

Regular Meeting of the Library Board

June 28, 1935

Present: Messrs. Allen, Borchers, Knuth, Mrs. Vincent, Mrs. Evans and Mrs. Garman.

As Mr. Allen could not be present during the first part of the meeting, Mrs. Vincent was appointed to act as chairman until he arrived.

Minutes of the last regular meeting, also those of the meeting called to hear the annual report, were read and approved.

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

It was reported that the work of remodeling the heating system was begun June 13. The main pipes as well as return pipes are now in place and ready to be connected up. Work on radiators still to be done.

Mr. Shade's suggestions in regard to balancing premium payments on insurance policies for various years, was presented. In order to do this the five-year fire insurance policies falling due this year are to be changed to three-year policies; the three tornado insurance policies taken out last year are to be renewed in August for only one year, but next year are to be changed into three-year policies. It was decided to accept his plan.

Mrs. Evans asked to be released from the committee appointed June 22, 1934 to consider whether more insurance should be taken out, and to plan a more equitable distribution among reliable insurance agencies. Mr. Allen asked her to remain on the committee, and submit a report of their conclusions at the next meeting of the Board.

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John Parrish, a young man from Decatur, who is attending the University of Illinois, appeared before the Board and asked them to sponsor a WPA project which would use about ten white collar workers and at the same time help him in some research work in connection with securing his doctor's degree. The work planned is a study of the status of ownership, control, size and market area of trade and industrial establishments in Decatur, 1860-1935. The information would be gathered almost entirely from city directories, and the results of the study would become the property of the public library. Mr. Boles, of the Association of Commerce, approved the work but said it could not be undertaken as a WPA project unless sponsored by a public body and suggested the library board. After a short discussion the matter was left in the hands of the president, with the understanding that the library should assume no financial responsibility nor were rooms in the library to be used for the purpose, if inconvenient in any way.

No list of new books were presented as there were many replacements to be purchased, for the school collection.

Bills to the amount of \$2338.81 were approved by the finance committee and ordered paid.

Adjourned.

Mabel A. Wayne

Secretary pro tem.

Librarian's Report for May, 1935

Book Account

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Total vols. 30 April 1935	51046	14702	65748
New books added by purchase	123	32	155
New books added by gift	4	0	4
Books replaced	190	196	386
Total additions	317	228	545
Total vols. 31 May 1935	51363	14930	66293

Registration

	<u>Main Lib.</u>		<u>Evans br.</u>		<u>Total</u>
	<u>Adult</u>	<u>Child</u>	<u>Adult</u>	<u>Child</u>	
Cards in force 30 Apr. '35	13398	4552	1039	1220	20209
Borrowers registered	192	33	16	12	253
Borrowers cards cancelled	189	76	9	14	288
Cards in force 31 May '35	13401	4509	1046	1218	20174

Circulation

	<u>Main Lib.</u>		<u>Evans br.</u>		<u>Schools</u>	<u>Station</u>	<u>Total</u>	
	<u>Adult</u>	<u>Child</u>	<u>Adult</u>	<u>Child</u>				
Books issued	14560	3784	2090	1997	4236	236	736	27403
Largest daily circulation at Main Lib.-	1125		At Evans branch-					289
Overdue notices sent	-----						453	
Reserve postals sent	-----						142	
Pictures loaned	-----						949	

Binding and Repair

Books sent to bindery	-----	312
Books repaired in library	-----	2357

Classified Report

Book Account

	<u>Main Lib.</u>		<u>Evans</u>	<u>E. End</u>	<u>Schools</u>	<u>Total</u>
	<u>Adult</u>	<u>Child</u>	<u>branch</u>	<u>branch</u>		
Total vols. 30 Apr. '35	46782	7855	5642	2625	2844	65748
New books added:						
General works	4	0	0	0	0	4
Philosophy	14	0	1	0	0	15
Religion	9	3	0	0	0	12
Sociology	13	12	4	0	0	29
Language	3	0	0	0	0	3
Science	37	9	4	0	0	50
Useful arts	47	0	3	0	0	50
Fine arts	38	5	4	0	0	47
Literature	47	11	7	0	0	65
History	11	4	1	0	0	16
Travel	14	8	4	0	0	26
Biography	16	4	3	0	0	23
Fiction	39	109	55	0	0	203
Foreign books	2	0	0	0	0	2
Total added	294	165	86	0	0	545
Total vols. 31 May '35	47076	8020	5728	2625	2844	66293

Classified Report
Circulation

	Main Lib.		Evans	Schools	Stations	Total
	Adult	Child	branch			
General works	31	1	9	0	0	41
Philosophy	194	2	7	0	0	203
Religion	213	23	17	72	1	326
Sociology	399	291	164	469	0	1323
Language	8	0	1	0	0	9
Science	279	223	94	199	6	801
Useful arts	535	123	75	113	1	847
Fine arts	549	103	59	8	3	722
Literature	829	135	139	248	8	1359
History	372	46	62	235	7	722
Travel	504	125	80	339	5	1053
Biography	487	59	43	135	23	747
Fiction	9653	2559	3028	2418	682	18340
Magazines	306	94	308	0	0	708
Foreign books	42	0	1	0	0	43
Rent collection	159	0	0	0	0	159
Total	14560	3784	4087	4236	736	27403

Finance

RECEIPTS:

Balance on hand 30 Apr. '35 --	\$602.89
Fines, damaged & lost books -	107.15
Fees from non-residents -----	5.00
Rent collection -----	7.95
Reserve postals -----	1.80
Refund on pub. docs. -----	3.10
Bal. from 1934-35 tax levy --	2500.00

Total receipts ----- \$3227.89

EXPENDITURES:

Salaries -----	\$1611.60
Janitor service -----	160.00
Books -----	623.05
Binding -----	218.38
Supplies -----	36.10
Repairs & improvements -	29.61
Light -----	10.74
Heat -----	80.20
Telephone -----	5.00
Postage, drayage, etc --	4.21
Miscellaneous -----	11.34
Total expenditure -----	\$2790.23
Balance on hand 31 May	\$437.66

Respectfully submitted,

Minnie A. Dill

Librarian.