

Regular Meeting of the Library Board
October 31, 1941

Present: Messrs. Knuth, Imboden, and Mrs. Evans.

Mrs. Garman came before the meeting and signed the vouchers, and consent to pass the regular bills was given by Mrs. Buckner.

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 contract for the periodicals subscriptions for 1942 was given to the Hanson-Bennett Magazine Agency of Chicago, for \$585.25, and the bill was ordered paid.


On motion, authority for signing checks was given to the president of the Board, and in his absence to any member of the Finance committee, and to the secretary or in her absence to the assistant secretary. Cards with authorized signatures were to be filed at the Millikin National Bank.

It was reported that work on the children's room was about completed and that further repairs for leaks had to be made in the attic. Plans for the opening were discussed and these were left for the librarians to arrange, as it would take considerable time for the thousands of books stored in other rooms to be cleaned and shelved in the children's room.

A Western Union clock was to be purchased for the lobby, the cost of the service would be \$1.25 per month paid quarterly in advance. Free service containing local advertisement was turned down.

On motion of Mrs. Evans, seconded by Mr. Imboden, bills to amount of \$5,365.63 were ordered paid.

On motion, adjourned.


Secretary.

Librarian's Report for September, 1941

Book Account

	Adult	Juvenile	Total
Total vols. 31 Ag.'41	59733	17018	76751
New books added by purchase	117	223	340
New books added by gift	109	0	109
Magazines bound	1	0	1
Books replaced	7	13	20
Total additions	234	236	470
Books withdrawn	119	244	363
Total vols. 30 Sp.'41	59848	17010	76858

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 Ag.'41	13003	3860	802	910	18575
Borrowers registered	295	39	5	25	364
Borrowers cards cancelled	231	62	22	29	344
Cards in force 30 Sp.'41	13067	3837	785	906	18595

Circulation

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Books issued	10998	2312	1037	972	15319
Largest daily circ. at Main lib.-	736		At Evans branch-		141
Overdue notices sent	-----				350
Reserve postals sent	-----				119
Pictures loaned	-----				925
Telephone calls	-----				445

Binding and Repair

Books sent to bindery	-----	148
Books repaired in library	-----	751

Classified Report

Book Account

	Main lib.		Evans branch	E. End branch	Schools	Total
	Adult	Child				
Total vols. 31 Ag.'41	55031	9002	7083	2354	3281	76751
New books added:						
General works	5	0	0	0	0	5
Philosophy	5	0	0	0	0	5
Religion	6	1	0	0	0	7
Sociology	11	3	0	0	3	17
Science	2	4	0	0	27	33
Useful arts	13	1	0	0	1	15
Fine arts	5	2	0	0	0	7
Literature	13	0	0	0	18	31
History	11	2	1	0	2	16
Travel	7	1	0	0	29	37
Biography	13	5	1	0	29	48
Fiction	143	18	1	0	87	249
Total added	234	37	3	0	196	470
Rent coll.- 11						
Books withdrawn	119	243	1	0	0	363
Total vols. 30 Sp.'41	55146	8796	7085	2354	3477	76858

	<u>Classified Report</u>			Total
	<u>Circulation</u>		Evans branch	
	Adult	Child		
General works	40	1	2	43
Philosophy	191	3	3	197
Religion	141	18	5	164
Sociology	348	33	20	401
Fairy tales		107	32	139
Language	18	0	0	18
Science	205	110	56	371
Useful arts	592	127	59	778
Fine arts	461	35	22	518
Literature	602	81	54	737
History	526	123	48	697
Travel	431	139	48	618
Biography	367	64	34	465
Fiction	6406	1451	1430	9287
Magazines	271	20	196	487
Foreign books	16	0	0	16
Rent coll.	383	0	0	383
Total	10998	2312	2009	15319

Volumes used for reference in Main adult dept. ----- 850

Finance

RECEIPTS:

Bal. on hand 2 Sp.'41 ----- \$ 351.74
 Fines, damaged & lost bks. --- 95.80
 Non-resident fees ----- 9.00
 Rent collection ----- 19.15
 Reserve postals ----- 3.22
 Amount placed to account --- 3500.00

Total receipts ----- \$3978.91

DISBURSEMENTS:

Salaries; staff ----- \$1808.45
 Janitor service ----- 225.00
 Books ----- 64.03
 Binding ----- 5.50
 Supplies ----- 26.99
 Repairs & improvements - 221.85
 Light ----- 3.53
 Telephone ----- 14.00
 Postage, drayage, etc -- 3.56
 Miscellaneous ----- 15.92
 Total disbursements --- \$2388.83
 Bal. on hand 1 Oct.'41 -- \$1590.08

Respectfully submitted,

Minnie A. Dill

Librarian.