

DECATUR PUBLIC LIBRARY
DECATUR 48, ILLINOIS
MINNIE A. DILL, LIBRARIAN

November 8, 1945

Herald & Review
Decatur, Illinois

Gentlemen:

We understand that you are having your volumes of newspapers, recently damaged by water, microfilmed, and that you are willing to order a duplicate set of positive films for the Decatur Public Library.

At the regular meeting of the Library Board, October 26, it was decided to request you to place this order, - the films to be paid for as received by the library, at a rate not to exceed 12 cents per foot of film. Volumes to be microfilmed:

Decatur Herald	1900 - Aug. 1931
Evening Herald	1926 - Aug. 1931
Herald & Review	Sept. 1931 - date, and current numbers until further notice.

If our films are damaged at any future time, we understand that, ^{by ordering} through your firm, they may be replaced at the regular cost of such films.

Very truly yours,

Mabel A. Wayne

Secretary.
Library Board

(Films are made by Recordak Corporation, subsidiary of the Eastman Kodak Co. 350 Madison Ave., New York, N.Y. The Master Negative Film is stored in the film vault of the Eastman Kodak Co., Rochester, N.Y., but we must order any damaged films through the Herald & Review.)

Regular Meeting of the Library Board

November 30, 1945

Present: Mr. Knuth, Mrs. Evans, Mrs. Huff and Mrs. Garman.

Minutes of the three previous meetings were read and approved.

The librarian's reports were read, on motion approved and ordered placed on file.

The new books recommended by the Book committee were ordered purchased.

The recent sale of property by the City, for delinquent taxes long overdue, brought up the question as to the amount the library might expect to receive from this fund. There was some discussion concerning the matter. Since the library is supported by a property tax it will probably receive its share of all funds collected by such tax.

On the recommendation of Mr. Knuth, it was decided to pay the salaries for December in two installments.

Attention was called to the special election, Dec. 18, to vote upon the Municipal Retirement Fund. This^{is} of great interest to library employees as well as all other city employees, as it provides security after retirement.

Bills to the amount of \$3,169.74 were approved by the Finance committee and ordered paid. Mrs. Huff acted on the committee for this meeting.

On motion, adjourned.

Mabel A. Wayne

Secretary.

Librarian's Report for October, 1945

Book Account

	Adult	Juvenile	Total
Total vols. 30 Sp'45	65633	17949	83582
New books added by purchase	104	68	172
New books added by gift	4	0	4
Magazines bound	0	0	0
Books replaced	16	15	31
Total additions	124	83	207
Total vols. 31 Oc'45	65757	18032	83789

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 30Sp'45	10355	3391	514	811	15071
Borrowers registered	310	64	19	49	442
Borrowers cards cancelled	318	65	13	17	413
Cards in force 31Oc'45	10347	3390	520	843	15100

Circulation

	Main lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	101522	2692	829	1722	3720	19115
Largest daily circ. at Main lib.-			655	At Evans branch-		168
Overdue notices sent - - - - -						504
Reserve postals sent - - - - -						154
Pictures loaned - - - - -						698
Telephone calls - - - - -						395

Binding and Repair

Books repaired in library - - - - -	718
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Classified Report

Book Account

	Main lib.		Evans branch	E. End branch	Schools	Total
	Adult	Child				
Total vols. 30 Sp'45	60791	9607	7417	2330	3437	83582
New books added:						
General works	1	0	0	0	0	1
Religion	9	1	0	0	0	10
Sociology	11	0	0	0	0	11
Science	4	4	3	0	1	12
Useful arts	8	3	1	0	0	12
Fine arts	6	3	3	0	1	13
Literature	4	1	1	0	0	6
History	5	2	2	0	0	9
Travel	3	0	2	0	0	5
Biography	6	4	3	0	12	25
Fiction	37	24	29	0	13	103
Total added	94	42	44	0	27	207
Rental coll. - 18						
Total vols. 31 Oc'45	60885	9649	7461	2330	3464	83789

Classified Report
Circulation

	Main lib		Evans	Schools	Total
	Adult	Child	branch		
General works	21	1	2	0	24
Philosophy	178	1	3	0	182
Religion	119	18	10	42	189
Sociology	442	49	27	87	605
Fairy tales	0	66	61	180	307
Language	8	0	0	0	8
Science	174	72	43	137	426
Useful arts	644	81	82	108	915
Fine arts	444	60	37	20	561
Literature	469	96	54	120	739
History	415	73	76	266	830
Travel	408	90	67	188	753
Biography	359	59	22	145	585
Fiction	5933	2001	1931	2427	12292
Magazines	240	25	136	0	401
Foreign books	21	0	0	0	21
Rental coll.	277	0	0	0	277
Total	10152	2692	2551	3720	19115

Volumes used for reference in Main adult dept. 512

Finance

RECEIPTS:

Bal. on hand 10c'45 -----	\$24409.65
Fines, lost & dam. bks. ---	176.34
Non-resident fees -----	38.00
Rental collection -----	13.85
Reserve postals -----	2.88
Memorial book -----	3.75

Total receipts ----- \$24644.47

DISBURSEMENTS:

Staff salaries -----	\$ 2049.00
Janitor salaries -----	295.00
Books -----	574.51
Periodicals -----	4.50
Binding -----	173.15
Supplies -----	95.85
Repairs & improvements ---	63.36
Light -----	8.69
Telephone -----	12.78
Postage, drayage, etc. --	7.55
Miscellaneous -----	19.46
Total disbursements ----	\$ 3303.85
Bal. on hand 1 Nv'45 -----	\$21340.62

Respectfully submitted,

Mabel A. Wayne

Librarian.