

Regular meeting of the Library Board

December 23, 1931

Present: Messrs Hardy, Shade, Allen, Bachman, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Lewis.

Minutes of the last meeting were read and approved.

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

The financial condition was discussed and it was stated that there might be a further reduction in the library appropriation next year. A thorough analysis of the situation must be made. It was suggested that Mrs. Taylor might lower the rent for the East End branch room, and the secretary was instructed to see her.

No list of new books was presented as the replacements needed would take this month's portion of the book budget.

Bills to the amount of \$3,523.56 were passed by the Finance committee and ordered paid.

On motion, adjourned

Minnie A. Dill

Secretary.

Librarian's Report for November, 1931

Book Account

	Adult	Juvenile	Total
Total vols. 31 Oct. 1931	51268	14860	66128
New books added by purchase	119	69	188
New books added by gift	1	0	1
Magazines bound	83	5	88
Books replaced	46	52	98
Total additions	249	126	375
Total vols. 30 Nov. 1931	51517	14986	66503

Registration

	Main Lib.		Evans br.		E. End br.		Total
	Adult	Child	Adult	Child	Adult	Child	
Cards in force 31 Oct. 1931	11567	3979	917	1303	652	993	19411
Borrowers registered	350	196	30	66	36	73	751
Borrowers cards cancelled	223	238	44	68	6	43	622
Cards in force 30 Nov. 1931	11694	3937	903	1301	682	1023	19540

Circulation

	Main Lib.		Evans br.		E. End br.		Hosp.	School	Station	Total
	Adult	Child	Adult	Child	Adult	Child				
Books issued	17404	6623	2427	2746	2142	2291	119	5242	<small>Cawt. 466 Oak. 582 Staley 673</small>	40715
Largest daily circ. at Main Lib.	1700		At Evans br.		319		At E. End br.			272
Smallest " " " "	470		" " "		104		" " "			127
Average " " " "	1001		" " "		215		" " "			184
Delinquent postals sent	-									498
Reserve postals sent	-									263
Pictures loaned	-									392

Binding and Repair

Books repaired in library	- - - - -	1697
Books sent to bindery	- - - - -	328

Classified Report

Book Report

	Main	Evans	E. End	Hosp.	Schools	Total	
	Adult	Child	branch	branch			
Total vols. 31 Oct. 1931	46821	7968	5347	2808	269	2915	66128
New books added:							
General works	30	0	2	3	0	0	35
Philosophy	1	0	0	0	0	0	1
Religion	4	3	0	0	0	0	7
Sociology	23	7	1	0	0	0	31
Science	11	2	0	0	0	0	13
Useful arts	25	2	4	4	0	0	35
Fine arts	12	2	1	1	0	0	16
Literature	12	2	0	0	0	0	14
History	7	1	1	0	0	0	9
Travel	8	1	2	2	0	0	13
Biography	11	2	0	0	0	0	13
Fiction	71	64	31	22	0	0	188
Total added	215	86	42	32	0	0	375
Rental coll. - 5							
Total vols. 30 Nov. 1931	47036	8054	5389	2840	269	2915	66503

Librarian's Report for November, 1931

Classified Report
Circulation

	Main Lib.	Evans	E.End	Hosp.	School	Stations	Total
	Adult	Child	branch	branch			
General works	69	0	0	4	0	0	73
Philosophy	279	2	2	8	0	1	292
Religion	219	64	33	31	0	74	422
Sociology	368	594	225	149	0	583	1921
Philology	42	0	2	3	0	0	47
Science	341	165	65	69	0	259	900
Useful arts	432	113	100	59	0	114	818
Fine arts	437	137	70	63	0	24	731
Literature	837	482	207	140	2	279	1953
History	482	228	110	89	0	473	1383
Travel	553	366	91	94	1	441	1568
Biography	489	113	89	98	2	160	973
Fiction	12202	4256	3946	3388	98	2835	28390
Magazines	211	103	215	238	16	0	783
Foreign books	48	0	18	0	0	0	66
Rental coll.	395	0	0	0	0	0	395
Total	17404	6623	5173	4433	119	5242	40715

Finance

Receipts:

Balance on hand 31 Oct. '31	- \$699.08
Fees from non-residents	- - 12.00
Fines, damaged & lost bks.	- 150.77
Rental coll.	- - - - 19.75
Reserve postals	- - - - 5.98
Money refund. on discontin. mg.	1.50
Interest	- - - - 1.29
Amount placed to account	- - 3000.00

Total receipts - - - - - \$3890.37

Expenditures:

Salaries	- - - - - \$1828.15
Janitor service	- - - - - 235.00
Books	- - - - - 556.34
Periodicals	- - - - - 553.90
Binding	- - - - - 225.00
Supplies	- - - - - 3.99
Repairs & improvements	- - - - - 10.75
Light	- - - - - 34.85
Heat	- - - - - 46.05
Furniture & fixtures	- - - - - 6.73
Rent	- - - - - 35.00
Telephone	- - - - - 8.63
Postage, freight, express	- - - - - 8.83
Miscellaneous	- - - - - 9.11
Total expenditures	- - - - - \$3562.33
Balance on hand 30 Nov. '31	- - - - - \$328.04

Balance due from appropriation 30 November 1931 - - - - - \$21000.00

Respectfully submitted,

Minnie A. Dill

Librarian.