

Regular Meeting of The Library Board

September 25, 1931

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

In the absence of the president, Mr. Shade acted as chairman.

Minutes of the last meeting were read and approved.

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

It was reported that the redecorating and furnishing of the staff room, which was undertaken by the staff with the consent and material assistance of the Board, was completed. The Board gave a vote of appreciation to the librarian and staff for the work accomplished and, on motion, assumed the bill for the dishes which had been purchased by the librarian.

A change in the assistant janitor was reported, - J. M. Strouse taking the place of S. B. Sutton.

A copy of the circular letter sent by the children's librarian to each teacher in the elementary schools, was read. This cordial personal invitation to use the library has resulted in many teachers bringing whole classes and many children becoming borrowers for the first time.

The question of resuming Sunday afternoon opening of the reading and reference rooms from October to April, was brought up. The librarian stated that the average attendance in previous years had been hardly commensurate with the cost of keeping the building open: heat, light and assistant in charge. The Board considered the need of reduction in all departments because of a decrease in appropriation, and voted not to open the library on Sundays.

September 25, 1931 ----- 2

The bid from J. J. Swartz, for repairing and painting all steel window guards in basement windows, was read and referred to the Building and Grounds Committee.

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

An invitation was extended to the Board to attend the annual meeting of the Illinois Library Association in Peoria, October 21-23,- the luncheon and meeting of the Trustees was to be held Wednesday, the 21st. Members of the staff expected to drive over on the first and second days; the librarian to remain the entire time.

Bills to the amount of \$2,792.75 were passed by the Finance committee and ordered paid.

On motion, adjourned to see the newly decorated staff room, where cider and doughnuts were served by the library assistants.

*Minnie A. Dill*

Secretary.

Librarian's Report for August, 1931

Book Account

	Adult	Juvenile	Total
Total vols. 31 July 1931	50951	14931	65882
New books added by purchase	141	85	226
New books added by gift	4	0	4
Magazines bound	166	2	168
Books replaced	38	89	127
Total additions	349	176	525
Books withdrawn	125	345	470
Total vols. 31 August 1931	51175	14762	65937

Registration

	<u>Main Lib.</u>		<u>Evans br.</u>		<u>E.End br.</u>		Total
	Adult	Child	Adult	Child	Adult	Child	
Cards in force 31 July 1931	11292	3826	909	1323	620	1000	18980
Borrowers registered	241	66	12	12	16	3	350
Borrowers cards cancelled	181	49	11	10	3	6	260
Cards in force 31 Aug. 1931	11352	3853	910	1325	633	997	19070

Circulation

	<u>Main Lib.</u>		<u>Evans br.</u>		<u>E.End br.</u>		Hosp.	Stations Cantwell 436 Oakland 486 Y.W.C.A. camp 451	Total
	Adult	Child	Adult	Child	Adult	Child			
Books issued	14972	4834	1815	1298	1554	924	74	26844	
Largest daily circ. at Main lib.-	1046		At. Evans br.-		208			At E. End br. 130	
Smallest " " " "	"	"	"	578	"	"	59	" " " 63	
Average " " " "	"	"	"	762	"	"	120	" " " 95	
Delinquent postals sent	-	-	-	-	-	-	-	-	318
Reserve postals sent	-	-	-	-	-	-	-	-	194
Pictures loaned	-	-	-	-	-	-	-	-	12

Binding & Repair

Books sent to bindery	-	-	-	-	-	-	-	-	207
Books repaired in library	-	-	-	-	-	-	-	-	1373

Classified Report

	<u>Book Account</u>							Total
	Adult	Child	Evans branch	E.End branch	Hosp.	Schools		
Totals vols. 31 July 1931	46538	8069	5308	2750	270	2947	65882	
New books added:								
General works	58	1	0	1	0	0	60	
Philosophy	4	0	0	0	0	0	4	
Religion	13	1	0	0	0	6	20	
Sociology	42	6	4	0	0	12	64	
Philology	1	0	0	0	0	0	1	
Science	13	3	1	1	0	7	25	
Useful arts	32	1	1	0	0	10	44	
Fine arts	30	0	1	1	0	0	32	
Literature	29	1	1	1	0	4	36	
History	11	0	1	0	0	10	22	
Travel	11	8	0	1	0	10	30	
Biography	11	2	1	2	0	9	25	
Fiction	70	27	26	9	0	30	162	
Total added	325	50	36	16	0	98	525	
Rental coll - 7								
Books withdrawn	90	141	50	12	0	177	470	
Total vols. 31 Aug. 1931	46773	7978	5294	2754	270	2868	65937	

Classified Report  
Circulation

	Adult	Child	Evans branch	E.End branch	Hosp.	Stations	Total
General works	42	5	0	0	0	0	47
Philosophy	186	3	4	7	0	2	202
Religion	118	24	8	7	0	2	159
Sociology	205	412	152	59	0	31	859
Philology	11	0	0	3	0	0	14
Science	204	117	34	19	0	0	374
Useful arts	243	46	21	12	0	1	323
Fine arts	334	96	40	35	0	9	514
Literature	551	141	36	31	0	30	789
History	151	51	18	7	0	12	229
Travel	361	71	27	15	0	11	485
Biography	300	40	15	23	0	6	384
Fiction	11763	3782	2573	2090	74	1273	21555
Magazines	120	46	180	170	0	2	522
Foreign books	33	0	5	0	0	26	38
Rental coll.	350	0	0	0	0	0	350
<b>Total</b>	<b>14972</b>	<b>4834</b>	<b>3113</b>	<b>2478</b>	<b>74</b>	<b>1373</b>	<b>26844</b>

Finance

Receipts:

Expenditures:

Balance on hand 31 Jl. '31 -	\$484.95
Fees from non-residents - -	12.00
Fines, Damaged & lost bks -	90.40
Rental coll. - - - - -	17.50
Reserve postals - - - - -	5.10
Interest - - - - -	1.99
Amount placed to account -	3000.00

Salaries - - - - -	\$1,754.30
Janitor service - - - - -	235.00
Books - - - - -	625.29
Binding - - - - -	532.63
Supplies - - - - -	126.95
Repairs & improvements - - -	23.92
Light - - - - -	33.69
Furniture & fixtures - - - -	28.03
Rent - - - - -	35.00
Telephone - - - - -	5.00
Postage, freight, express -	4.92
Miscellaneous - - - - -	13.36
<b>Total expenditures - - - -</b>	<b>\$3,418.09</b>
Balance on hand 31 Aug. '31 -	\$193.85

Total receipts - - - - - \$3611.94

Balance due from appropriation 31 August, 1931 - - - - - \$30,000.00

Respectfully submitted,

*Minnie A. Dill*

Librarian.