

Regular Meeting of the Library Board

July 26, 1940

Present: Messrs. Shilling, Knuth, Nash, Mrs. Evans and Mrs. Garman.

Minutes of the last meeting were read and approved.

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

Unfinished business:- Mr. Knuth mentioned that at various times the poor lighting system in the library had been called to the attention of the Board; he suggested that an investigation be made. Mrs. Garman, reported that in connection with the proposed improvements in the children's room, she had asked Mr. Everard at the ~~Fa~~ries Mfg. Co. for information in regard to fluorescent and other lighting and he was to make recommendation later. It was decided to take no further action until after his report.

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

Bills to the amount of \$2850.89 were approved by the Finance committee and ordered paid.

Mr. Nash reported that no decision had been made in awarding the contract for the decoration of the children's room as there seemed to be an uncertainty regarding the work to be included. It was decided to ask Mr. Graybill to come to the meeting and explain exactly what his bid included, and perhaps after discussing it with him a definite understanding could be arrived at.

Mr. Graybill arrived promptly , but after visiting the children's room and talking over various phases of the work, no definite action was taken.

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Meeting adjourned.

Mabel A. Wayne

Acting secretary.

Librarian's Report for June, 1940

Book Account

	Adult	Juvenile	Total
Total vols. 31 May '40	57426	16530	73956
New books added by purchase	52	7	59
New books added by gift	4	0	4
Magazines bound	39	0	39
Books replaced	196	127	323
Total additions	291	134	425
Books withdrawn	58	147	205
Total vols. 30 Je. '40	57659	16517	74176

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 May '40	12515	3765	736	919	17935
Borrowers registered	235	187	7	23	452
Borrowers cards cancelled	197	106	4	14	321
Cards in force 30 Je. '40	12553	3846	739	928	18066

Circulation

	Main lib.		Evans br.		Stations	Total
	Adult	Child	Adult	Child		
Books issued	11144	3984	1102	1434	449	18113
Largest daily circ. at Main library-			857	At Evans branch-		149
Overdue notices sent	-----					395
Reserve postals sent	-----					141
Pictures loaned	-----					120
Telephone calls	-----					320

Binding and Repair

Books sent to bindery	-----	294
Books repaired in library	-----	1046

Classified Report

	Main lib.		Evans branch	E. End branch	Schools	Total
	Adult	Child				
Total vols. 31 My. '40	52872	8749	6729	2370	3236	73956
New books added:						
General works	10	1	0	0	0	11
Philosophy	6	0	0	0	0	6
Religion	2	1	0	0	0	3
Sociology	28	9	2	0	0	39
Language	2	0	0	0	0	2
Science	9	1	1	0	1	12
Useful arts	14	1	0	0	0	15
Fine arts	4	2	0	0	0	6
Literature	9	6	2	0	0	17
History	2	0	0	0	0	2
Travel	5	2	1	0	0	8
Biography	3	0	0	0	0	3
Fiction	194	77	29	0	0	300
Foreign books	1	0	0	0	0	1
Total added	289	100	35	0	1	425
Rent coll.- 27						
Books withdrawn	55	147	0	3	0	205
Total vols. 30 Je. '40	53106	8702	6764	2367	3237	74176

	<u>Classified Report</u>				Total
	<u>Circulation</u>			Stations	
	Main lib.	Child	Evans branch		
General works	Adult 19	0	2	0	21
Philosophy	209	3	2	0	214
Religion	116	21	10	0	147
Sociology	317	88	22	2	429
Fairy tales		236	62	1	299
Language	13	0	1	0	14
Science	172	111	42	12	337
Useful arts	494	146	47	4	691
Fine arts	521	53	38	1	613
Literature	473	137	45	6	661
History	316	30	14	0	360
Travel	342	60	36	10	448
Biography	313	49	34	10	406
Fiction	7113	3016	2018	403	12550
Magazines	311	34	163	0	508
Foreign books	29	0	0	0	29
Rent coll.	386	0	0	0	386
Total	11144	3984	2536	449	18113

Volumes used for reference in library - - - - - 430

Finance

RECEIPTS:

Bal. on hand 31 My. '40 ----	\$ 211.08
Fines, lost & damaged bks.	123.44
Non-resident fees -----	15.00
Rent collection -----	19.30
Reserve postals -----	2.26
Amount placed to account -	3300.00

Total receipts \$3671.08

DISBURSEMENTS:

Salaries -----	\$1826.85
Janitor service -----	210.00
Books -----	1070.79
Periodicals -----	2.00
Binding -----	5.00
Supplies -----	121.83
Repairs & improvements --	57.74
Light -----	4.92
Heat -----	33.80
Furniture & fixtures ----	18.54
Telephone -----	14.25
Postage, drayage, etc. --	3.12
Insurance -----	82.07
Miscellaneous -----	12.50
Total disbursements ----	\$3463.41
Bal. on hand 28 Je. '40 ---	\$ 207.67

Respectfully submitted,

Minnie A. Dill

Librarian.