

Regular Meeting of the Library Board

December 27, 1929

Present: Messrs. Hardy, Shade, Allen, Lorenz, Bachman, and Mrs. Gastman and Mrs. Vincent, and Mrs. Evans.

Minutes of the last meeting were read and approved.

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

Mr. Shade made a report in regard to the employe's liability, also automobile liability insurance, recommending that such insurance be taken out; that half the automobile liability insurance be paid out of the library funds and half by the employee owning and driving the car. On motion, it was decided to accept Mr. Shade's recommendation, and to have the matter of adjusting such insurance with the insurance already carried by the various employees concerned, taken care of, at once.

The official notification of a gift of \$500.00 to the library, through the will of the late Mrs. Peter Loeb, was presented to the Board. The By-laws committee was instructed to look after the interest of the library in the matter, the notification being turned over to Dr. Bachman as chairman of that committee.

On motion, the new books recommended by the Book committee, were ordered purchased.

Bills to the amount of \$3,645.45 were approved by the Finance committee and ordered paid.

On motion, adjourned.

Mabel A. Wayne

Acting secretary.

Librarian's Report for November, 1929

	<u>Book Account</u>					Hosp.	Schools	Total
	Adult	Child	Evans branch	E.End branch				
Total vols. 31 Oct. 1929	44337	7413	4787	2153	267	2818	61775	
New books added by purchase	182	35	2	1	6	0	226	
New books added by gift	7	0	0	0	0	0	7	
Books replaced	101	62	4	0	0	0	167	
Total additions	290	97	6	1	6	0	400	
Books withdrawn	177	44	17	11	38	3	290	
Total vols. 30 Nov. 1929	44450	7466	4776	2143	235	2815	61885	

	<u>Registration</u>						Total
	<u>Main Lib.</u>		<u>Evans br.</u>		<u>E.End br.</u>		
	Adult	Child	Adult	Child	Adult	Child	
Cards in force 31 Oct. 1929	10402	3682	843	1251	523	976	17677
Borrowers registered	320	156	37	63	14	73	663
Borrowers cards cancelled	253	119	17	40	0	0	429
Cards in force 30 Nov. 1929	10469	3719	863	1274	537	1049	17911

	<u>Circulation</u>								Total	
	<u>Main Lib.</u>		<u>Evans br.</u>		<u>E.End br.</u>		Hosp.	School Station		
	Adult	Child	Adult	Child	Adult	Child				
Books issued	13419	6195	1762	3559	1277	2158	134	4948	22	33474
Largest daily circ. at Main Lib.-	1312		At Evans br.		400	At East End br.-		208		
Smallest " " " "	"	"	520	"	"	"	122	"	"	74
Average " " " "	"	"	785	"	"	"	212	"	"	137
Delinquent postals sent	-----									497
Reserve postals sent	-----									201
Pictures loaned	-----									576

		<u>Binding and Repair</u>						
Books sent to bindery	-----	-----						18
Books repaired in library	-----	-----						1195

				<u>Sunday opening</u>				
Visitors:	Men --	75	Women --	60	Children --	18	Total --	153
							148	

	<u>Classified Report</u>					Total
	<u>Book Account</u>					
	Adult	Child	Evans branch	E.End branch	Hosp.	
General works	2	0	0	0	0	2
Philosophy	7	0	0	0	0	7
Religion	2	5	0	0	0	7
Sociology	13	6	0	0	0	19
Philology	3	0	0	0	0	3
Science	3	4	0	0	0	7
Useful arts	7	0	1	0	0	8
Fine arts	14	1	0	0	0	15
Literature	15	18	1	1	0	35
History	8	6	0	0	0	14
Travel	10	6	0	0	0	16
Biography	29	3	0	0	0	32
Fiction	176	48	4	0	6	234
Foreign books	1	0	0	0	0	1
Total	290	97	6	1	6	400
Rental coll.	4					

Classified Report

Circulation

	Adult	Child	Evans branch	E.End branch	Hosp.	Schools	Stations	Total
General works	55	11	1	6	0	0	0	73
Philosophy	161	1	4	5	0	0	0	171
Religion	143	52	38	25	0	111	0	369
Sociology	220	557	394	178	0	736	0	2085
Philology	14	8	1	1	0	0	0	24
Science	209	140	180	85	0	288	0	902
Useful arts	301	104	97	65	0	72	0	639
Fine arts	344	90	84	42	0	43	0	603
Literature	644	436	300	130	0	245	0	1755
History	302	211	150	64	0	490	0	1217
Travel	332	256	143	156	0	567	0	1454
Biography	351	112	83	69	1	140	0	756
Fiction	9851	4167	3638	2435	91	2256	222	22460
Magazines	178	50	169	174	42	0	0	613
Foreign books	89	0	39	0	0	0	0	128
Rental coll.	225	0	0	0	0	0	0	225
Total	13419	6195	5321	3435	134	4948	22	33474

Finance

Receipts:

Balance due from appropriation 31 Oct. 1929	---	\$23,549.38
Fees for non-residents	---	19.00
Fines, damages, lost bks.	---	219.81
Rental coll.	---	12.95
Reserve postals	---	3.24
Interest	---	3.29

Total receipts ----- \$23,807.67

Expenditures:

Salaries	-----	\$1794.00
Janitor service	-----	230.00
Books	-----	831.93
Periodicals	-----	603.30
Printing	-----	3.50
Binding	-----	12.06
Supplies	-----	20.85
Repairs and improvements	-----	4.40
Light	-----	47.88
Heat	-----	70.79
Furniture & fixtures	---	42.30
Rent	-----	35.00
Telephone	-----	12.20
Postage, freight, express	-----	10.45
Miscellaneous	-----	4.88

Total expenditure ---- \$3723.54

Balance due from appropriation 30 Nov. 1929 - \$20,084.13

Respectfully submitted,

*Minnie A. Dill*

Librarian.

Decatur Ill, Dec 27-1929

To the Trustees  
of the Decatur Public Library

Your finance Committee to whom  
was referred the matter of Compensation Insurance  
covering Employees and Automobile service desire to report  
that after careful investigation we have arrived at  
the conclusion that the liability of damage in case  
of accident is plainly shown and we recommend  
that coverage be made as per figures and  
plans drawn by Bennett & Shade and attached  
hereto

Respectfully submitted

W.P. Shade } Com  
H.P. Bachman }

# BENNETT & SHADE COMPANY

INCORPORATED

## INSURANCE-SURETY BONDS

260-262 EAST WOOD STREET  
DECATUR, ILLINOIS

TELEPHONE  
4495

J. L. BENNETT, PRESIDENT  
L. W. SHADE, V-PRES.-TREAS.  
W. B. HOSTETLER, SEC'Y.

December 17, 1929

Trustees, Decatur Public Library  
Decatur, Illinois

Gentlemen:

With reference to accidents to your employees, we have no doubt as a department of the municipality that you come under the Workmen's Compensation Act. We know that the city carries compensation insurance on all direct city employees and we therefore assume that the employees of the library would not be exempt.

In any event, the cost is small and it is far better to provide and pay compensation to your employees in the case of injury than to take the chance of their recovering at Common Law for perhaps a much larger amount. On the estimated payroll as per figures furnished you, your premium cost would be as follows:

Librarians and Clerical Office Employees	\$21,500	@ .06	\$12.90
Janitor and other employees engaged in care, custody and maintenance of premises	2,700	@ .69	18.63
			<hr/> \$31.53

With reference to private cars belonging to employees which are used on business for the library, recent court decisions have unmistakably thrown this burden on the employer. We are inclosing one or two circulars bearing on this matter and would recommend that the Board see that these employees are carrying insurance with responsible companies and have these policies endorsed to cover the Library Board. Where the use of the privately owned car is purely voluntary on the part of the employee and there is no salary or up-keep allowance paid them for the use of the car, it is usually the practice of the employer to take out the insurance, paying the whole or a part of the premium. Since the policy would protect both the individual and the Library Board, it might be mutually agreeable for each to pay one-half of the premium and in that way the Board could control the matter and know that the insurance was properly written.

We would recommend \$10,000 and \$20,000 limits, with \$1,000 public property damage, on which the premium for small cars, such as Fords, Chevrolets, etc., would be \$21.20 and on 6 cylinder cars \$25.80 per car. This policy would cover both the individual and the Library Board against claims for personal injury or damage to property of the public, due to the operation of the specified car either for pleasure or business purposes.

We trust we have made ourselves clear on both of these matters but if not, would be glad to serve you further.

Yours truly,

BENNETT & SHADE COMPANY

By 

lws/p