

Regular Meeting of the Library Board

March 25, 1938

Present: Messrs. Knuth, Borchers, Nash, Mrs. Evans, Mrs. Garman and Mrs. Buckner. On motion, Mr. Knuth was made temporary chairman and signed the checks.

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 reported that from inquiries he had made the forums held at the Centennial Junior high school were not yet ready for library participation.

Mr. Borchers brought three Lincoln letters he obtained through Judge McCoy from the Court House file. These were to be submitted to Mr. Paul M. Angle, librarian of the Illinois State Historical Library, an authority on Abraham Lincoln's handwriting, as to their genuineness and value, and best method of preparing them for exhibition. On motion, Mrs. Borchers and Miss Dill were appointed to investigate the subject.

Mention was made of the approaching Regional library conference, to be held in the Children's room, March 30. Many librarians had signified their intention of coming. Luncheon was to be served in the Congregational church for 55¢. Many Board members expected to attend and made reservation for the luncheon. Mr. Shilling was to welcome the visitors in a short address.

Bills to the amount of \$2362.79 were approved by the Finance committee and ordered paid. Mrs. Buckner acted on the committee for this meeting.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for February, 1938

Book Account

| | Adult | Juvenile | Total |
|-----------------------------|-------|----------|-------|
| Total vols. 31 Jan.'38 | 54708 | 15405 | 70113 |
| New books added by purchase | 178 | 16 | 194 |
| New books added by gift | 15 | 0 | 15 |
| Magazines bound | 3 | 0 | 3 |
| Total additions | 196 | 16 | 212 |
| Books withdrawn | 145 | 44 | 189 |
| Total vols. 28 Feb.'38 | 54759 | 15377 | 70136 |

Registration

| | Main lib. | | Evans br. | | Total |
|---------------------------|-----------|-------|-----------|-------|-------|
| | Adult | Child | Adult | Child | |
| Cards in force 31 Jan.'38 | 12111 | 3718 | 839 | 1034 | 17702 |
| Borrowers registered | 324 | 69 | 30 | 28 | 451 |
| Borrowers cards cancelled | 285 | 75 | 22 | 36 | 418 |
| Cards in force 28 Feb.'38 | 12150 | 3712 | 847 | 1026 | 17735 |

Circulation

| | Main lib. | | Evans br. | | Schools | Total |
|--------------------------------------|-----------|-------|-----------|-------|---------------|-------|
| | Adult | Child | Adult | Child | | |
| Books issued | 14663 | 3302 | 1632 | 1471 | 4335 | 25403 |
| Largest daily circ. at Main library- | 1352 | | | | At Evans br.- | 218 |
| Overdue notices sent | ----- | | | | ----- | 316 |
| Reserve postals sent | ----- | | | | ----- | 177 |
| Pictures loaned | ----- | | | | ----- | 781 |

Binding and Repair

| | | |
|---------------------------|-------|------|
| Books repaired in library | ----- | 1435 |
|---------------------------|-------|------|

Classified Report

| | <u>Book Account</u> | | | | | Total |
|------------------------|---------------------|-------|--------------|--------------|---------|-------|
| | Main lib. | | Evans branch | E.End branch | Schools | |
| | Adult | Child | | | | |
| Total vols. 31 Jan.'38 | 50440 | 8218 | 6094 | 2420 | 2941 | 70113 |
| New books added: | | | | | | |
| General works | 9 | 0 | 0 | 0 | 0 | 9 |
| Philosophy | 8 | 0 | 0 | 0 | 0 | 8 |
| Religion | 21 | 0 | 0 | 0 | 0 | 21 |
| Sociology | 29 | 1 | 2 | 0 | 0 | 32 |
| Language | 1 | 0 | 0 | 0 | 0 | 1 |
| Science | 3 | 1 | 0 | 0 | 0 | 4 |
| Useful arts | 12 | 4 | 0 | 0 | 0 | 16 |
| Fine arts | 23 | 1 | 0 | 0 | 0 | 24 |
| Literature | 16 | 1 | 0 | 0 | 0 | 17 |
| History | 10 | 1 | 0 | 0 | 0 | 11 |
| Travel | 7 | 3 | 0 | 0 | 0 | 10 |
| Biography | 23 | 1 | 0 | 0 | 0 | 24 |
| Fiction | 31 | 2 | 1 | 0 | 0 | 34 |
| Foreign books | 1 | 0 | 0 | 0 | 0 | 1 |
| Total added | 194 | 15 | 3 | 0 | 0 | 212 |
| Rent coll.- 12 | | | | | | |
| Books withdrawn | 142 | 41 | 4 | 2 | 0 | 189 |
| Total vols. 28 Feb.'38 | 50492 | 8192 | 6093 | 2418 | 2941 | 70136 |

Classified Report
Circulation

| | Main lib. | | Evans | Schools | Total |
|---------------|-----------|-------|--------|---------|-------|
| | Adult | Child | branch | | |
| General works | 35 | 2 | 6 | 0 | 43 |
| Philosophy | 256 | 2 | 8 | 0 | 266 |
| Religion | 184 | 23 | 10 | 36 | 253 |
| Sociology | 538 | 52 | 37 | 274 | 901 |
| Fairy tales | 0 | 219 | 77 | 292 | 588 |
| Language | 20 | 0 | 3 | 0 | 23 |
| Science | 241 | 83 | 37 | 194 | 555 |
| Useful arts | 609 | 111 | 60 | 152 | 932 |
| Fine arts | 609 | 55 | 36 | 49 | 749 |
| Literature | 769 | 142 | 75 | 176 | 1162 |
| History | 449 | 80 | 46 | 361 | 936 |
| Travel | 488 | 92 | 53 | 386 | 1019 |
| Biography | 567 | 104 | 46 | 157 | 874 |
| Fiction | 9224 | 2309 | 2397 | 2258 | 16188 |
| Magazines | 353 | 28 | 208 | 0 | 589 |
| Foreign books | 48 | 0 | 4 | 0 | 52 |
| Rent coll. | 273 | 0 | 0 | 0 | 273 |
| Total | 14663 | 3302 | 3103 | 4335 | 25403 |

Finance

RECEIPTS:

| | |
|----------------------------|-----------|
| Balance on hand 28 Ja.'38- | \$5439.79 |
| Fines, damaged & lost bks- | 98.09 |
| Non-resident fees ----- | 10.00 |
| Rent collection ----- | 13.65 |
| Reserve postals ----- | 3.26 |

Total receipts ----- \$5564.79

EXPENDITURES:

| | |
|--|-----------|
| Salaries ----- | \$1546.15 |
| Janitor service ----- | 180.00 |
| Books ----- | 343.27 |
| Periodicals ----- | 3.50 |
| Printing ----- | 36.37 |
| Binding ----- | 82.78 |
| Supplies ----- | 2.83 |
| Repairs & improvements ---- | 4.50 |
| Light ----- | 11.03 |
| Heat ----- | 192.29 |
| Furniture & fixtures ----- | 25.65 |
| Telephone ----- | 7.40 |
| Postage, drayage, etc ---- | 3.26 |
| Insurance ----- | 25.63 |
| Miscellaneous ----- | 13.66 |
| Interest, & \$600 payment on principle of final note due Sept. 1, '39 at Millikin Trust Co. | 675.00 |
| Total expenditure ----- | \$3153.32 |
| Balance on hand 25 Feb.'38 | \$2411.47 |

(Int. 3.11) Special
.71.89 regular fund

Respectfully submitted,

Minnie A. Dill

Librarian.