid.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for October, 1943

Book Report

	Adult	Juvenile	Total
Total vols. 30 Sp'43	62121	17132	79253
New books added by purchase	214	65	279
New books added by gift	8	0	8
Magazines bound	3	0	3
Books replaced	11	49	60
Total additions	236	114	350
Total vols. 31 Oct'43	62357	17246	79603

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 30 Sp'43	12487	3517	687	793	17484
Borrowers registered	238	76	20	27	361
Borrowers cards cancelled	354	69	24	34	481
Cards in force 31 Oct'43	12371	3524	683	786	17364

Circulation

	Main lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	8573	2929	765	1095	4030	17392
Largest daily circ. at Main library-			734	At Evans branch-		137
Overdue notices sent	-----					394
Reserve postals sent	-----					150
Pictures loaned	-----					1281
Telephone calls	-----					465

Binding and Repair

Books repaired in library	-----	520
---------------------------	-------	-----

Classified Report

	Book Account					Total
	Main lib.		Evans branch	E. End branch	Schools	
	Adult	Child				
Total vols. 30 Sp'43	57537	9213	6991	2337	3175	79253
New books added:						
General works	9	1	0	0	0	10
Philosophy	11	0	1	0	0	12
Religion	11	0	0	0	0	11
Sociology	37	3	0	0	12	52
Language	1	0	0	0	0	1
Science	2	2	0	0	0	4
Useful arts	13	4	2	0	0	19
Fine arts	4	1	0	0	0	5
Literature	19	1	1	0	2	23
History	35	2	4	0	5	46
Travel	8	1	5	0	2	16
Biography	9	2	3	0	6	20
Fiction	58	29	10	0	33	130
Foreign books	1	0	0	0	0	1
Total added	218	46	26	0	60	350
Rent coll.- 15						
Total vols. 31 Oct'43	57755	9259	7017	2337	3235	79603

Classified Report
Circulation

	Main lib.		Evans	Schools	Total
	Adult	Child	branch		
General works	20	2	0	0	22
Philosophy	222	4	0	0	226
Religion	126	11	5	46	188
Sociology	338	45	15	114	512
Fairy tales	0	135	41	263	439
Language	16	0	0	0	16
Science	177	90	34	309	610
Useful arts	431	123	35	136	725
Fine arts	377	65	41	45	528
Literature	459	99	52	226	836
History	565	121	76	240	1002
Travel	334	179	45	271	829
Biography	450	86	25	138	699
Fiction	4483	1920	1231	2242	9876
Magazines	234	49	260	0	543
Foreign books	18	0	0	0	18
Rent coll.	323	0	0	0	323
Total	8573	2929	1860	4030	17392

Volumes used for reference in Main adult dept. ----- 384

Finance

RECEIPTS:

Bal. on hand 1 Oc'43-----	\$ 596.71
Fines, lost & damaged bks.	135.56
Non-resident fees-----	27.00
Rent collection-----	16.15
Reserve postals-----	4.20
Amount placed to account-	3400.00

Total receipts ----- \$4179.62

DISBURSEMENTS:

Salaries: (includes tax)---	\$2061.54
Janitor service " " ---	237.37
Books-----	413.28
Periodicals-----	646.50
Printing-----	30.02
Binding-----	5.50
Supplies-----	14.80
Repairs & improvements ---	11.58
Light -----	4.97
Heat -----	55.52
Furniture & equipment ----	56.10
Telephone -----	15.25
Postage, drayage, etc. ---	3.50
Insurance -----	40.00
Miscellaneous -----	23.51
Total disbursements -----	\$3619.44
Bal. on hand 1 Nov'43 -----	\$ 560.18

Respectfully submitted,

Minnie A. Dill
Librarian.