

Regular Meeting of the Library Board

August 31, 1934

Present: Mr. Shilling, Mrs. Vincent, Mrs. Miller and Mrs. Garman.

In the absence of the president, Mr. Shilling was appointed to act.

Minutes of the last meeting were read and approved.

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

Financial statements were distributed and the subject discussed. The need of \$2,000 to \$2500 to finish the stack room addition was stressed. Mr. Shilling will talk with Commissioner Rugh regarding additional help from the city.

Election resulted in the reelection of the present officers, Mr. Allen, president and Miss Dill, secretary.

Miss Dill reported that Miss Mabel Kowalsky had been given a year's leave of absence to attend James Millikin university and that Miss Charlotte Oakes, a Decatur girl who graduated from Millikin in June, will take her place. Mrs. Margaret Davidson, children's librarian, has resigned, to take effect in November, and Miss Maxine McCulloch, a graduate of Western Reserve Library School has been selected for the head of this department.

On motion, the new books recommended by the Book Committee were ordered purchased.

Bills to the amount of \$2,561.14 were passed by the Finance committee and ordered paid. Bills to the amount of \$287.52 for the stack room project, were also passed by the Finance committee and ordered paid from the special building fund.

August 31, 1934 --- 2

Mrs. Miller was appointed to act on the committee at this meeting. Mr. Shade's permission had been secured to pass the bills, in case there was not a quorum.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for July, 1934

	<u>Registration</u>				Total
	Main lib.		Evans br.		
	Adult	Child	Adult	Child	
Cards in force 30 June 1934	13739	4878	1029	1237	20883
Borrowers registered	192	66	18	20	296
Borrowers cards cancelled	210	88	15	20	333
Cards in force 31 July 1934	13721	4856	1032	1237	20846

	<u>Circulation</u>						Total
	Main lib.		Evans br.		Stations		
	Adult	Child	Adult	Child			
Books issued	15437	5118	1761	1476	296		24088
Average daily circ. at Main library-			822		At Evans branch-		129
Largest " " " " "			1216		" " "		227
Smallest " " " " "			581		" " "		54
Overdue notices sent	-	-	-	-	-	-	242
Reserve postals sent	-	-	-	-	-	-	119
Pictures loaned	-	-	-	-	-	-	101

	<u>Binding and Repair</u>	Total
Books sent to bindery	- - - - -	117
Books repaired in library	- - - - -	1594

	<u>Classified Circulation Report</u>				Total
	Main lib.		Evans branch	Stations	
	Adult	Child			
General works	35	5	10	0	50
Philosophy	215	6	2	0	223
Religion	176	12	8	3	199
Sociology	222	443	115	3	783
Philology	21	0	0	0	21
Science	173	122	17	14	326
Useful arts	347	142	59	5	553
Fine arts	362	123	35	11	531
Literature	510	125	52	12	699
History	232	45	20	2	299
Travel	362	71	20	11	464
Biography	331	38	10	15	394
Fiction	12081	3828	2657	220	18786
Magazines	157	158	228	0	543
Foreign books	31	0	4	0	35
Rent coll.	182	0	0	0	182
Total	15437	5118	3237	296	24088

Note,-

No books added and none withdrawn

Finance

Receipts:

Balance on hand 23 June '34-	\$1422.69
Fines, damaged & lost bks.-	105.80
Fees from non-residents	9.00
Rent. collection -----	18.20
Reserve postals sent -----	2.00
Amount placed to account --	1200.00

Total receipts ----- \$2757.69

Expenditures:

Salaries -----	\$1594.20
Janitor service -----	200.00
Books -----	167.19
Periodicals -----	14.06
Binding -----	4.00
Supplies -----	47.06
Repairs & improvements ---	6.75
Light -----	1.50
Furniture & fixtures -----	9.30
Telephone -----	5.46
Postage, freight, etc -----	4.85
Insurance -----	207.83
Miscellaneous -----	108.02
Total expenditures -----	\$2370.22
Balance on hand 27 July '34	\$387.47

July 27, 1934-	balance due from 1934-35 tax levy - - - - -	\$33,800.00
July 27, 1934-	balance due from 1933-34 tax levy - - - - -	\$11,500.00

Respectfully submitted,

Minnie A. Dill

Librarian.