

Regular Meeting of the Library Board

January 31, 1936

Present: Messrs. Allen and Knuth, Mrs. Vincent, Mrs. Evans, Mrs. Miller, Mrs. Garman and 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. The reports each month show a decided decrease both in number of borrowers and circulation, when compared with the corresponding month of the previous year. This seems to be the general trend in most libraries of the country. Various causes were mentioned and ways to improve the situation must be considered.

It was reported that both of our lists, recommended for purchase through the Illinois Library Relief fund, had been duly authorized by the Secretary of State and Executive secretary, and the two official notices with imposing gold seals were passed around.

It was reported that the books willed to the library by Miss Jane E. Hamand, had been cataloged and placed in the Lincoln Room, doors having been added to one section of shelving in there. The books are to be reference and for use of adult researchers. Most of the books are duplicates of those already in the circulation department of the library. A bookplate for these books had been considered before Miss Hamand's death. The secretary suggested that Mrs. Maude Carter Meyer's high school pupils compete for an appropriate design for this bookplate, and perhaps an award of \$5.00 or \$10.00 given to the boy or girl who presents the best workable design- if one is considered good enough by the judges. Mrs. Evans suggested that pupils in the Junior high schools be included.

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The cost of bookplates was questioned. On motion, the matter was turned over to Miss Dill, with power to act.

The book-cleaning rack, designed and patented by S. F. Hiser, assistant janitor, and manufactured by the Decatur Lumber Co. was displayed. It was considered a useful equipment by the librarian and staff. On motion, one of the racks was to be purchased for \$19.50.

It was reported that A. E. Wiess, janitor at the Evans branch, had fallen on the ice on his way to the library, January 16 and broken his hip. His brother-in-law, John J. Sullivan had taken over the work until Mr. Wiess is able to return. This month the pay check for \$40.00, the full month, was made out for Mr. Wiess, and Mr. Sullivan was given a check for \$20.00, the half month he had worked. This was ratified by the Board. If Mr. Sullivan was satisfactory, he was to stay on the job until Mr. Wiess's return, and get \$40.00 a month. Mr. Wiess to be paid \$20.00 in February and \$10.00 in March, and after that nothing unless he is able to do the work.

No new books were ordered at this time, as hundreds of books were being received and put through on the Library Relief order, and more replacements from our own fund were to be ordered next.

Bills to the amount of \$2,291.07 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for December, 1935

Book Account

	Adult	Juvenile	Total
Total vols. 30 Nov. '35	51562	14872	66434
New books added by purchase	154	26	180
New books added by gift	42	0	42
Magazines bound	88	4	92
Books replaced	5	6	11
Total additions	289	36	325
Total vols. 31 Dec. '35	51851	14908	66759

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 30 Nov. '35	13174	4250	1032	1168	19624
Borrowers registered	217	61	28	20	326
Borrowers cards cancelled	364	122	31	34	551
Cards in force 31 Dec. '35	13027	4189	1029	1154	19399

Circulation

	Main lib.		Evans br.		Schools	Stations	Total
	Adult	Child	Adult	Child			
Books issued	12858	3428	1640	1820	3120	577	23443
Largest daily circ. at Main library-	1263				At Evans branch-		235
Overdue notices sent	-----						509
Reserve postals sent	-----						194
Pictures loaned	-----						538

Binding and Repair

Books sent to bindery	-----	-----	-----	-----	-----	-----	258
Books repaired in library	-----	-----	-----	-----	-----	-----	1840

Classified Report

Book Account

	Main lib.		Evans branch	E. End branch	Schools	Total
	Adult	Child				
Total vols. 30 Nov. '35	47315	7950	5738	2578	2853	66434
New books added:						
General works	29	1	1	0	0	31
Religion	8	0	0	0	0	8
Sociology	33	0	3	0	0	36
Language	2	0	0	0	0	2
Science	19	0	0	0	0	19
Useful arts	17	2	5	0	0	24
Fine arts	28	2	1	0	0	31
Literature	27	2	1	0	0	30
History	8	0	0	0	0	8
Travel	16	1	3	0	0	20
Biography	34	1	0	0	0	35
Fiction	49	7	24	0	1	81
Total added	270	16	38	0	1	325
Total vols. 31 Dec. '35	47585	7966	5776	2578	2854	66759

Classified Report
Circulation

	Main lib.		Evans	Schools	Stations	Total
	Adult	Child	branch			
General works	28	4	10	0	0	42
Philosophy	187	0	11	0	10	208
Religion	221	18	23	59	1	322
Sociology	460	56	41	305	0	862
Fairy tales	0	243	84	177	0	504
Language	16	1	1	0	0	18
Science	181	133	67	139	0	520
Useful arts	382	100	86	61	2	631
Fine arts	400	86	63	16	7	572
Literature	619	237	116	157	1	1130
History	440	71	84	223	0	818
Travel	483	101	52	259	7	902
Biography	417	58	47	113	13	648
Fiction	8529	2251	2583	1611	536	15510
Magazines	231	69	192	170	0	492
Foreign books	31	0	0	0	0	31
Rent coll.	233	0	0	0	0	233
Total	12858	3428	3460	3120	577	23443

Finance

RECEIPTS:

Balance on hand 29 Nov. '35--	\$ 428.92
Fines, damaged & lost bks --	86.41
Fees from non-residents ----	19.00
Rent collection -----	11.65
Reserve postals -----	2.94
Bal. 1934-35 tax levy -----	2500.00
 Total receipts -----	 \$3048.92

EXPENDITURES:

Salaries -----	\$1621.00
Janitory service -----	170.00
Books -----	169.16
Periodicals -----	3.50
Binding -----	300.54
Supplies -----	85.54
Repairs & improvements ----	7.98
Light -----	8.12
Heat -----	126.70
Furniture & fixtures -----	8.12
Telephone -----	5.00
Postage, drayage, etc ----	5.86
Insurance -----	59.80
Miscellaneous -----	37.98
Total expenditures -----	\$2609.30
Balance on hand 27 Dec. '35--	\$ 439.62

Respectfully submitted,

Minnie A. Dill

Librarian.