

Regular Meeting of the Library Board

December 28, 1934

Present: Messrs. Shilling, Borchers, Knuth, Mrs. Vincent, Mrs. Evans, Mrs. Miller and Mrs. Garman. In the absence of Mr. Allen, Mr. Shilling acted as 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.

The request made through the local division of the National Recreation Association asking the library to cooperate with the schools in furnishing a branch library to residents in the east part of the city was discussed and laid over, as there are not sufficient funds to carry this out at present. The East End branch was closed three years ago because of reduced appropriation.

Three library bills to be introduced into the next regular session of legislature were read: 1.- Emergency book fund of \$610,000 to build up book collections drastically depleted the last few years. 2.- Fund of \$1,000,000 for the coming biennium to provide books and library service for approximately 2,000,000 people in the state now without them. 3.- A state certification law for librarians. On motion, these bills were indorsed and a letter was to be written to each of our three representatives.

Drawings made by S. A. Clausen from blue prints of the floor plans of the Main library and Evans branch, were shown. They are to be used in a book on Illinois public libraries which is to be issued ^{by} the Extension Division of the Illinois State Library.

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The high standing accorded the library in the series of articles in the Review, by James Rourke on taxing bodies in Macon county was mentioned and a portion of the article read. He said the Decatur Public Library has one of the best efficiency ratings in the entire state.

Mention was made of the serious illness of James Adams, head janitor, and that a part time helper would be needed.

No list of new books was presented.

Bills to the amount of \$2,365.18 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for November, 1934

Book Account

	Adult	Juvenile	Total
Total vols. 31 October 1934	51636	14707	66343
New books added by purchase	131	52	183
New books added by gift	3	0	3
Books replaced	2	1	3
Total additions	136	53	189
Total vols. 30 November 1934	51772	14760	66532

Registration

	Main Lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 Oct.'34	13708	4786	1050	1241	20785
Borrowers registered	339	147	28	39	553
Borrowers cards cancelled	378	170	32	49	629
Cards in force 30 Nov.'34	13669	4763	1046	1231	20709

Circulation

	Main Lib.		Evans br.		Schools	Stations	Total
	Adult	Child	Adult	Child			
Books issued	18151	5854	2457	2585	4829		33876
Average daily circ. at Main Lib.-			960		At Evans branch-		210
Largest "	"	"	"	1718	"	"	288
Smallest "	"	"	"	66	"	"	130
Overdue notices sent	-	-	-	-	-	-	353
Reserve postals sent	-	-	-	-	-	-	161
Pictures loaned	-	-	-	-	-	-	914

Binding and Repair

Books sent to bindery	-	-	-	-	-	-	151
Books repaired in library	-	-	-	-	-	-	2210

Classified Report

Book Account

	Main Lib.		Evans branch	E.End branch	Schools	Total
	Adult	Child				
Total vols. 31 Oct.'34	47294	7805	5658	2696	2890	66343
New books added:						
General works	1	0	0	0	0	1
Philosophy	3	0	0	0	0	3
Religion	1	0	0	0	0	1
Sociology	38	1	1	0	0	40
Science	4	1	12	0	0	17
Useful arts	16	2	0	0	0	18
Fine arts	4	2	1	0	0	7
Literature	4	1	2	0	0	7
History	8	0	0	0	0	8
Travel	8	0	0	0	0	8
Biography	13	1	11	0	0	15
Fiction	25	22	17	0	0	64
Total added	125	30	34	0	0	189
Rental coll.- 5						
Total vols. 30 Nov.'34	47419	7835	5692	2696	2890	66532

Librarian's Report for November, 1934 --- 2

Classified Report

Circulation

	Main lib.		Evans	Schools	Total
	Adult	Child	branch		
General works	32	6	13	0	51
Philosophy	220	1	9	0	230
Religion	255	29	18	69	371
Sociology	443	549	194	584	1770
Language	19	0	1	0	20
Science	283	380	103	243	1009
Useful arts	531	175	113	118	937
Fine arts	505	156	97	20	778
Literature	1011	420	165	209	1805
History	580	166	126	341	1213
Travel	584	225	91	442	1342
Biography	617	109	72	201	999
Fiction	12635	3496	3772	2602	22505
Magazines	231	142	268	0	641
Foreign books	35	0	0	0	35
Rental coll.	170	0	0	0	170
Total	18151	5854	5042	4829	33876

Finance

Receipts:

Balance on hand 26 Oct. '34-	\$691.27
Fines, damaged & lost bks.-	143.94
Fees from non-residents----	16.00
Rental collection -----	17.00
Reserve postals -----	3.06
Amount placed to account --	2500.00

Expenditures:

Salaries -----	\$1546.95
Janitor service -----	200.00
Books -----	280.15
Periodicals -----	427.55
Binding -----	5.43
Supplies -----	149.51
Repairs & improvements ----	33.58
Light -----	1.50
Heat -----	47.80
Telephone -----	6.95
Postage, drayage -----	2.95
Stack room building expense	45.86
Ill. Library Conf. expense-	76.12
Miscellaneous -----	17.41
Total expenditure -----	\$2841.76
Balance on hand 30 Nov. '34-	\$529.51

Total receipts ----- \$3371.27

Respectfully submitted,

Minnie A. Dill

Librarian.

Important notes

Dec. 18, 1933

Original Abstract was found, having been on file with the Carnegie Corp. of New York since 1901. As directed it was sent to Miss S. E. Kenney to bring down to date.

Dec. 29, 1933

Edgar H. Allen, Bd President said there were defects in our title at rear 32 feet of part of site & that stack addition runs 4 feet over disputed ground, but having been in possession of library for over thirty years no question likely to arise. If there is trouble, court will give quiet title.

Bills rendered to date Feb 20, 1934
paid by library \$11,212.82

Special building fund report Feb. 1934
follows minutes of Feb. 23, 1934

Balance = \$7,038.89
March bal = 6,890.43
April bal = 6,042.29
May bal = 5,513.99
June bal = 3,452.73

bal July 27 1934

" Aug 31 1934

\$ 1,392.63
1,105.11

Total Report on Special Fund

Sept 30, 1934

no balance

Aug 31, 1934

need \$2000 to \$2500, to finish building

To seek this from City

Trustees invited by A. H. Trustees Div
to meetings

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Skylight repaired Oct 28 1932

Windows repainted ~~that done~~ Jan. 27 '33
Apr. 28 1933

Apr. 28 1933

Board asked Council for levy of \$35,000 -
a reduction of \$1,000. over last year

Library was being run on anticipatory
warrants during this time

Sept 29 '33

Discussion as to whether possible to
enlarge stack room if federal
funds can be secured. President +
Librarian to consult Commissioner
Rugh.

Oct 27 1933

Continuation of investigation of
Civil Works program + securing
financial aid from City.

over

Nov 24 1933

23

Results of investigation

Gov. would pay for all the labor but only a small % of materials & there would have to be a special levy with mortgage note on building. Enlargement of stack rooms to west boundary considered. Estimate - \$20,000 to \$25,000.

Dec. 1 1933

Meeting called to consider manner of obtaining funds to enlg. stack room. Mr. Rugh discussed possibility of paying for materials out of the balance of several years or asking Council to increase the general levy or make a special levy for the purpose.

Estimate of \$11,000.00 for material (without cost of labor)

In Resolution:

To transmit a report to City Council for their approval as to whether or not it desires to issue ^{city} bonds, that if it decides Bonds shall not be issued but approves Board action for erection of addition that it will communicate approval to Board.

Following Dec. 1, 1933

Estimate of material	\$ 11,000.00
Architect	720.00
Draftsman	360.00
Skilled labor	6360.00
Unskilled "	2640.00
	10080.00

Total Cost \$ 21,080.00

Dec. 5, 1933

Letter from Mayor Smith, City Council decided bonds shall not be issued for cost of any portion of improvements but Council does oppose of erection of addition to building

Dec. 6, 1933

Letter from City Council read & accepted. Mr. Allen authorized to write Millikin National Bank asking to borrow \$10,000.00 to pay for materials, payment of interest & principal to be spread over five years.

Mr. Allen & Mr. Clausen (architect) to confer in Springfield with C.W.A. for

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approval of project & to discover if
govt. pays architects fees.

Dec. 18, 1933

Melliken Nat'l Bk agreed to lend Board
\$9000. at 5% interest per annum.
payable annually with maturity one
year of 6 yrs. with installments of principal
payable at rate of \$1500.00 a yr
starting 2 yrs fr date & continuing until
Principal is pd in full, interest to
be pd each yr in addition to said
installments of principal except that
interest due at end of 1st yr be deducted
fr. total amount loaned at ~~that~~
time loan is made with proper
discount for prepayment, provided
a commission not to exceed 1 1/2 %
is pd. Bank for servicing said loan
in addition to incidental expenses of
examining title, preparing papers, etc.

Resolution cont'd:

Bd is prepared to order commencement
of construction & desires to provide plan
for repaying mortgage with full allowance
for probable loss in cost of collecting
special tax to be levied

Resolved that acceptance by City Council of Bd's action be filed as permanent record of Bd.

\$ 9000.00 Bank loan at 5% per yr. interest

\$ 150.00 Commission to Bank for servicing loan & examining title, preparing papers etc.

Resolved: total cost of addition to be borne by Bd not to exceed \$8400. to be expended for materials not furnished by C.W.A.

Resolved: Sum not to exceed \$11,000.

necessary to retire said loan with interest be certified by City Council to be levied by it as a special tax for purpose of retiring said loan & interest over & above aggregate amount of tax as limited by Section 1 of Article 8 of "An Act for Incorporation of Cities & Villages" approved Apr. 10, 1892,

said special tax not to affect or diminish any appropriation made or to be made for the support of said

Library, said special tax to be spread over term of 5 yrs in the following amounts:

Special tax for 1934	-	\$ 2,800.
1935		2700.
1936		2600.
1937		2500.
1938		400.
		<hr/>
		11,000.

Resolved: President + Secy of Bd are authorized to certify immediately to City Council said sum of \$2,800. to be levied as a special tax for yr 1934 + that thereafter annually Pres. + Secy of Bd is authorized to certify the several amounts of such years above designated in sufficient time to become part of the regular levy + collection of taxes for such yrs. (ask for this levy in March each year)

Resolved that special taxes be used only for retiring of mortgage loan + that said amount collected be held + disbursed as a separate fund + not commingled with other funds of said library.

Resolved: Board declare that in its distribution of taxes to be levied for retirement of loan, it has increased early payments by an amount which should allow for delay, loss, + cost of collection of taxes.

Certificate for levy of special tax
follows minutes of Dec. 18, 1933

Dec. 29, 1933

Upper limit of loan \$11,000.

includes principal, interest + bank charges. \$9000.00 the amount to count on. Out of this must be paid interest for 1st yr. Millerkin Bank

Commission, examination of abstract to bank - total estimated at \$600.00

Balance available \$8,400. plus the \$1680. fr the U. S. grnt making a total of \$10,080. Conservative to hold materials down to \$9,500.

Jan. 9, 1934.

Legal newspaper notices for bids

Jan 29 1934

Insurance policies on Main Building with mortgage clause attached deposited with bank for period of loan.

Amount credited to building fund =
\$ 8422.58

This = the balance from \$9000.00 after deducting the following

Commission	\$ 135.00
Discounted interest	430.42
Abstracter	<u>12.00</u>
	\$ 577.42

W.P.A report on finished addition follows minutes of Dec. 27, 1935

Sept 28 1934

Commissioner Walter Rugh at meeting
to discuss taxes.

Resolution:

Out of delinquent taxes to be pd by
County Collector to the City this fall we
agree to accept $11\frac{1}{2}\%$ thereof as our
full share, without detailed accounting.

\$1,160.00 all that is left in
emergency fund as the \$4000. had to be
drawn upon to help pay for stacks &
wk on stack room.

Feb 21 1935

City Council was to be asked for a levy of
\$2,700 as a special tax for retiring loan &
interest for 1935.

April 26, 1935

On motion the levy of the special tax

Dec. 18, 1933.

(over)

Old furnace removed to make storage space.

Dec. 29, 1933

Abstractor's bill to be paid from special building fund

This was rescinded. Jan. 29, 1934

Feb. 21, 1935

Idea of having a Branch in the East End was discussed but that to be impossible with present appropriation. It would cost about \$2000 a year to run

Apr. 26 1935

Alice Gore's legacy of \$150.00 left for Evans Bk. in memory of her sister Mrs Alice Evans.

newspaper stacks 4 1935 \$249.50
included installations Rem. Rend.

Heating system repaired

Apr - June 1935

June 28, 1935

Industrial survey of Decatur &
vicinity 1860-1935

Aug 5, 1935

repainting of main floor
stairway to 2d floor
2d floor hall
Bed Room

Decatur Public Library Has One Of Best Efficiency Ratings In The Entire State

Had Circulating Cost of Less Than Seven Cents Per Volume in 1932-1933.

This is the 27th of a series of articles analyzing the taxing bodies of Macon county as to their powers, how they secure public funds and how they spend them.

By JAMES A. ROURKE

DECATUR'S free public library, with a circulating cost of less than seven cents per volume for the year 1932-33, has one of the highest, if not the best efficiency rating of any library in the state located in cities with a population of 50,000 to 110,000. Circulating costs increased slightly for the year ending April 30th, 1934. In 1925 circulating costs per volume was about 17½ cents, or considerably more than twice present costs.



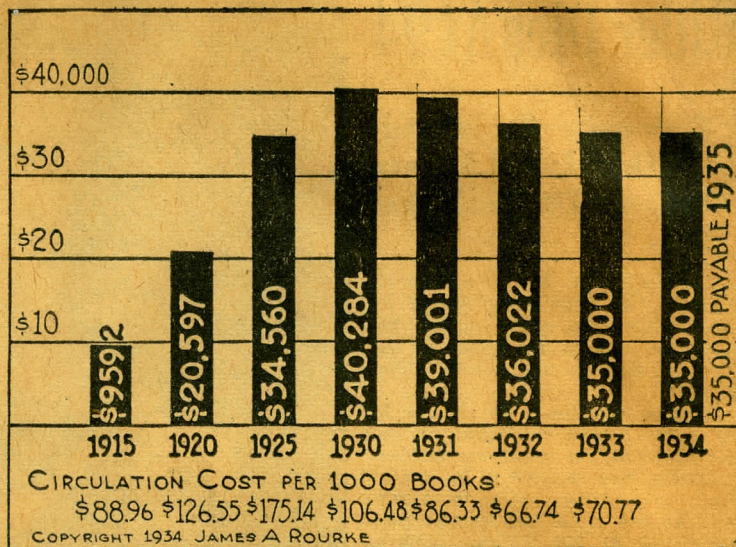
James Rourke

These figures do not include such items as pavement costs or other capital out-lay, and are based on actual expenditures, rather than the tax levy. The library has income from books rented to non-resident persons, fines, etc. in addition to revenue from the property tax.

Circulation.

Circulation, or number of books loaned, reached a peak of 407,402 for 1931-32 and dropped down to 381,940 last year. Circulation in 1915 was 107,828.

Of the total number of books



Free Public Library Taxes

loaned last year, 72 per cent was fiction, sociology and books on government ranked second, equalling a little more than 4 per cent of the total; useful arts 2½ per cent, while books on travel and literature together accounted for nearly 8 per cent of the total volume loaned last year.

Patrons of the library seem to do most of their reading during the month of March when books are loaned at the rate of about 2,000 volumes per day. Circulation drops down to about half this amount during the month of June each year.

Have 66,536 Volumes.

There are 66,536 volumes in the library at the present time compared with 37,168 in 1915. Patrons of the library last year numbered 20,929 and have been increasing at the rate of about 1,000 per year. About a third of the city's population makes regular use of the library. A large number of books are borrowed by school children. The library board is appointed

by the mayor with the approval of the city commission and serves without pay. The city commission also makes the tax levy which is limited by law to 12 cents on each \$100 of assessed valuation.

No Report Published.

The library board does not publish its annual report as is required by law, nor are there any printed copies available for general distribution.

Total expenditures by the library for the last fiscal year ending April 30, follows:

Salaries	\$17,972.75
Janitor	2,410.00
Books	2,946.44
Periodicals	539.05
Binding	896.03
Supplies	559.48
Heat	784.38
Miscellaneous items...	920.08

Total

Expenditure at the library has been reduced about 28 per cent since 1931.

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