

Regular Meeting of the Library Board

November 24, 1922.

Present: Messrs. Hardy and Shade, Mrs. Castman and Mrs. Meridith.

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.

Mr. Scott had seen Mr. Swarm concerning the Branch building bills which had been presented, and Mr. Swarm promised that they would be paid at once.

The glass in the front door had been accidentally broken by Fred Rucker. The Board decided to bear the cost of the new glass which amounted to \$14.50.

It was reported that the roof over the children's room was still leaking.

Miss Hamand had presented a number of pictures for the Alice G. Evans Branch, and also some for the lobby in the main building.

The Branch hours had been slightly changed. On Tuesday, Thursday and Saturday, when the Branch was open during the evening, it was to be kept open during the supper-hour and closed at 8:30 instead of 9:00.

Dr. W. W. Smith had sent a letter thanking the Board for the privilege granted the Millikin professors of borrowing fifty books each. ~~Mention was made of Mr. Casey abusing the privilege by taking out more than that number of books.~~

Mrs. Meridith mentioned that she had written Mr. Spencer

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in regard to the shrubbery which was set out last spring, and he said that most of it had died during the dry weather from want of attention. Mrs. Meridith will take up the matter again later and see what can be done.

Bills to the amount of \$2,781.74 were approved by the Finance Committee and ordered paid.

On motion adjourned.

*Alice G. Evans.*

Secretary.

*Alice G.*

November 24, 1922.

Librarian's Report for October 1922

|                             | <u>Book Account</u> |        | Branch. | School. | Total. |
|-----------------------------|---------------------|--------|---------|---------|--------|
|                             | Adult.              | Child. |         |         |        |
| Total vols. 30 Sept. 1922   | 36,168              | 6,033  | 2,319   | 2,005   | 46,525 |
| New books added by purchase | 100                 | 14     |         |         | 114    |
| Magazines bound             | 60                  | 3      | 1       | 1       | 65     |
| Books replaced              | 8                   | 12     | 5       | 6       | 31     |
| Total additions             | 168                 | 29     | 6       | 7       | 210    |
| Total vols. 31 Oct. 1922    | 36,336              | 6,062  | 2,325   | 2,012   | 46,735 |

|                              | <u>Registration</u> |        |               |        | Total. |
|------------------------------|---------------------|--------|---------------|--------|--------|
|                              | <u>Main Lib.</u>    |        | <u>Branch</u> |        |        |
|                              | Adult.              | Child. | Adult.        | Child. |        |
| Cards in force 30 Sept. 1922 | 7,625               | 3,575  | 220           | 731    | 12,151 |
| Borrowers registered         | 196                 | 65     | 17            | 25     | 303    |
| Borrower's cards cancelled   | 71                  | 21     | 1             | 2      | 95     |
| Cards in force 31 Oct. 1922  | 7,750               | 3,619  | 236           | 754    | 12,359 |

*Increase - 1,077*

|  | <u>Main Lib.</u> |        | <u>Branch</u> |        | School.    | Deposit. | Staley's. | Total.                  |
|--|------------------|--------|---------------|--------|------------|----------|-----------|-------------------------|
|  | Adult.           | Child. | Adult.        | Child. |            |          |           |                         |
| Books issued                               | 9,844            | 3,486  | 920           | 1,824  | 1,292      | 466      | 329       | 18,161                  |
| Largest daily circulation at Main Library- | 936.             |        |               |        | At Branch- |          | 189       | <i>Increase - 1,621</i> |
| Smallest " " " "                           | - 277.           |        |               |        | " "        |          | -         | 49                      |
| Average " " " "                            | - 513.           |        |               |        | " "        |          | -         | 105                     |
| Books used in reading and reference rooms  | -----            |        |               |        |            |          |           | 1,750                   |
| Delinquent postals sent                    | -----            |        |               |        |            |          |           | 362                     |
| Reserve postals sent                       | -----            |        |               |        |            |          |           | 129                     |

| <u>Binding and Repair</u> |       |     |
|---------------------------|-------|-----|
| Books sent to bindery     | ----- | 192 |
| Books repaired in library | ----- | 633 |

Sunday Opening  
 Visitors: Men -- 104. Women -- 82. Children -- 22. Total - 208

|               | <u>Classified Report</u> |        |         |         | Total. |
|---------------|--------------------------|--------|---------|---------|--------|
|               | <u>Book Account</u>      |        |         |         |        |
|               | Adult.                   | Child. | Branch. | School. |        |
| General works | 26                       | 2      | 1       |         | 29     |
| Philosophy    | 4                        |        |         |         | 4      |
| Religion      | 3                        |        |         |         | 3      |
| Sociology     | 23                       | 4      |         |         | 27     |
| Science       | 12                       |        |         | 1       | 13     |
| Useful arts   | 9                        | 1      | 1       |         | 11     |
| Fine arts     | 13                       | 1      |         |         | 14     |
| Literature    | 14                       | 6      |         | 4       | 24     |
| Travel        | 4                        |        |         |         | 4      |
| Biography     | 6                        | 2      |         |         | 8      |
| History       | 5                        |        | 1       |         | 6      |
| Fiction       | 49                       | 13     | 4       | 1       | 67     |
| Total         | 168                      | 29     | 7       | 6       | 210    |
| Rental coll.  | 4                        |        |         |         | 4      |

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|               | <u>Classified Report</u> |             |             |             |            | Total.       |
|---------------|--------------------------|-------------|-------------|-------------|------------|--------------|
|               | <u>Circulation</u>       |             |             |             |            |              |
|               | Adult.                   | Child.      | Branch.     | School.     | Stations.  |              |
| General works | 41                       | 4           | 2           |             |            | 47           |
| Philosophy    | 96                       | 1           | 1           |             |            | 98           |
| Religion      | 98                       | 15          | 17          | 16          |            | 146          |
| Sociology     | 187                      | 415         | 237         | 224         | 46         | 1109         |
| Philology     | 14                       |             |             |             |            | 14           |
| Science       | 168                      | 62          | 75          | 98          | 20         | 423          |
| Useful arts   | 291                      | 62          | 55          | 26          | 11         | 445          |
| Fine arts     | 279                      | 56          | 44          | 6           | 3          | 388          |
| Literature    | 561                      | 150         | 140         | 120         | 42         | 1013         |
| Travel        | 110                      | 93          | 79          | 119         | 18         | 419          |
| Biography     | 222                      | 63          | 32          | 27          | 12         | 356          |
| History       | 231                      | 92          | 50          | 78          | 25         | 476          |
| Fiction       | 7134                     | 2458        | 1978        | 578         | 614        | 12762        |
| Foreign bks.  | 22                       |             | 1           |             |            | 23           |
| Magazines     | 130                      | 15          | 33          |             | 4          | 182          |
| Rental coll.  | 260                      |             |             |             |            | 260          |
| <b>Total</b>  | <b>9844</b>              | <b>3486</b> | <b>2744</b> | <b>1292</b> | <b>795</b> | <b>18161</b> |

Finance

Receipts:

|  |             |
|--|-------------|
| Balance due from appropriation 30 Sept. 1922 ----- | \$20,618.08 |
| Fees for non-residents ---                         | 11.00       |
| Fines, damages & lost bks. -----                   | 135.59      |
| Rental coll. -----                                 | 12.75       |
| Other sources -----                                | 1.66        |

Total receipts ----- \$20,779.08

Expenditures:

|   |                   |
|---|-------------------|
| Salaries -----                                | \$1,362.20        |
| Books -----                                   | 325.64            |
| Periodicals -----                             | 15.00             |
| Binding -----                                 | 254.58            |
| Supplies -----                                | 62.00             |
| Repairs & improvements -                      | 14.00             |
| Light & heat -----                            | 68.99             |
| Telephone -----                               | 18.60             |
| Postage, freight & exp. -                     | 12.88             |
| Branch building -----                         | 335.40            |
| Miscellaneous -----                           | 44.96             |
| <b>Total expenditures ---</b>                 | <b>\$2,514.25</b> |
| Balance due from appropriation 31 Oct. 1922 - | \$18,264.83       |

Respectfully submitted,

*Alice G. Evans.*

Librarian.