

Regular Meeting of the Library Board

December 27, 1935

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

Minutes of the last meeting were read and approved.

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

A long list of replacements for the Main library and Evans branch, including books in all classes for adults and children was submitted for approval. These are to be purchased from the Library Relief fund, and the estimated total cost will be \$1,648.77. On motion the books were recommended for purchase.

It was reported that the safe had been cracked by burglars some time between Saturday night, December 14 and Monday morning, December 16. About \$10.00 was taken but records were not disturbed. The dial was blown off and the door damaged. The police recommend the safe be left unlocked and this will be done, as the cost of a new dial and other repairs would be much more than cash taken.

It was mentioned that Mrs. Shilling was run over by an automobile the day before and had an arm injury.

Bills to the amount of \$2,609.30 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for November, 1935

Book Account

	Adult	Juvenile	Total
Total vols. 31 Oct. 1935	51590	14892	66482
New books added by purchase	149	36	185
New books added by gift	1	0	1
Magazines bound	1	0	1
Books replaced	2	4	6
Total additions	153	40	193
Books withdrawn	181	60	241
Total vols. 30 Nov. 1935	51562	14872	66434

Registration

	Main Lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 Oct. '35	13250	4329	1036	1192	19807
Borrowers registered	310	190	26	42	568
Borrowers cards cancelled	386	269	30	66	751
Cards in force 30 Nov. '35	13174	4250	1032	1168	19624

Circulation

	Main lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	15698	5167	1928	2319	4716	29828
Largest daily circulation at Main Lib.-	1392		At Evans branch-			263
Overdue notices sent	-----					347
Reserve postals sent	-----					173
Pictures loaned	-----					1303

Binding & Repair

Books sent to bindery	-----	20
Books repaired in library	-----	1556

Classified Report

Book Account

	Main lib.		Evans	E. End	Schools	Total
	Adult	Child	branch	branch		
Total vols. 31 Oct. '35	47315	7946	5767	2598	2856	66482
New books added:						
General works	3	0	0	0	0	3
Philosophy	1	0	0	0	0	1
Religion	0	1	0	0	0	1
Sociology	21	2	1	0	0	24
Language	1	0	0	0	0	1
Science	2	2	0	0	0	4
Useful arts	3	0	1	0	0	4
Fine arts	10	1	0	0	0	11
Literature	15	3	1	0	0	19
History	9	0	0	0	0	9
Travel	8	2	0	0	0	10
Biography	22	2	0	0	0	24
Fiction	55	20	7	0	0	82
Total added	150	33	10	0	0	193
Rent coll.- 11						
Books withdrawn	150	29	39	20	3	241
Total vols. 30 Nov. '35	47315	7950	5738	2578	2853	66434

Classified Report
Circulation

	Main lib.		Evans branch	Schools	Total
	Adult	Child			
General works	28	2	0	0	30
Philosophy	181	1	5	0	187
Religion	247	36	20	76	379
Sociology	496	81	67	153	1267
Fairy tales	0	442	107	470	549
Language	13	0	2	0	15
Science	203	159	86	270	718
Useful arts	491	151	106	95	843
Fine arts	436	118	53	15	622
Literature	1095	291	119	265	1770
History	514	157	88	386	1145
Travel	650	204	92	419	1365
Biography	463	63	56	123	705
Fiction	10296	3375	3198	2444	19313
Magazines	273	87	248	0	608
Foreign books	33	0	0	0	33
Rent coll.	279	0	0	0	279
Total	15698	5167	4247	4716	29828

Finance

RECEIPTS:

Balance on hand 25 Oct. '35---	\$1620.29
Fines, damaged & lost bks---	107.37
Fees from non-residents ----	21.00
Rent collection -----	13.95
Reserve postals -----	2.68
Amount placed to account (balance, 1934-35 tax levy-	2300.00
 Total receipts -----	 \$4065.00

EXPENDITURES:

Salaries -----	\$1622.20
Janitor service -----	170.00
Books -----	549.00
Periodicals -----	443.00
Binding -----	4.76
Supplies -----	74.01
Repairs & improvements ---	15.15
Light -----	24.66
Heat -----	53.40
Furniture & fixtures ----	13.00
Telephone -----	5.00
Postage, drayage, etc.----	3.00
Extraordinary expenses ---	647.32
Miscellaneous -----	11.87
Total expenditures -----	\$3636.37
Balance on hand 29 Nov. '35	428.92

Respectfully submitted,

Minnie A. Dill

Librarian.

Approval - Dec 10, 1935
(OVER)

REPORT ON COMPLETED OR DISCONTINUED WORK RELIEF PROJECT

1. Location of project
 County Macon City or Town Decatur
 Former No. or Nos. CWA 3067 IERC Project No. 257-B4-71
 Address Main & Eldorado Sts.
 2. Sponsor Board of Library Directors
 3. Brief title Built new stack room for Public Library Date approved 8-6-34
 (See instructions) Max. number of workers assigned 16 Total man-hrs. worked 5826
 4. Date work started 5-7-34 Date completed discontinued 10-30-34
 5. Description of actual work done (See instructions)

Built new stack room for Public Library

6. Reason: If discontinued before completion (Per cent completed when discontinued 100)

7. Cost of Project	Total Amount		Total Actual Expenditures	
	Approved	IERC	Sponsor	Total Actual
Labor (relief)	\$ 8032.00	\$ 4225.60	\$ xxxxxxxxxxxx	\$ 4225.60
Labor (non-relief)	\$ 0	\$ 0	\$ 287.00	\$ 287.00
Total labor (wages and salaries).....	\$ 8032.00	\$ 4225.60	\$ 287.00	\$ 4512.60
Materials, tools and supplies.....	\$ 812.94	\$ 0	\$ 1772.50	\$ 1772.50
Teams, trucks and other equipment.....	\$ 0	\$ 0	\$ 0	\$ 0
Other direct costs.....	\$ 0	\$ 0	\$ 0	\$ 0
Gross Cost of Work Relief Project.....	\$ 8844.94	\$ 4255.60	\$ 2059.10	\$ 6285.10
Less: Surplus materials returned.....	xxxxxxxxxxxx	\$ 0	xxxxxxxxxxxx	\$ 0
Net Cost of Work Relief Project.....	xxxxxxxxxxxx	\$ 4255.60	xxxxxxxxxxxx	\$ 6285.10
Net cost of formerly operated project.....	\$ 0	xxxxxxxxxxxx	xxxxxxxxxxxx	\$ 0
Net Cost of Complete Project.....	\$ 8844.94	xxxxxxxxxxxx	xxxxxxxxxxxx	\$ 6285.10

8. General remarks and comments (See instructions)

Project operated under first class conditions. Work was completed satisfactory.

We, the undersigned, hereby certify that the foregoing statements and/or amounts, for the respective items as indicated below, are correct.

For Items _____ Fred H. Logan
 (Work Relief Superintendent)

For Items _____ J. Morgan
 (Accounting Supervisor)

For Items _____ J. W. ...
 (County Statistician)

Approved for County Emergency Relief Committee.
 of Macon COUNTY Fletcher C. Kettle
 (Signature)

Date 12-9-35 _____
 (Title)

Approved for Illinois Emergency Relief Commission:
 Chicago, Illinois. DIRECTOR OF WORK RELIEF

Date DEC 10 1935 _____
 (Signature)

INSTRUCTIONS

1. Four or five copies of the report, as required, shall be forwarded to the Director of Work Relief, and after approval, distributed to the same persons as the copies of the approved Work Relief Application, as stated in Manual, Part III, Section W3.33i.
2. The report shall be compiled by the Superintendent of Work Relief, Accounting Supervisor, and County Statistician, each of whom shall certify to the correctness of the respective items recorded.
3. The figures for the actual costs must not be entered until it is reasonably certain that all charges against the project have been entered on the records of the County Emergency Relief Administration.
4. The "Brief Title" should be one which clearly indicates the particular type of work carried out under the project.
5. The "Description of Actual Work Done" should be a brief clean-cut statement of the work accomplished. Quantitative data should be included whenever possible. If a project is discontinued before completion, a statement should be made as to the condition in which left when discontinued. This description shall be signed by the person preparing it.
6. The "General Remarks and Comments" should consist of brief statements of conditions under which the project was operated; efficiency and cooperation of work relief laborers; difficulties, if any, with local labor unions; cooperation of county committees, etc. The economic or social benefit to the general public or to publicly owned institutions should be stated. This item shall be signed by the person preparing it.
7. If the space provided for any of the items is insufficient, the space at the top of this sheet may be used and additional sheets may be attached if this space is not sufficient.