

Regular Meeting of the Library Board

March 26, 1920.

Present: Messrs. Hardy, Shade, Lorenz, Mrs. Gastman and Miss Crea.

Minutes of the last meeting were read and approved.

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

No new books were recommended at this meeting, but 150 renewals were ordered purchased.

Corporation Counsel R. J. Monroe was present at this meeting to discuss ways and means for a new Branch building. Mr. Monroe explained the procedure necessary for raising the money. The payments could be made in three installments extending over a period of three years. He was not sure that the balance for the past year could be used for building purposes, but would let us know definitely. Plans for the Branch building were on exhibition at this meeting and all seemed pleased with them.

At Mrs. Gastman's suggestion, a letter had been sent to Mr. Osborne since our last meeting, expressing our sympathy and wish for his recovery.

Miss Clara Chamberlain was to come to us the first of April to have charge of the children's department for a few months. Miss Hunt was to become extension librarian.

Mr. Hardy was to inquire about the new Roach building and see what arrangements could be made for our station there.

A charcoal drawing had been presented to the library by R. Carlson, and a note of thanks was to be sent him.

Students from the U. of I. Library School were to make their visit of inspection to our library on April 5th.

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As the library year closes with April, the budget for next year would be submitted at the April meeting.

On motion adjourned.

Alice G. Evans.

Secretary.

March 26, 1920.

Librarian's Report for February 1920

| | <u>Book Account</u> | | | | Total. |
|-----------------------------|---------------------|--------|---------|---------|--------|
| | Adult. | Child. | Branch. | School. | |
| Total vols. Jan. 31, 1920 | 34,808 | 5,714 | 1,534 | 1,803 | 43,859 |
| New books added by purchase | 2 | 2 | 1 | | 5 |
| New books added by gift | 24 | | | | 24 |
| Magazines bound | 57 | 5 | 3 | | 65 |
| Books replaced | | 2 | | | 2 |
| Total additions | 83 | 9 | 4 | | 96 |
| Total vols. Feb. 29, 1920 | 34,891 | 5,723 | 1,538 | 1,803 | 43,955 |

| | <u>Registration</u> | | | | Total. |
|------------------------------|---------------------|--------|---------------|--------|---------------|
| | <u>Main Lib.</u> | | <u>Branch</u> | | |
| | Adult. | Child. | Adult. | Child. | |
| Cards in force Jan. 31, 1920 | 6,527 | 3,164 | 164 | 780 | 10,635 |
| Borrowers registered | 143 | 53 | | 8 | 204 |
| Borrower's cards cancelled | 169 | 87 | | 3 | 259 |
| Card in force Feb. 29, 1920 | 6,501 | 3,130 | 164 | 785 | 10,580 10,050 |

| | <u>Circulation</u> | | | | | | Total. |
|--|--------------------|--------|---------------|--------|------------|----------|----------------|
| | <u>Main Lib.</u> | | <u>Branch</u> | | School. | Deposit. | |
| | Adult. | Child. | Adult. | Child. | | | |
| Books issued | 9,672 | 3,988 | 344 | 712 | 1101 | 612 | 16,429 -16,285 |
| Largest daily circulation at Main library- | 1,044. | | | | At Branch- | | 93 |
| Smallest " " " " " " | - | | | | 372. | | 81 |
| Average " " " " " " | - | | | | 551. | | 60 |
| Books used in reading and reference rooms | ----- | | | | | | 1,183 |
| Delinquent postals sent | ----- | | | | | | 296 |
| Reserve postals sent | ----- | | | | | | 65 |

| | <u>Binding and Repair</u> | |
|---------------------------|---------------------------|-----|
| Books repaired in library | ----- | 161 |

| | <u>Sunday Opening</u> | |
|---|-----------------------|-----|
| Visitors: Men -- 144. Women -- 89. Children -- 24. Total -- | | 257 |

| | <u>Classified Report</u> | | | | Total. |
|---------------|--------------------------|--------|---------|---------|--------|
| | <u>Book Account</u> | | | | |
| | Adult. | Child. | Branch. | School. | |
| General works | 25 | 4 | 2 | | 31 |
| Religion | 2 | | | | 2 |
| Sociology | 5 | 1 | | | 6 |
| Science | 6 | | | | 6 |
| Useful arts | 7 | 1 | 1 | | 9 |
| Fine arts | 7 | | | | 7 |
| Literature | 6 | | | | 6 |
| Travel | 1 | | | | 1 |
| Fiction | 24 | 3 | 1 | | 28 |
| Total | 83 | 9 | 4 | | 96 |
| Rental coll. | 9 | | | | 9 |

Librarian's Report for February 1920 -- 2

| | <u>Classified Report</u> | | | | | Total. |
|---------------|--------------------------|-------------|-------------|-------------|------------|--------------|
| | <u>Circulation</u> | | | | | |
| | Adult. | Child. | Branch. | School. | Stations. | |
| General works | 28 | 15 | | | | 43 |
| Philosophy | 71 | | | | | 71 |
| Religion | 96 | 33 | 11 | 51 | 2 | 193 |
| Sociology | 252 | 360 | 106 | 160 | 43 | 921 |
| Philology | 1 | 1 | | | | 2 |
| Science | 100 | 66 | 27 | 56 | 22 | 271 |
| Useful arts | 215 | 57 | 17 | 28 | 12 | 329 |
| Fine arts | 191 | 55 | 14 | 27 | 12 | 299 |
| Literature | 602 | 128 | 50 | 75 | 54 | 909 |
| Travel | 103 | 42 | 44 | 87 | 21 | 297 |
| Biography | 132 | 54 | 27 | 43 | 9 | 265 |
| History | 188 | 54 | 32 | 89 | 40 | 403 |
| Fiction | 7322 | 3114 | 715 | 485 | 397 | 12033 |
| Foreign books | 9 | | | | | 9 |
| Magazines | 145 | 9 | 13 | | | 167 |
| Rental coll. | 217 | | | | | 217 |
| Total | 9672 | 3988 | 1056 | 1101 | 612 | 16429 |

Finance

Receipts:

| | | |
|--|-------|--------------------|
| Balance due from appropriation Jan. 31, 1920 | ----- | \$10,012.07 |
| Fees for non-residents | ---- | 14.00 |
| Fines, damages & lost books | | 100.29 |
| Rental coll. | ----- | 12.25 |
| Other sources | ----- | 1.46 |
| Total receipts | ----- | \$10,140.07 |

Expenditures:

| | | |
|--|-------|--------------------|
| Salaries | ----- | \$871.85 |
| Books | ----- | 36.42 |
| Supplies | ----- | 7.22 |
| Repairs & improvements | - | 6.25 |
| Light & heat | ----- | 129.23 |
| Postage, freight & exp. | - | 4.99 |
| Miscellaneous | ----- | 13.94 |
| Total expenditures | ----- | -\$1,069.90 |
| Balance due from appropriation Feb. 29, 1920 | ----- | \$9,070.17 |

Respectfully submitted,

Alice G. Evans.

Librarian.

Board of Directors,
Free Public Library,
Decatur, Illinois.

Dear Friends:

I wish to take
this opportunity of expressing
my thanks to you all for
your kindness and consideration
in granting me the six
months' leave-of-absence
with salary.

The rest has been benefi-
cial and I trust I may
be able to show my appre-
ciation by renewed interest
in library affairs when
I return May first.

Very sincerely
Minnie A. Dill

April 30, 1920.