

Regular Meeting of the Library Board
April 26, 1940

Present: Messrs. Shilling, Knuth, Borchers, Mrs. Evans, Mrs. Buckner and Mrs. Garman.

Minutes of the last meeting were read and approved.

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

A letter from J. R. Downing was read, relating to the complaint that water pressure was not sufficient to permit the new plumbing fixtures, recently installed, in the basement, to operate properly. On motion, a committee was appointed to investigate and make a report at the next meeting. The president named the following- Messrs. Borchers, Knuth and Nash on the committee. Near the close of the meeting Mr. Downing came in person and made a fuller explanation.

On motion, and passed by roll call, \$25 was transferred from the furniture budget to miscellaneous.

The financial statement for the year just ending and the budget for 1940-41, were submitted and discussed. The balance on hand April 26 is \$6,588.61. Mr. Shilling recommended that \$3,387.09 of this be placed in a special building fund in the savings department. This is the amount received from forfeited tax, covering several years. On motion, by roll call, this was passed unanimously and the amount, \$3,387.09, was to be transferred from the general fund immediately.

On motion, the budget as presented, was passed unanimously.

On motion, the Board authorized the maximum levy of 12 mills, about \$39,500, be requested of the City Council for the regular operating expenses of the library for 1940-41.

April 26, 1940 --- 2

On motion, the list of books recommended by the Book committee was ordered purchased.

Miss Dill made a brief report of the tours of Illinois and Wisconsin libraries, made by Miss Wayne and herself, April 15-22, to investigate various methods in administration and building arrangements now current in some libraries, - as the electric charging machine, adult education courses, etc. Libraries visited in Illinois: Moline, Sterling, Waukegan and Evanston; and Madison and Racine in Wisconsin. A very profitable and enjoyable trip, and much useful information was secured, both negative and positive. We returned with a feeling of sincere thankfulness for our recently added stack room, which allows us plenty of shelf space. Many libraries have very, very crowded conditions.

Report was made of the two Regional library institutes: Belleville, April 13, to which four of the staff went; and Clinton, April 18, to which meeting four staff members went, also Mrs. Buckner, Board member, and Miss Walker of the O.B.Gorin library at Millikin. Miss Oakes, of the Catalog department, was on the program, reviewing five adult books and had mimeographed lists to distribute.

It was reported that over 500 letters had been sent to Newcomers, with a response to date, of 20%.

Bills to the amount of \$2,817.28 were passed by the Finance committee and ordered paid.

On motion adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for March, 1940

Book Report.

	Adult	Juvenile	Total
Total vols. 29 Feb.'40	57234	16365	73599
New books added by purchase	282	91	373
Magazines bound	4	0	4
Books replaced	3	0	3
Total additions	289	91	380
Total vols. 31 Mar.'40	57523	16456	73979

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 29 Feb.'40	12355	3801	729	917	17802
Cards in force 29 Apr.'40	343	63	15	19	440
Borrowers registered	262	84	12	25	383
Borrowers cards cancelled	12436	3780	732	911	17859
Cards in force 31 Mar.'40					

Circulation

	Main lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	15055	3853	1563	1360	4622	26453
Largest daily circ. at Main library-			1101		At Evans branch-	181
Overdue notices sent	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	383
Reserve postals sent	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	266
Pictures loaned	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	459
Telephone calls	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	410

Binding and Repair

Books repaired in library	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -	1497
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Classified Report

Book Account

	Main lib.		Evans branch	E. End branch	Schools	Total
	Adult	Child				
Total vols. 29 Feb.'40	52713	8701	6618	2374	3193	73599
New books added:						
General works	7	0	1	0	0	8
Philosophy	5	0	1	0	0	6
Religion	21	0	1	0	0	22
Sociology	31	9	2	0	0	42
Language	1	0	0	0	0	1
Science	21	5	1	0	0	27
Useful arts	35	2	6	0	0	43
Fine arts	35	1	2	0	0	38
Literature	23	1	3	0	0	27
History	10	1	0	0	0	11
Travel	12	3	3	0	0	18
Biography	22	5	3	0	0	30
Fiction	39	39	29	0	0	107
Total added	262	66	52	0	0	380
Rent coll.- 20						
Total vols. 31 Mar.'40	52975	8767	6670	2374	3193	73979

Classified Report
Circulation

	Main lib.		Evans	Schools	Total
	Adult	Child	Branch		
General works	38	2	7	0	47
Philosophy	264	3	4	0	271
Religion	254	15	7	55	331
Sociology	543	63	38	177	821
Fairy tales		204	51	385	640
Language	16	0	1	0	17
Science	248	83	51	216	598
Useful arts	780	206	89	173	1248
Fine arts	744	64	61	32	901
Literature	777	135	68	197	1177
History	573	72	53	283	981
Travel	583	110	119	362	1174
Biography	658	75	39	142	914
Fiction	8679	2780	2141	2600	16200
Magazines	409	41	194	0	644
Foreign books	37	0	0	0	37
Rent coll.	452	0	0	0	452
Total	15055	3853	2923	4622	26453

Volumes used for reference in library - - - - - 874

Finance

RECEIPTS:

Bal. on hand 23 Feb. '40 ---	\$11773.98
Fines, lost & damaged bks-	153.44
Non-resident fees -----	9.00
Rent coll. -----	22.60
Reserve postals -----	4.96

Total receipts ----- \$11963.98

DISBURSEMENTS:

Salaries: Staff -----	\$1783.60
" Janitors -----	200.00
Books -----	481.93
Periodicals -----	6.50
Binding -----	5.00
Supplies -----	56.67
Light -----	6.53
Heat -----	134.00
Furniture & fixtures -----	29.22
Telephone -----	28.50
Postage, drayage, etc ----	2.98
Miscellaneous -----	8.16
Total disbursements -----	\$2743.09
Bal. on hand 29 Mr. '40 ----	\$9220.89

Respectfully submitted,

Hinnie A. Dill

Librarian.