

Regular Meeting of the Library Board

November 25, 1921.

Present: Messrs. Hardy, Shade, Swisher, Scott,  
Mrs. Gastman 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.

It was decided to order a filing-case for the children's  
room.

Repairs were to be made on all radiator connections in  
the building.

On Sunday, February 13th, 1922, the public was to be  
invited to view the Lincoln Memorial Collection, particularly  
the Rutledge corner just added. A small case, for displaying  
different objects belonging to the collection, had been given  
by Mr. Flora; a letter of thanks was to be sent him.

The regular mid-winter meeting of the American Library  
Association would be held in Chicago, December 29-31. The  
Librarian would attend, as many subjects of interest to our  
library were to be brought up at this time.

Mr. Swisher reported on setting out trees on the south  
and west parts of the lawn.

Mr. Hardy spoke of the possibility of putting up a branch  
building next year. The discussion was taken up, and Mr. Swisher  
was to see what could be done. He thought a portable building  
might be advisable for the present, in case we have to give up  
our present quarters. He was to secure bids on the plans  
drawn by Mrs. Clausen.

November 1921 ----- 2

Bills to the amount of \$2,852.19 were approved by the Finance Committee and ordered paid.

On motion adjourned to meet December 28th.

*Alice G. Evans.*

Secretary.

November 25, 1921.

Librarian's Report for October 1921

	<u>Book Account</u>		Branch.	School.	Total.
	Adult.	Child.			
Total vols. 30 Sept. 1921	34,802	5,773	1,836	2,001	44,412
New books added by purchase	78	21		3	102
New books added by gift	9				9
Magazines bound	26	1	1		28
Books replaced	29	4		2	35
Total additions	142	26	1	5	174
Books withdrawn	63	20	18	1	102
Total vols. 31 Oct. 1921	34,881	5,779	1,819	2,005	44,484

	<u>Registration</u>				Total
	<u>Main Lib.</u>		<u>Branch</u>		
	Adult.	Child.	Adult.	Child.	
Cards in force 30 Sept. 1921	7,050	3,370	147	669	11,236
Borrowers registered	235	77	4	11	327
Borrower's cards cancelled	188	68	8	17	281
Cards in force 31 Oct. 1921	7,097	3,379	143	663	11,282

	<u>Circulation</u>						Total
	<u>Main Lib.</u>		<u>Branch</u>		School.	Deposit.	
	Adult.	Child.	Adult.	Child.			
Books issued	10,663	3,999	408	650	173	647	16,540 <sup>3,260</sup>
Largest daily circulation at Main library-	998.					At Branch-	128
Smallest " " " "	"	"	"	"		"	22
Average " " " "	"	"	"	"		"	65
Books used in reading and reference rooms	-----						2,033
Delinquent postals sent	-----						402
Reserve postals sent	-----						185

<u>Binding and Repair</u>		
Books sent to bindery	-----	365
Books repaired in library	-----	310

Sunday Opening  
 Visitors: Men -- 137. Women -- 93. Children -- 27. Total -- 257

	<u>Classified Report</u>				Total.
	<u>Book Account</u>				
	Adult.	Child.	Branch.	School.	
General works	13				13
Philosophy	2				2
Religion	6				6
Sociology	14			5	19
Philology	1				1
Science	3				3
Useful arts	18	2	1		21
Fine arts	11				11
Literature	10	5			15
Travel	9				9
Biography	5	2			7
History	7				7
Fiction	43	17			60
Total	142	26	1	5	174
Rental coll.	7				7

Librarian's Report for October 1921 ---- 2

	Adult.	Classified Report			Circulation		Total.
		Child.	Branch.	School.	Stations.		
General works	23	8	3				34
Philosophy	103				1		104
Religion	114	33	6	4			157
Sociology	195	479	94	32	58		858
Philology	5						5
Science	144	90	11	8	22		275
Useful arts	283	56	19	2	17		377
Fine arts	290	73	23		16		402
Literature	671	173	36	20	40		940
Travel	162	102	9	13	36		322
Biography	210	68	27	5	9		319
History	431	139	32	18	46		666
Fiction	7454	2764	777	71	396		11462
Foreign bks.	10						10
Magazines	192	14	21		6		233
Rental coll.	376						376
<b>Total</b>	<b>10663</b>	<b>3999</b>	<b>1058</b>	<b>173</b>	<b>647</b>		<b>16540</b>

Finance

Receipts:

Balance due from appropriation 30 Sept. 1921	-----\$24,529.99
Fees for non-residents	----- 11.00
Fines, damages & lost books	----- 101.48
Rental coll.	----- 6.65
Other sources	----- 7.87

Total receipts -----\$24,656.99

Expenditures:

Salaries	-----\$1,220.45
Books	----- 363.25
Periodicals	----- 15.00
Binding	----- 513.00
Supplies	----- 50.24
Repairs & improvements	----- 83.75
Light & heat	----- 42.63
Furniture & fixtures	----- 33.50
Postage, freight & exp.	----- 14.21
Miscellaneous	----- 53.09
<b>Total expenditures</b>	<b>-----\$2,389.12</b>
Balance due from appropriation 31 Oct. 1921	--\$22,267.87

Respectfully submitted,

*Alice G. Evans.*

Librarian.