

LIBRARIAN'S REPORT.
1915-16.

To the Board of Directors, Decatur Free Public Library:

Herewith is submitted the forty-first annual report of the Library for the eleven months ending April 30, 1916.

For the first time in its history the Library year will close with the last of April instead of the last of May. This change was made to conform with the end of the city year. The work of the year will be considerably reduced by cutting off one month. Especially will this be noticed in the circulation statistics. The balance left over, as shown in the financial statement, will be more than usual for the same reason. This will be reduced by the payment for redecoration and furniture contracted for before the year closed.

BRANCH LIBRARY.

The most important undertaking of the Library during the year was the establishment of its first branch library. The idea of extending the library's usefulness to residents of outlying districts had long been considered as a necessary move, but the Library Board had not felt financially able to undertake the work until now. The school libraries reached the children, and incidentally their parents, but a real branch is intended for adults as much as for children. This is only a beginning of what is hoped may be accomplished through extension. It is probable that deposit stations will be instituted during the coming year.

The Branch is located in a beautiful front room on the first floor of the new Durfee school. Unfortunately the room was not equipped with shelves in time to open the library before the close of our year; consequently, no report upon the use of the Branch can be given until next year, but the work of selecting the books, classifying, cataloging, and preparing them for circulation; planning the arrangement of the room, the details of administration, etc. come properly in this year's work. Before beginning the work Miss Dill, the cataloger, spent two days in St. Louis visiting branch libraries, and investigating methods at the main library of preparing and conducting branches.

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The aim of the Library authorities has been to make the Branch a popular library, with plenty of clean, wholesome fiction, as well as books of information. In selecting children's books, care was taken to have the proportion of books for boys and girls about equal. A few of the most necessary reference books are included, such as cyclopedias, dictionaries, a book of quotations, year-books, etc. For larger, more expensive and exhaustive works the Branch patrons will have to depend upon the Main library. Their cards are good for drawing out books at both libraries.

The books in the Branch library are all new and in good editions, and the 536 volumes are divided equally between adults and children. The collection will be added to each month as is done at the Main library. A close watch will be kept on the needs and demands of the community, and requests from patrons of the Branch will be taken into consideration when making up order lists of books.

Seven periodicals are subscribed for. They are: American magazine, Good housekeeping, Independent, Ladies' home journal, Popular mechanics, St. Nicholas, and Saturday evening post.

CONTENTS AND ACCESSIONS.

The number of volumes in the Library June 1, 1915 was 35,650. The number of volumes added during the year was 2,266, and 21 books were found which were missing previously, making a total of 2,287 volumes added. Of those withdrawn, 689 were worn out or lost, while 80 were missing in inventory, the total losses being 769. There was a net gain of 1,518 volumes, making the total number of volumes April 30, 1916, 37,168.

Among the noteworthy books may be mentioned:

Banta-	Nature neighbors.	5v.
Benham & Hall-	Ships of the U. S. navy and their sponsors, 1797-1913.	
Cook-	Educational history of Illinois.	
Dyer & Martin-	Edison: his life and inventions.	2v.
Enock-	The tropics.	
Firkins-	Index to short stories.	
Hearn-	Interpretations of literature.	2v.
Innes-	History of England and the British empire.	4v.
Jackson-	Byzantine and Romanesque architecture.	2v.
Kraemer-	Applied and economic botany.	
Leupp-	Walks about Washington.	

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Mathews-	Woman citizen's library.	12v.
Miller-	Great debates in American history.	14v.
Miller-	Photographic history of the civil war.	10v.
Moorehead-	American Indians in the United States, 1850-1914.	
	Musical blue book of America, 1915-1916.	
	Reader's guide to periodical literature, 1910-14.	
Schauffler-	Romantic America.	
	South American year book and directory, 1915.	
Townsend-	New history of Methodism.	2v.
Tredgold-	Mental deficiency.	
Ward-	Grocer's encyclopedia.	
Williams-	Life of Rutherford Birchard Hayes.	2v.

LOAN DEPARTMENT.

Registration.

The total number of cards in force at the beginning of the year was 7,934. The total registration for the year was 2,297. Of these, 1,299 were new borrowers, - 626 being adult, 550 children at the Main library, and 123 children at the Branch - these latter being registered and having cards prepared for them in advance of the opening of the Branch. The number of cards cancelled was 1,795, leaving the total number of cards in force 8,436. There were 109 non-resident cards purchased and 10 cards issued to transients.

It was decided to discontinue the use of the guarantor system for adults living inside the city limits, and whose names are given in the city directory. New application forms were printed for the purpose and put into use January 3. The plan was to give it a trial for several months, and so far it has proved satisfactory. It has been tested and adopted in many libraries over the country, - some being large ones.

Circulation.

The number of books loaned for home use from the adult department was 70,850, from the children's room 32,054, and through the schools 4,924, making a total circulation of 107,828. This is 540 less than the total circulation of last year, but the library year closing with April caused the reduction. With one month more the circulation would have gone several thousand beyond last year.

The first of the year the loan desk was remodelled somewhat by having a large sunken tray for the file of circulation placed at the center of the desk. It is an improvement both in appearance and convenience.

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The total circulation of the rental collection was 1,444, earning \$72.20. Fifty new books were added to the collection during the year.

CHILDREN'S DEPARTMENT.

The children's room continues to be a great satisfaction and scarcely anyone enters the department without expressing delight in the beautiful, bright, airy room. The children have become much at home in it and a busy winter has passed.

Both city and country school children have made good use of the Library in connection with their special reading lists. At the recent Farmers' Institute much of the work displayed by the country schools was worked out from books in this department.

Several special occasions were observed during the year by bulletins and book displays. On Riley's birthday an exhibit of books, newspaper clippings, and pictures of this favorite poet was shown. For "Safety week", Nov. 30-Dec. 4, pamphlets, "Books boys like best", issued by the National Headquarters Boy scouts of America, were distributed. The Library again purchased for distribution one hundred of the admirable little lists, compiled and printed in attractive form by the H. W. Wilson co., on "Books for Christmas for the children". These lists were found to be of considerable service in helping patrons select books they wished to buy for Christmas gifts. In the spring we displayed our beautiful new set of "Nature neighbors", with other nature books, and used a window decoration designed by Doubleday, Page & co. and sent to us by A. C. McClurg & co.

The children's room is used by the school teacher, the Sunday-school teacher, the student learning to tell stories, often by a club woman, and it is no uncommon sight to find men, women and children all studying together. In spite of this year being one month shorter than last, there has been a gain in circulation of 1,835, and the largest day in the history of the children's department was March 4, when 298 books were issued.

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REFERENCE DEPARTMENT.

The constantly growing number of inquirers makes it necessary that the resources of the department include representative and up-to-date books. To this end, many valuable additions have been made to the reference collection during the year. Perhaps the most appreciated is the cumulated volume of Reader's guide to periodical literature, 1910-14. As a key to the file of magazines, it is a most useful tool.

While there is always some research work being done, the busy season lasts through the school year. In the fall particularly, when both high school and university debaters were zealously studying national defense, the reference room was a most popular place. The study clubs have all been given assistance on their programs, which include a diversity of subjects, such as citizenship, current events, modern history, art, contemporary literature, South America and Russia. The usual method of reserving books at the Library has been followed in all cases where it seemed to afford a larger use of them. Reference lists were compiled for clubs and individuals upon request, and lists were also prepared for special occasions, as "Baby week" and the Shakespeare tercentenary. Questions of the ready reference type are often asked and there have been many telephone calls for information.

The number of volumes used in the library has been estimated at 10,008.

READING ROOM.

The reading room, as usual, has been well patronized.

There are on file 238 periodicals and newspapers; 156 of these are subscribed for and 72 donated. The new periodicals subscribed for were:

American motherhood.
Breeder's gazette.
Camera craft.
Journal of educational psychology.
Motor age.
Photo-era.
School and society.
Something-to-do.
Washington (D.C.) evening star.

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SUNDAY OPENING.

The Sunday use of the reading and reference rooms continues as usual from October to May inclusive, the number of visitors on these afternoons being 1,936. Students and others make considerable use of the reference room, which has only been open Sundays for a little over a year. The card catalog is frequently consulted also.

CATALOG DEPARTMENT.

The past year in this department has been a very busy one for, in addition to the regular work, the Branch library had to be selected, classified and cataloged; consequently, all of special detail work of the department that could wait had to be pushed aside. It took the greater part of the winter months to do all of the work on the 536 Branch books, - the cataloger and reference librarian giving all the time they could spare from their regular work, and other members of the staff giving occasional help. The librarian, herself, accessioned the entire collection. So each and every one felt a personal interest in the first branch.

The books in the Branch are classified and cataloged with just as much care as in the main library. There is a complete dictionary card catalog, bringing out authors, subjects, titles, series, etc. very fully, which contains 3,305 cards, - an average of six cards to a book. This includes cards for an official author catalog at the main library. There is also a card shelf-list, arranged as are the books on the shelves.

There were 1,235 new books added in the Main library: 1,106 for adults and 129 for children. 3,415 cards were made for the main catalog, and 484 for the children's catalog. 769 cards were made or revised in the re-cataloging of new editions of replaced books, or in adding to series and reference cards. Of the cards for the various catalogs, 4,236 were printed from the Library of Congress, and 3,737 were typewritten, making the total number of cards added 7,973.

Many pamphlets are received on the European war for which temporary cataloging is done, and the pamphlets filed in the reading room for immediate use.

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BINDING AND MENDING
WITHDRAWING AND REPLACING.

The total number of books sent to the bindery was 1,066; 270 were volumes of periodicals and 796 were books rebound.

The number of books mended or relabelled was 1,613, and 769 were withdrawn, being worn beyond repair, lost, or destroyed on account of contagious diseases. There were 502 books replaced. The question of replacing a book requires, in many instances, some consideration: as to whether it is out-of-date, and what later work would take its place; whether still in print and if not, is it of sufficient importance to pick up second-hand; if a different edition is desired, which one of the many listed; whether still popular enough (if fiction) to require more than one copy.

SCHOOL LIBRARIES.

The number of volumes in the school libraries has not increased, as the Durfee school was dropped on account of having its own Branch.

The 697 volumes in the school collection were divided among the following schools: Roach, Oglesby, Riverside and Jackson street. This was the first year a library was deposited in the Riverside school. The total circulation in the schools for the seven months from October to April was 4,924, an increase of 1,680 over last year, which was one month longer.

EXHIBITIONS AND MEETINGS.

Two art exhibitions were held in the Library this year. Early in June Mr. Hekking, of the Fine arts department of the James Millikin university, had an exhibition of the drawings and paintings of his pupils. November 15-21 paintings and etchings from the Chicago Artists' Guild were shown by Mr. Grunwald. This was under the auspices of the Municipal Art League. The College club held its meetings in the Library several times.

IMPROVEMENTS.

The frame work on the outside of the building was painted in January. The redecoration of the walls on the main floor, also of the halls and two north rooms on the second floor was begun in April.

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LIBRARY CONVENTIONS.

The librarian attended the annual conference of the American Library Association held in Berkeley, California, June 3-9.

The Illinois Library association meeting, held November 3-5 at the University of Illinois, was attended by the librarian and cataloger throughout the entire time, and two members of the staff went over each day.

LIBRARY VISITORS.

The students and one instructor of the Library school of the University of Illinois were in Decatur February 7 on the annual tour of libraries, going from here to Springfield and St. Louis. The class was met at the Interurban station by members of the local staff and taken to Linn's tea room for lunch, coming then to the library. After being shown over the building and inspecting the books, catalogs, loan system, etc., the party was taken to the High school and James Millikin university libraries.

As has been customary for the past ten years, the Library cooperated with the University of Illinois Library school by agreeing to take one of the seniors for a month of field work. Miss Alta Swigart was assigned to this library and came March 20, but on account of illness was obliged to give up the work.

STAFF.

Miss Clara Hunt, children's librarian, attended the Library summer school at Chautauqua, N.Y., July 5-August 13. During her absence Miss Norma Lee Peck, of the University of Illinois Library school and who had done field work here in March and April 1915, had charge of the children's room.

Miss Clara Chamberlain became a regular member of the staff, December 1, as assistant at the loan desk and in the children's room, after passing the entrance examination and giving the three months' apprentice work.

Miss Lucy Henderson, head of the loan department, was appointed to have charge of the Durfee branch on the afternoon and evening it is open.

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This is the first time for some years that there have been no changes on the staff by resignation.

Mrs. Evans read a paper on "Relation of the Library to the schools" before the Mothers' club of the Durfee school January 14, and on April 7 one on "Children's reading" before the Ladies' Aid society of the Congregational church. The same day Miss Hunt gave a paper on "Story-telling" before the Mothers' club of the Oakland school, and also told a few stories.

NEWSPAPERS.

Acknowledgement is due the newspapers of the city for their unflinching interest in the Library and their courtesy in printing good library news and lists of new books and special lists; also, for furnishing free copies of their papers for both the reading room and binding.

With appreciation of the continued support and confidence of the Library Board, and commendation of the staff for faithful and loyal service, this report is respectfully submitted,

Librarian.

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Appendix.

Contents of Library.

June 1, 1915- books on hand ----- 35,650

Additions:

Purchase (new) -----	1396
" (renewal) -----	503
Donation -----	154
Bindery -----	214
Books found (missing previous to May 31, 1915) -----	<u>21</u>

Total added ----- 2287

Losses:

Worn out and withdrawn -----	642
Lost and paid for -----	13
Lost and not paid for -----	5
Destroyed on account of contagious diseases -----	29
Unaccounted for in inventory -----	<u>80</u>

Total loss ----- 769

April 30, 1916- books on hand ----- 37,168

Accessions according to Classification.

	No. vols. in Lib'y June 1, 1915	Additions (new and renewal)	Withdrawals (worn out and missing)	No. vols. in Lib'y April 30, 1916	Per cent
General works	3667	125	17	3775	10.16
Philosophy	500	28	3	525	1.42
Religion	1135	58	12	1181	3.18
Sociology	3645	232	55	3822	10.28
Philology	125	7	2	130	.35
Natural science	1848	78	16	1910	5.14
Useful arts	2226	112	18	2320	6.24
Fine arts	1602	73	18	1657	4.46
Literature	3793	186	60	3919	10.54
Travel	1927	60	24	1963	5.28
Biography	2210	31	19	2222	5.98
History	2348	91	17	2422	6.51
Fiction	9744	518	349	9913	26.67
Foreign books	183	1	2	182	.49
Branch	536	536		536	1.44
School coll.	697	158	164	691	1.86
Total	35650	2294	776	37168	

Division by Departments.

Circulating bks.	20429	930	349	21010
Children's bks.	5086	316	233	5169
Reference bks.	2113	77	22	2168
Bound period.	4118	197	8	4315
Public docs.	3207	80		3279
Branch	536	536		536
School coll.	697	158	164	691
Total	35650	2294	776	37168

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Circulation by Classes. (Ad

	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.	Books loaned in room
General works	17	7	15	15	16	16	13	23	29	22	18	191	.27	2593
Philosophy	64	72	86	97	96	89	65	93	72	92	69	895	1.26	70
Religion	52	66	58	63	102	115	106	100	100	90	70	922	1.30	335
Sociology	81	102	102	103	129	98	104	153	157	159	166	1354	1.91	651
Philology	3	4	0	6	0	7	4	9	2	6	4	45	.06	10
Natural science	44	60	64	86	73	88	70	81	89	108	80	843	1.19	340
Useful arts	86	98	112	104	120	146	173	168	175	160	133	1475	2.08	328
Fine arts	129	109	106	137	202	156	129	166	225	189	182	1730	2.44	289
Literature	293	228	270	312	424	497	428	446	445	437	405	4185	5.91	957
Travel	85	71	68	55	90	95	104	139	106	98	85	996	1.40	348
Biography	46	51	58	53	78	114	75	125	125	87	88	900	1.27	171
History	103	67	64	148	231	243	172	233	279	247	190	1977	2.79	727
Fiction	4262	4749	4704	4092	4388	4515	4153	5145	5240	4957	4676	50881	71.82	322
Foreign books	10	20	23	32	24	25	27	32	28	27	18	266	.38	3
Magazines	316	195	181	204	256	308	279	265	185	260	297	2746	3.88	2878
Rental coll.	130	164	145	137	154	153	112	109	119	104	117	1444	2.04	
Total	5721	6063	6056	5644	6383	6665	6014	7287	7376	7043	6598	70850		9922
Days open	26	26	26	25	26	25	26	25	24	27	25	281		
Daily average	220	233	233	226	246	266	231	291	307	261	264	252		
Largest day	354	484	490	424	423	496	434	545	595	519	487			
Smallest day	132	136	82	148	143	151	103	148	214	166	147			

Total number of books issued during year 1915-1916 ----- 107,828 (Adult, juvenile and school)

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Circulation by Classes (Juvenile)

	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.	Books loaned in room
General works	32	26	16	4	8	8	17	7	8	16	28	170	.53	
Religion	14	26	31	25	28	49	35	48	52	44	42	394	1.23	
Sociology	239	315	282	228	289	387	301	362	349	349	295	3396	10.59	
Philology	22	9	10	5	4	10	9	7	8	9	8	101	.32	
Natural science	43	66	78	63	59	89	77	97	109	109	61	851	2.65	
Useful arts	23	27	45	31	35	45	29	37	66	44	41	423	1.32	
Fine arts	95	93	85	54	71	78	62	82	99	92	66	877	2.74	
Literature	205	199	196	138	213	277	224	283	235	265	203	2438	7.61	
Travel	56	63	59	40	43	53	65	128	116	125	98	846	2.64	
Biography	13	28	10	21	27	35	25	50	73	51	41	374	1.17	
History	52	56	47	53	47	91	69	94	108	116	74	807	2.52	
Fiction	1891	2039	1879	1384	1703	1918	1821	2035	2153	2437	1968	21228	66.22	
Magazines	14	17	9	5	14	17	14	17	21	15	6	149	.46	
Total	2699	2964	2747	2051	2541	3057	2748	3247	3397	3672	2931	32054		86
Days open	26	26	26	25	26	25	26	25	24	27	25	281		
Daily average	104	114	105	82	98	122	105	130	142	136	117	114		
Largest day	140	142	164	137	150	194	215	254	271	298	245			
Smallest day	38	72	34	38	52	75	41	56	78	76	66			

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Circulation by Classes (School)

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
Religion	4	11	13	15	13	12	7	75
Sociology	32	142	127	162	145	128	110	846
Natural science	21	63	57	52	63	46	35	337
Useful arts	7	13	9	26	20	19	12	106
Fine arts	7	20	25	16	23	17	15	123
Literature	15	56	47	54	56	42	44	314
Travel	45	92	57	67	95	66	52	474
Biography		33	15	25	21	20	12	126
History		33	49	35	48	45	25	235
Fiction	100	362	400	418	389	329	290	2288
Total	231	825	799	870	873	724	602	4924

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FINANCIAL STATEMENT.
1915-16

To the Honorable Mayor and City Council:

Gentlemen:

I herewith submit the following report of the financial condition of the Public Library for the eleven months ending April 30, 1916.

RECEIPTS.

From appropriation	\$11,200.00
" balance on hand	1,438.00
" fines, damages and lost books	430.99
" fees for non-residents	61.00
" rental collection	72.25
" other sources	41.76
Total -----	\$13,244.00

EXPENDITURES.

For salaries	\$4,314.05
" janitor service	605.00
" books	1,909.49
" periodicals	393.35
" binding	655.89
" supplies	314.74
" repairs and improvements	244.64
" light	242.96
" heat	254.80
" furniture	117.00
" paving	247.50
" postage, freight and express	23.88
" miscellaneous	268.80
" balance on hand	3,651.90
Total -----	\$13,244.00
	3,651.90
	9,592.10

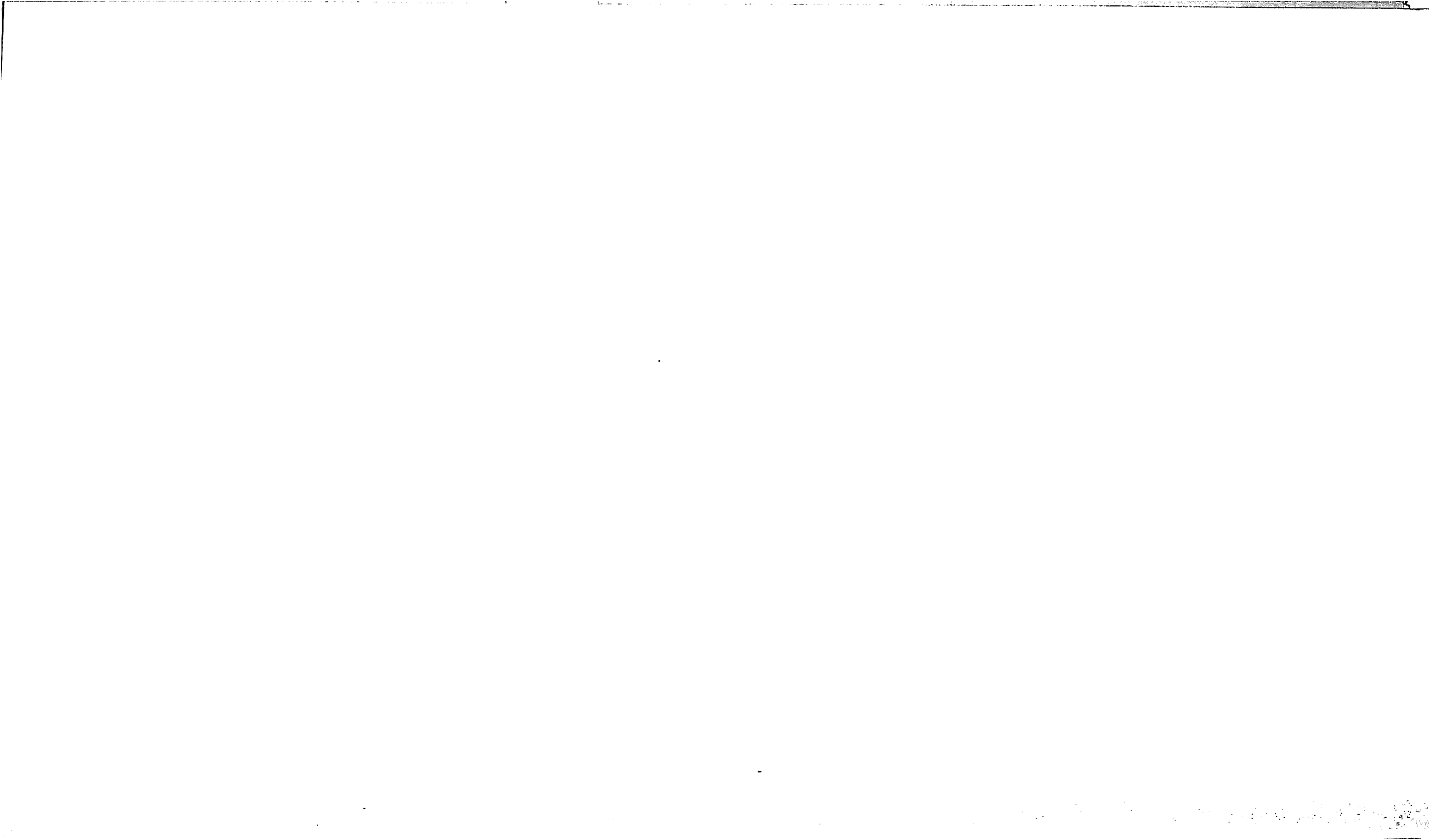
FINANCIAL STATEMENT.
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I, Alice G. Evans, Secretary of the Board of Directors of the
Free Public Library of Decatur, Illinois, do hereby certify that the
foregoing statement of the condition and statistics of the Library
is true to the best of my knowledge and belief.

Secretary, Library Board.

Subscribed and sworn to before me this day of May, 1916.

Notary Public.



His Honor, The Mayor
and Commissioners, The City Council,
Decatur, Ill.

Gentlemen:-

May we direct your attention to a remarkable record of achievement of the public library, as set forth in the accompanying report of the Librarian.

Circulation, 30,827 in excess of that of the year ending May 31, 1915, the last full year with which a comparison can be made; an increase of 517 cards issued over the number of the same year; 1,689 new patrons enrolled; a branch library, ending a year having loaned its 670 books 535 times -- these are some of the accomplishments in the greatest year at the public library ever has known.

Your board began the year with the fixed purpose of increasing circulation and taking the library to the people, a purpose with the hearty concurrence of the librarian and her staff, who indeed, had been forced to delay plans for expansion owing to lack of funds. An appropriation of \$16,000 made the accomplishment of this purpose possible, and your board submits that the generosity of your honorable body has been fully justified in its results.

Methods make almost as interesting a chapter as achievements. Library week, to the success of which your honorable body co-operated so heartily, surpassed all expectations. The results in stimulating interest were immediate and have been lasting. The means by which the Durfee branch was vitalized in its particular community, though flying in the face of tradition and conservatism, were effective. The deposit station, another experiment in expansion, has been less successful, but has justified the idea, and will not be allowed to fail.

Your board has been happy to assist with suggestions and what work it could contribute, but the credit for the library's fine record belongs to the librarian and her associates. They have labored as tirelessly as they have effectively, sacrificing their leisure during the stress and strain of the busiest season, handicapped by insufficient help and by the illness of staff members. No praise could be too great for their conscientious devotion.

In closing may we call the attention to the fact that despite increased expenditures, the library closes its year as usual with a surplus balance on hand.

With thanks for the continued interest of your honorable body, we beg to remain,

Sincerely yours,

Trustees.

44th
1919-
20
44th
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To the Board of Directors, Decatur Free Public Library:

Herewith is submitted the forty-second annual report of the Library for the year ending April 30, 1917.

The past year has been the busiest in the history of the Library. Statistics convey but a small idea of the amount of work done, and of the time given to planning and putting through the many improvements for extension and betterment of the service. The outstanding events are the opening of the Branch, the establishing of a deposit station, and the observance of "Library Week".

The regular work shows a large increase in every department over any previous year: More books were added, withdrawn and replaced; more people were cardholders and more books circulated; more periodicals were on hand in the reading room and more visitors used them.

CONTENTS AND ACCESSIONS.

There were added to the Library 2,736 volumes: 2,401 by purchase, 331 gifts, 151 magazines bound, and 13 books were found which had been missing previously. The number of withdrawals was 1,783, of which 1,697 were worn out and 86 were missing in inventory. The total number of books in the Library April 30, 1917 is 38,121. Of these the Main Library contains 31,512 books for adults and 5,193 for children. The Branch has 1,416 books, and the school collection 746.

In the selection of books this year, special emphasis has been placed on practical books for wage earners and business men. Requests from patrons for the purchase of special books always receive first consideration and a large proportion of the books ordered are on the recommendation of borrowers, usually for club, class or school use, but often for individual reading. Books have been duplicated freely when the demand was great, especially in the case of non-fiction but also the classes. A constant effort is made to know the actual needs of the Library, to fill in the weak places and weed out the unnecessary. In fact, to get what the public wants and at the same

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build up a good working collection, a real bureau of information and source for inspiration, rather than a show place for the well-advertised books of the publishers.

An attempt to anticipate the demands and be prepared for certain seasons and events is always made, but because of pressure of current work and lack of help, this cannot always be done. By a very special effort a large order of the latest and best publications on gardening and related subjects was placed in circulation the first of March, and these have been much appreciated.

Among the noteworthy books added are the following:

Backert-	A B C of iron and steel.	
Baker-	Guide to historical fiction.	
Beveridge-	Life of John Marshall.	2v.
Burbank-	Luther Burbank, his methods and discoveries.	12v.
Cottman-	Centennial history and handbook of Indiana.	
Cyclopedia of applied electricity.		7v.
Cyclopedia of automobile engineering.		5v.
Encyclopedia of Sunday schools and religious education.		3v.
Godinez-	Display window lighting and the city beautiful.	
Hastings-	Encyclopaedia of religion and ethics.	8v.
Jelliffe & Latimer-	Appleton's medical dictionary.	
Kelly-	Cyclopedia of American medical biography.	2v.
Madigan-	Biographical index to American public men.	
Miller-	What England can teach us about gardening.	
Modern business.		12v.
Modern shop practice.		6v.
Munsell-	Index to American genealogies, and Supplement.	
Olcott-	Life of William McKinley.	2v.
Osborn-	Men of the old stone age.	
Poor's manual of public utilities, 1916.		
Ridgway-	Color standards and color nomenclature.	
Shakespeare-	Sonnets. (Variorum ed.)	
Singleton-	World's great events.	10v.
Tappan-	World's story.	14v.
Thayer-	Life and letters of John Hay.	2v.
Wier-	Ideal home music library, and Guide.	11v.

LOAN DEPARTMENT.

Registration.

	Main		Branch		Total.
	Adult.	Child.	Adult.	Child.	
Books in force April 30, 1916	5,770	2,544	0	123	8,437
Borrowers registered	1,782	822	86	312	3,002
Borrower's cards cancelled	1,326	658	1	4	1,989
Borrowers newly registered	737	636	77	239	1,689
Books in force April 30, 1917	6,226	2,708	85	431	9,450

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The 9,450 cardholders represent 20.68 per cent of the population. There was an increase of 1,014 cards issued over last year, and of 1,516 over the number issued two years ago. Of the 3,002 persons registering, 1,689 had never had cards before. 161 cards were purchased by non-residents and six cards were issued to transients.

Circulation.

The total circulation was 139,195. This is an increase of 31,367 over that of 1916, but as last year's report was for only eleven months, when compared to the ending of the library year with the city year, it would be better to compare with the report of two years ago, which shows that 108,827 more books were circulated this year than for the year ending March 31, 1915. This is an increase of 28.44 per cent. The per capita circulation is 3.04. At the Main library there were 125,475 books loaned, - 88,989 from the adult department and 36,486 from the children's department. The Library was open 306 days. The largest day's circulation was 14,102 on Feb. 10, and the smallest 176 on Sept. 27. The banner month was March when 14,259 books were loaned, and July shows the smallest circulation, 8,064. The Library was closed at six o'clock during August, owing to the excessive heat. The Durfee branch in its first year circulated 7,535 books, the school libraries 5,646, and the deposit station 1,954. The latter has been in operation only five months. The large increase in circulation is due to three causes: opening of the Durfee Branch and the deposit station; advertising, - especially "Library Week"; and the permitting of six books on an adult borrower's card at one time. This practice was begun in November and met with instant favor from most borrowers, and while many take two books of fiction only, or the two current magazines, others gladly avail themselves of the full privilege of six books of non-fiction. Since increasing the number of books that may be loaned, the loan desk has almost become outgrown, as there is not sufficient space for receiving and loaning books, nor for the file of cards in the library. Also, the service given has necessarily been slower because of the

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number of books handled for each cardholder. Before the busy season of the year, plans must be made for a second charging desk.

In addition to work done over the counter, many books were sent by mail post to non-resident borrowers.

The rental collection had a circulation of 2,427, earning \$121.35.

By means of the interlibrary loan our Library was able to borrow a set of a valuable set from a large eastern library for the benefit of a professor in the James Millikin university. Several volumes in

American braille were loaned to us by the Illinois school for the blind at Jacksonville. In its turn the Library loaned a number of books to neighboring libraries in the state.

Displays of books are kept in small cases on tables near the loan desk to tempt the borrower to read something he might not take the trouble to find in the stacks. The books displayed included the following

subjects:

- Biography.
- Domestic economy.
- Drama, including periodicals and Drama league pamphlets.
- Economics.
- European war.
- Gardening and allied subjects, including seed catalogs.
- Mechanic trades.
- Travel.

"LIBRARY WEEK".

Through the observance of "Library Week", Dec. 4-9, a most successful publicity campaign was conducted. The object was to make people better acquainted with the resources of the Library, and so to render a greater service to the community.

While all efforts were centered on the six days known as "Library Week", it was necessary to do some preliminary advertising. The willingness of the daily papers to give space was most gratifying, and the announcements from time to time, as well as the daily articles appearing during the week, drew attention to our plans.

Posters were placed in stores, factories, hotels, railway stations and schools. The cooperation of the art classes of the High School was

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and some exceptionally good posters were made by them, each with a motto about the Library and a mention of "Library Week". Particularly large and attractive ones were placed in front of the building and others were distributed about the city, together with those which had been printed. A most striking poster was displayed by the Decatur Posting Service on their large bill-board.

Several thousand inserts were printed and enclosed in the monthly statements of the Decatur Railway and Light company, Linn & Scruggs Goods and Carpet company, and Stewart Dry Goods company. People were reminded of the Library by a pertinent sentence or two on the water meter notice. Letters were written to teachers and clubs, and ministers were asked to make an announcement from the pulpit the Sunday before "Library Week".

In this "movie age" such an important channel for publicity as the picture theatre could not be overlooked, and six different houses were used for the Library during the week.

Then the books were allowed to speak for themselves and special displays were shown in store windows. This proved a very successful bit of advertising. Books and posters on various subjects were displayed in the windows of the following firms: Morehouse & Wells company, Jones & Essick, People's Furniture company, and the Parlor Meat market.

So much for the outside agencies used to interest the public in their library. Since the idea back of all the advertising was to bring people to the Library, there had to be attractions inside the building. The display-card proved to be the exhibit of old and rare books, held in one of the vacant rooms on the second floor. In response to an appeal made through the newspapers, over 200 books were loaned by the people of Decatur and vicinity. Many who had never been library patrons sent books, not only that, but came to see what others had sent as well. The care of these old volumes required considerable time, as it was necessary to make a little catalog of them as they were received and to display with each book a card giving the author and title, date of publication, and the

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of the person by whom it was loaned. Some one was in charge of the exhibit all of the time. During every afternoon and evening the room was crowded with visitors, and all seemed surprised and pleased with the interesting collection of old books shown.

In contrast with these, there were many displays of new books, as 13vol. Luther Burbank set, books on the war, good biographies, practical books, worth while fiction including the best editions of standard novels, interesting new books along all lines. The principal exhibit of children's books was in a glass case in the upper corridor. This consisted of books in fine, as well as inexpensive, editions which would be helpful in selecting Christmas books for children. Here were classics, some of which should be in every child's library and also recent publications that seemed worth while. These books are to be kept as a permanent reference collection for the use of parents and teachers throughout the year, and more particularly at the holiday season.

On the evening of Dec. 6th Mr. George B. Utley of Chicago, secretary of the American Library association, delivered an address in the children's room. It was most fortunate that Mr. Utley could be secured for this occasion. His subject was "The Library and the Community". In addition to Mr. Utley's address, there was a brief talk by Mayor Dinneen on what a library means to the city of Decatur, and a few remarks by Mr. Hardy, president of the Library Board, who introduced the speaker of the evening.

The last two afternoons of the week were devoted especially to children. On Friday Mrs. Charles Bachman and Miss Hunt, the children's librarian, told stories to the older children, and Miss Mary Fox and Ada Tenney entertained the little tots Saturday. There was also available music on the Victrola and Aeolian-Vocalian which had been loaned to the library. There was a splendid attendance for both story-hours, it was necessary on the first afternoon to use the southeast room on the second floor, in addition to the children's room. Every effort was made to have the building attractive for the week. Plants and flowers were used in abundance, many of which were loaned by florists or sent by friends of the Library.

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The members of the staff tried to meet visitors and show them around. Visitors were given cards on which was printed- "Your Library exists to help you. Take out a card today", and as a consequence, many new visitors were registered during the week. Little folders on the use of the Library were distributed freely, as were book-marks having lists of books both for adults and children, and pamphlets- "Books boys like best" "Books for Christmas for the children".

This first "Library Week" was a real pleasure to those having it in charge, in that everyone that was asked to render any assistance gave such a ready response. Most of the advertising was done at very little or no expense to the Library, owing to the splendid cooperation of the business houses, schools, newspapers and townspeople generally.

READING ROOM.

The reading room was always well patronized, but especially so of evenings and Sunday afternoons. The Sunday attendance was 1,898,- 170 men, 588 women and 223 children.

244 periodicals were received, of which 73 were donated and 171 subscribed for. New periodicals added were:

Art and archaeology.
Drama league monthly.
English journal.
Garden magazine.
Grand Rapids furniture record.
Home progress.
Industrial arts magazine.
Keith's magazine on home building.
Mercurio.

Metropolitan magazine.
Motion picture magazine.
Musical quarterly.
National municipal review.
Popular astronomy.
Quarterly journal of public speaking.
Sunset.
Unpopular review.
Woman's journal.

REFERENCE DEPARTMENT.

No actual record of the number of questions looked up has been kept, but it is being realized that such statistics in no sense show the value and importance of the reference department. The total number of books used in the library during the year is estimated at 11,937. All indications point to a steady growth in the use of the reference resources. Several High school classes have been brought to the Library to have an explanation of its use given. More of this should be done, and in a

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systematic way, for students in the Junior high school and those in the
man class of the High school. It would be to the mutual benefit of
pupils and the Library.

Bibliographies have been prepared along many lines and, as usual,
service has been given students and club members. Some requests
require considerable research, while others, as the hundreds of questions
coming over the telephone on spelling, pronunciation, population, the
address of a publisher, etc., can be answered at once. The following
is typical of the many things people want to know:

- Corn shrinkage by the month.
- Development of music printing.
- Duncan style of furniture.
- Military map drawing.
- German pension system.
- Care of goldfish.
- Receipts for wood stains.
- War loans.

The reference department now contains 2,230 books, 4,459 bound
magazines and newspapers, and 3,357 public documents.

CHILDREN'S DEPARTMENT.

The younger patrons of the Library have done their share towards
making this a banner year, the circulation in the children's department
being 36,486, a 21.13 per cent increase over the circulation for 1914-15.
On the largest day, March 3rd, 328 books were issued. Not only are more
books taken out, but more children are being served. There are now 2,708
borrowers registered in this department, a gain of 164 over the number
shown in the last report.

601 books were added during the year, making a total of 5,193
juvenile books. The reference collection for the use of older people in
their choice of children's books has been a most valuable addition to the
department. "What book shall I buy for my child?" is a question often asked
and these books, carefully selected as they are, will offer many suggestions.
An effort has been made to call attention to the special days, and
collections of books on biography, birds and various subjects have
been displayed from time to time. Anticipating the call for garden books,

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excellent new ones were ordered and shown, together with an attractive

One needs only to step into the children's room any afternoon after school hours to realize what it means to the children of Decatur. During the rush times, the services of an extra assistant are necessary in order to handle the work. Even then, it is not always possible to give enough individual help to the children. Much assistance has also been given to parents and teachers.

CATALOG DEPARTMENT.

The number of new books added was 1,834 and 192 replacements were in editions, making the total number of books cataloged 2,016. To the catalog 8,077 cards were added, - 3,925 being printed cards from the Library of Congress. Of the cards added, 6,691 were to the main catalog, 1,386 to the children's catalog, and 627 to the Branch.

Many hundreds of pamphlets are on hand to be cataloged; the slip list of subject headings is not yet completed; and much revision and analytical work for sets remains to be done. The pressure of work in other departments and the lack of sufficient help keeps the work of the catalog department in arrears.

New cabinets were added for the shelf list and children's catalog, thus relieving the congested condition of the trays.

WITHDRAWALS AND REPLACEMENTS.

The total number of books withdrawn was 1,783, which includes the 86 books being in inventory. Those worn out were 1,697, which is a larger number than usual. A special effort was made to clean up the shelves and to withdraw books not only physically unfit to circulate because worn out beyond the point of rebinding or mending, but also to remove many "antiques" which had been acquired in the early days of the Library by gift or otherwise, but which have now no value and have long ceased to interest, being simply space-takers. The chief withdrawals of this kind were fiction and children's books, but some were in the classes, such as obsolete books of science and industrial arts. Care was taken not to withdraw books of

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valued worth by authors of note, even though their day had passed. We need out the undesirables and out-of-date books and replace them by those needed on the same or other subjects is getting rid of so much dead and keeping a live collection on hand. The average author has his in the ordinary run of fiction and after a few years is seldom called so does not ^{need} to be replaced, but well-known authors are always represented on the shelves by some of their titles, at least, and often several copies permanent favorites.

It is being found difficult to replace standard authorities along lines, as books are out-of-print and not easily secured.

BINDING AND MENDING.

Periodicals sent to the bindery to be newly bound numbered 325 and to be rebound 1,613, making a total of 1,838 volumes bound.

The number of books mended in the Library was 1,444.

DURFEE BRANCH.

The Branch library opened May 3rd in a room in the Durfee school, with 536 books on the shelves and seven magazines currently received. A formal opening was on the evening of May 12th when there was a program in the auditorium of the school, which was attended by about 500 persons. Those taking part were Mr. Engleman, superintendent of schools, Mrs. Eyman, county superintendent of schools and former principal of the Durfee school, Mrs. McClelland, president of the Library Board, and Mrs. Evans, the librarian. There were also songs by groups from the Mothers' club and by various classes of children, and a reading by Miss Mitchell, one of the teachers. The meeting was presided over by Mrs. Record, president of the Durfee Mothers' club. A reception followed in the corridors with Miss McGraham, principal, and the teachers of the building as hostesses. The library, of course, open for inspection and was made attractive by a bouquet of beautiful roses presented by the Mothers' club. From the beginning the Branch has been popular and has proved the need of a library in that vicinity, and the Durfee building, being a community center, seems a good place in which to have made the start.

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At a time the children were the chief patrons and it was feared that the town people thought the library only a school affair, so the library authorities decided to advertise. Placards calling attention to the Branch were placed in stores and factories in that part of the city. Special stress was placed on the fact that the library was free, that it was for all the people young and old, and that there were books and magazines on subjects to suit everyone. The location of the library and the hours it was open were also stated. In addition handbills giving detailed information were distributed to each house in the neighborhood. These efforts resulted in bringing many grown people to the library who became borrowers.

At first the library was open one afternoon and one evening a week, with the organization of a night school in the Durfee building in September, it was decided to keep the library open on the two evenings the school was in session, and many of the men and women attending the classes visited the library and became cardholders.

There are more cardholders and a larger circulation at the Branch in proportion to the population served and the number of volumes contained than at the Main library. The total number of cards issued there was 516, and the 670 books circulated 7,535 times, while the Main library with nearly 10,000 vols. has only 8,934 cardholders and a circulation of 125,475. Each book at the Branch was loaned 11.24 times, while at the Main library the number of times to a book was only 3.41. All of which points to the fact that to do the most good, the library must be carried to the people in the outlying sections of the city by means of branches and deposit stations.

It will not be very long until the Branch has outgrown the room, - the shelf room perhaps, but seating capacity. It is now often too crowded for comfort, with every chair and table in use and many people standing.

The need of a larger room or a Branch building will be the next step. Miss Henderson, of the loan desk at the Main library, had charge of the Branch until January and since then Miss Brand, of the library staff, has been acting librarian.

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SCHOOL LIBRARIES.

There are 746 volumes in the school collection. In October these were divided among the following schools: Roach, Oglesby, Riverside Jackson street, and deposited for the school year. Later the Dennis school asked for a school library and the request was granted, but as there was not time to order and prepare the books in the usual way, a library of 20 vols. was collected from the children's room and loaned for the rest of the year. Next year more books will be added to the school collection. The total circulation of the books in the schools since the last report was 5,646,- an increase of 722 over last year.

DEPOSIT STATION.

A deposit station was opened in the Miller Drug store, at the corner of E. William St. and East Ave., in December. A case was filled with 100 books for adults. An effort was made to have popular books,- mostly fiction but including some non-fiction. No children's books have been added, because the children in that neighborhood are provided for by the school library at the Roach school. The station is kept open two evenings a week with a library attendant in charge. For a time patronage was good, but now the circulation has fallen off somewhat. The total number of books loaned during the five months was 539. Unless more interest is shown the station may be closed and one tried out in some other part of town.

EXHIBITIONS AND MEETINGS.

The Municipal art league held three exhibitions in the Library during the year. The first was a loan exhibition of the work of local artists, Jan. 12-19. This included painting, drawing, china painting, craft work, photography and needlework. There was an exhibition of paintings by George Harrison, Feb. 12-24. Drawings and paintings by Robert Riggs, now a cadet boy now an art student in New York, were exhibited in April. Much interest was shown and a reception was given for Mr. Riggs by the Municipal art league one evening. M. H. Bozyan, an Armenian, gave a talk on oriental rugs on April 16th and displayed many beautiful rugs.

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The Macon county historical society was organized in the Library
25th, with about twelve persons present.

REPAIRS AND IMPROVEMENTS.

The walls of the reading and reference rooms, the delivery room,
and two south rooms upstairs were all redecorated and the woodwork
red down. Considerable repairing was done on the roof. The east
reference room was fitted out with new tables and chairs.

LIBRARY CONVENTIONS.

The librarian attended the annual conference of the American Library
Association at Asbury Park in June, the meeting of the Illinois Library
Association at Ottawa in October, and the mid-winter gathering of the
A. A. Council and other library committees in Chicago the last of December.

STAFF.

Miss Clara Chamberlain resigned in August to enter Smith college on
opening. Miss Bernice Brand took the apprentice course, and was given
regular place on the staff in September, as assistant at the loan desk
in the children's room, and later having charge of the Branch library.
Miss Clara Lefever accepted a position on the staff in November, as
assistant at the loan desk and in charge of the periodicals.
Miss Lucy Henderson who had been at the head of the loan department for
several years, and in charge of the Branch from its opening, was obliged
to give up her work the first of the year owing to illness. Miss Henderson's
resignation was received with regret, as she was a faithful, conscientious
worker and had made many friends at both libraries by her pleasant,
accommodating manner. Walter Henry, who had served as page for a couple
of years, resigned in December to move to California and his place was
taken by Kenneth Butt.
Miss Vivian Colgrove, a senior from the Library school of the
University of Illinois, was here for a month's practical library work in
March and April. This makes twelve years we have cooperated with the
Library school by taking a student for field work, and it still seems to
be a mutually satisfactory.

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Miss Dill gave a paper on the "Work of the Decatur public library" before the students of the Summer library school at the University of Illinois in July. She also gave a talk on "How to use the Public library" before the Woman's club at the general meeting in January.

Miss Love gave a talk on "Reading for busy girls" at the vesper services at the Y. W. C. A., Dec. 3rd.

NEWSPAPERS.

Hearty thanks are due the newspapers for their courtesy in publishing book lists and library news, also for furnishing free copies of their papers for binding.

It is a pleasure to acknowledge the faithful support of the staff and the ever helpful advice and cooperation of the Library Board.

Respectfully submitted,

Librarian.

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APPENDIX.

Contents of Library.

April 1, 1916- books on hand ----- 37,168

Additions:

Purchase (new) -----	1502
" (renewal) -----	899
Donation -----	171
Bindery -----	151
Books found (previously missing) -----	13

Total added ----- 2736

Losses:

Worn out and withdrawn -----	1661
Lost and paid for -----	15
Lost and not paid for -----	12
Destroyed on account of contagious diseases -----	9
Unaccounted for in inventory -----	86

Total loss ----- 1783

April 30, 1917- books on hand ----- 38,121

Accessions according to Classification.

	No. vols. in Lib'y May 1, 1916	Additions (new and renewal)	Withdrawals (worn out and missing)	No. vols. in Lib'y April 30, 1917	Per cent
General works	3786	107	19	3874	10.16
Philosophy	527	20	7	540	1.42
Religion	1205	51	24	1232	3.23
Psychology	3950	285	112	4123	10.82
Linguistics	131	2	2	131	.34
Natural science	2011	110	59	2062	5.41
Useful arts	2378	258	59	2577	6.76
Fine arts	1693	154	57	1790	4.70
Literature	4005	223	108	4120	10.81
Travel	2101	115	64	2152	5.64
Biography	2286	95	42	2339	6.14
History	2484	161	70	2575	6.75
Geography	10429	1151	1153	10427	27.35
Foreign books	182	4	7	179	.47
Total	37168	2736	1783	38121	

Division by Departments.

Circulating bks.	21010	1464	1008	21466
Children's bks.	5169	601	577	5193
Reference bks.	2168	93	31	2230
Bound period.	4315	144	0	4459
Public docs.	3279	81	3	3357
Branch	536	148	14	670
School coll.	691	205	150	746
Total	37168	2736	1783	38121

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APPENDIX.

Circulation by Classes. (Adult)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.	Books loaned in room
General works	19	8	8	10	11	9	22	26	19	16	14	20	182	.20	3187
Philosophy	44	62	73	67	81	66	69	80	121	105	85	74	927	1.04	101
Religion	78	61	50	61	60	83	110	162	135	133	151	119	1203	1.35	262
Sociology	190	89	80	88	108	162	190	165	195	208	207	191	1873	2.11	573
Philology	2	2	3	3	6	6	11	1	8	4	8	3	57	.06	10
Natural science	81	77	60	40	51	101	93	168	205	138	130	66	1210	1.36	599
Useful arts	120	100	85	83	131	146	159	181	283	259	266	258	2071	2.33	478
Fine arts	142	120	71	90	134	154	178	161	236	314	280	222	2102	2.36	418
Literature	444	291	290	275	322	453	480	525	657	594	645	485	5461	6.14	899
Travel	160	75	68	51	81	111	97	130	178	171	189	125	1436	1.61	390
Biography	171	71	45	33	44	92	120	140	182	173	137	127	1335	1.50	248
History	230	111	89	78	192	306	287	277	370	305	395	277	2917	3.28	617
Fiction	4011	4246	4254	4434	4436	4434	5041	5353	6937	6883	7127	5793	62949	70.74	234
Foreign books	20	17	14	21	22	18	28	42	47	46	38	27	340	.38	22
Magazines	236	245	133	194	233	243	225	223	205	179	194	189	2499	2.81	3772
Rental coll.	178	211	190	243	240	215	212	193	198	143	217	187	2427	2.73	
Total	6126	5786	5513	5771	6152	6599	7322	7827	9976	9671	10083	8163	88989		11810
Days open	26	26	25	27	25	26	25	25	26	23	27	25	306		
Daily average	236	222	221	214	246	256	293	313	384	420	374	327	291		
Largest day	421	411	363	405	429	581	575	581	777	795	678	605			
Smallest day	125	114	131	106	137	153	170	187	210	230	262	215			

Total number of books issued during year 1916-1917 ----- 139,195 (Main library, branch, school and station)

LIBRARIAN'S REPORT.
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APPENDIX.

Circulation by Classes. (Juvenile)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.	Books loaned in room
General works	15	19	13	2	10	24	14	7	12	21	31	18	186	.51	
Philosophy	0	0	0	0	0	2	0	0	0	0	0	0	2	.01	
Religion	41	24	28	24	12	37	47	54	36	36	54	38	431	1.18	
Sociology	246	324	264	299	193	298	330	316	356	303	380	317	3626	9.94	
Philology	10	5	4	6	1	3	7	11	10	8	11	5	81	.22	
Natural science	58	57	39	54	43	75	84	79	93	100	123	93	898	2.46	
Useful arts	27	31	24	35	26	48	50	49	62	59	88	66	565	1.55	
Fine arts	49	61	61	71	71	91	101	108	104	95	135	85	1032	2.83	
Literature	198	175	122	151	94	134	267	278	303	260	326	230	2538	6.96	
Travel	95	48	37	44	32	55	68	89	96	101	138	88	891	2.44	
Biography	30	24	24	17	10	44	42	53	92	69	69	58	532	1.45	
History	61	49	50	60	32	73	84	94	95	121	124	104	947	2.60	
Fiction	1717	1924	1864	2089	1443	1668	1977	2036	2571	2362	2672	2250	24573	67.35	
Magazines	4	11	21	15	12	14	10	4	25	26	25	17	184	.50	
Total	2551	2752	2551	2867	1979	2566	3081	3178	3855	3561	4176	3369	36486		127
Days open	26	26	25	27	25	26	25	25	26	23	27	25	306		
Daily average	98	106	102	106	79	98	123	122	148	155	154	135	119		
Largest day	180	147	154	147	150	240	270	227	304	327	328	205			
Smallest day	57	63	45	71	37	49	67	19	15	93	71	79			

LIBRARIAN'S REPORT.
1916-17
APPENDIX.

Circulation by Classes. (Branch)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.
General works	0	1	0	0	0	0	0	0	1	1	0	0	3	.04
Philosophy	0	0	0	0	2	3	1	0	0	2	1	0	9	.12
Religion	7	6	6	8	5	10	11	4	9	4	5	5	80	1.06
Sociology	85	75	66	89	42	70	78	44	55	35	47	37	723	9.60
Philology	0	0	0	0	0	0	2	0	5	0	0	0	7	.09
Natural science	45	19	22	34	11	20	39	19	32	34	35	21	331	4.39
Useful arts	15	14	10	9	10	13	25	13	27	19	29	10	194	2.57
Fine arts	26	21	15	17	14	13	11	9	15	13	26	12	192	2.55
Literature	57	38	39	46	13	33	42	48	71	56	61	35	539	7.15
Travel	34	30	23	37	13	25	66	34	69	55	44	14	444	5.89
Biography	40	19	15	24	10	23	39	21	26	21	26	11	275	3.65
History	40	32	12	28	10	15	39	32	44	36	32	16	336	4.46
Fiction	366	291	285	402	264	374	422	283	399	293	342	227	3948	52.40
Magazines	0	1	5	8	10	14	62	73	70	81	86	44	454	6.03
Total	715	547	498	702	404	613	837	580	823	650	734	432	7535	
Days open	8	9	8	10	8	9	8	6	9	7	9	8	99	
Daily average	90	61	62	70	51	68	105	97	91	93	82	54	76	
Largest day	133	110	84	78	77	103	146	170	132	128	125	87		
Smallest day	25	33	43	56	26	33	62	43	31	55	46	25		

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1916-17
APPENDIX.

Circulation by Classes. (School)

	May.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
Religion	7	6	44	15	26	20	22	9	149
Sociology	69	39	219	87	169	92	115	57	847
Natural science	27	28	135	45	78	26	79	31	449
Useful arts	14	4	53	11	30	24	22	11	169
Fine arts	10	4	40	12	22	16	16	9	129
Literature	38	17	103	44	71	43	47	24	387
Travel	31	37	188	65	107	56	78	35	597
Biography	15	10	52	15	30	21	29	13	185
History	20	17	104	40	64	34	45	33	357
Fiction	183	99	652	250	501	191	331	170	2377
Total	414	261	1590	584	1098	523	784	392	5646

Circulation by Classes. (Station)

	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
Philosophy	0	0	0	0	1	1
Religion	0	0	0	0	2	2
Sociology	0	0	1	4	0	5
Natural science	1	0	0	0	0	1
Useful arts	0	0	1	2	1	4
Literature	1	5	2	1	2	11
Travel	0	2	1	5	1	9
Fiction	35	87	128	147	109	506
			133	159	118	539

FINANCIAL STATEMENT.
1916-17

To the Honorable Mayor and Commissioners:

Gentlemen:

I herewith submit the following report of the financial condition of the Public Library for the year ending April 30, 1917.

RECEIPTS.

From appropriation	\$16,000.00
balance on hand	3,651.90
finer, damages and lost books	523.89
fees for non-residents	68.50
rental collection	121.35
interest	22.24
other sources	30.26
Total -----	\$20,418.14

EXPENDITURES.

salaries	\$5,961.65
janitor service	715.00
books	2,760.05
periodicals	449.22
printing	84.07
binding	720.18
supplies	509.34
repairs and improvements	879.11
light	254.82
heat	286.56
furniture	409.03
paving	231.00
postage, freight and express	38.88
interest	65.27
miscellaneous	252.38
balance on hand	6,801.58
Total -----	\$20,418.14

FINANCIAL STATEMENT.
1916-17.

I, Alice G. Evans, Secretary of the Board of Directors of the
Public Library of Decatur, Illinois, do hereby certify that the
going statement of the condition and statistics of the Library
true to the best of my knowledge and belief.

Secretary, Library Board.

Subscribed and sworn to before me this day of May, 1917.

Notary Public.



to the Mayor and Commissioners,
City of Decatur,
Decatur, Ill.

Gentlemen:

If figures told the whole story, another great increase in circulation, ordinarily regarded as the basic test of a library's value to the community, would be a sufficient indication of the way in which the Decatur Public Library met its duties throughout the year.

But statistics are at best unsatisfactory in measuring the worth of a library and your board of trustees does not place too much significance upon an increase in number of books taken out of 8,349 over the year before, making a total circulation of 147,544.

Rather the board would call your attention to the extraordinary amount of service that the library has rendered in the way of supplying references, collecting books for the training camps, giving out government publications, assisting in social movements and war activities.

The board takes the greatest pride in the patriotic service which the library has rendered, and believes that the library's influence has been projected into the community the last year as in no year preceding.

Attention is called to the report of the librarian which is submitted herewith. The board most heartily commends the tireless and effective work of Mrs. Alice G. Evans and her associates. The library organization never has been in better shape. Never has it displayed finer enthusiasm.

We are glad to say that after numerous changes and repairs the physical condition of the library is excellent. In closing may we thank the Mayor and Commissioners for their never failing courtesy and their kind interest in what the library is trying to accomplish.

Sincerely,

Chairman, Board of Trustees.

LIBRARIAN'S REPORT.
1917-18.

the Board of Directors,
Decatur Free Public Library:

Herewith is submitted the forty-third annual report of the
Library for the year ending April 30, 1918.

The year has been an unusual one, as war times are not normal
and the work of the Library has been shaped to meet the war-time
needs. The regular work has been carried on with difficulty because of
constantly increasing requests from the various departments of gov-
ernment: Food administration, Labor bureau, Treasury department, for
Library's assistance in some patriotic campaign. Almost every mail
brings a new suggestion from some of the many war organizations through-
out the country asking for the cooperation of the Library in the nation's
struggle to help win the War.

LIBRARY WAR SERVICE.

Posters, maps, pamphlets, etc.

It has literally rained posters, notices, folders, slips, books,
pamphlets, etc. on the Library, and with the best of intentions it has
been almost impossible to keep up with the flood. The posters, which
are not only wonderfully interesting, suggestive and artistic, but will
also be of historic value also, have been posted in every available
conspicuous place in the Library. Beginning with the Red Cross,
followed by Food conservation, Y. M. C. A., Y. W. C. A., Boys' working
club, Thrift and War savings stamps, Liberty loans, Camp libraries,
and mileage books, the Library has not only displayed posters but also
distributed literature, been an agency for the sale of Thrift and War
savings stamps, collected money and books for the Camp libraries, and in
many ways helped the various campaigns.

Charts on food values and posters on agriculture, gardening, and
money raising from the Department of Agriculture were on the bulletin
boards, and Farmers' bulletins and other government and state publica-
tions, together with various pamphlets on Food conservation and related

VOLUNTEER HELPERS IN PREPARING BOOKS FOR THE SOLDIERS.

Miss Hildred Arthur.
Mrs. Charles Bachman.
Miss Clara Baker.
Miss Georgiana J. Bathchelder.
Miss Mildred Brand.
Miss Emma Clark.
Miss Maude Dill.
Miss Sarah Jane Dunston.
Miss Mary W. French.
Mrs. Clyde Hart.
Miss Lucy Henderson.
Miss Helen Hill.
Miss Laura Hill.
Miss Mollie Hitchcock.
Miss Jennie Long.
Miss Adele Murphy.
Miss Florence Newell.
Miss Florence Page.
Miss Louise Simon.

LIBRARIAN'S REPORT.
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Books were placed on a table for free distribution. Books and pamphlets along these lines have also been purchased in large quantities and prepared for circulation.

Maps showing the locations of the National guard mobilization training camps, cantonments, etc., as well as those on Europe and the Pacific zone, have been collected and mounted for wall use.

Camp Library Week
and Library War Fund Week.

Two "book drives" were conducted to obtain books for the soldiers at the training camps in this country. The Decatur people, and those of the surrounding villages, responded generously to the calls.

For the second "drive", conducted March 18-23, large posters furnished by the A. L. A. Library War Service were placed in the windows of downtown stores, theatres, etc. Leaflets were distributed through churches, schools and department stores. Letters were sent to the ministers requesting that announcements be made at the Sunday services. Slides were shown at three of the moving picture theatres. In the delivery room of the library was placed a small tent having a flag on top and a placard containing the slogan- "Let your idle books help our soldiers." Books received were placed in the tent but soon overflowed to the large room in the basement which was given over to Camp libraries.

According to the request of the A. L. A. Library War Service Committee, all books are to be prepared for circulation before sending to the camps. In order to push the work through quickly and get the books to their destination,- and still keep the Library running- it was deemed necessary to ask for volunteer help in the pasting of bookplates and pockets and the typing of book and shelf cards. Nineteen women and girls gave considerable time to the work, under supervision of members of the staff, who had already sorted the books, removing those that were physically or otherwise unsuitable for the purpose.

The first shipment of books was sent in September to the St. Louis public library,- one of the twelve large libraries selected by

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A. L. A. Library War Service for the collection and distribution of books. 1000 books and 200 magazines were sent. Later our Library made a center to collect from smaller libraries and report directly headquarters in Washington, from which place came shipping instructions, the books were sent directly to the camps as ordered.

In January 668 books and 1100 magazines were sent to Camp McArthur, Texas. The librarian of the Camp library in acknowledging their receipt said- "They seemed to reach us at a time when the demand was beyond ability to supply and you may be sure they are appreciated by us, as well as by the soldiers. Whoever sorted them over showed excellent taste and they are all just the kind of books that we most need."

After the last "book drive" in March, 913 volumes were prepared for circulation, packed and sent to Camp Logan, Houston, Texas, by April 5, 1000 more books were sent to the same camp April 23. The Library has and 2,500 volumes ready to be sent as directed. The total number of books given by Decatur citizens to the end of the year was 6,000; in addition, 350 volumes were sent from Niantic, Arthur, Sullivan and Tuscola. A number of single magazines received was almost 7,000.

September 24-30 was set aside by the A. L. A. War council as "Library war fund week" when \$1,000,000 for 1,000,000 books for 1,000,000 soldiers was to be collected. The Decatur library decided to make a silent appeal, as the city had been canvassed for so many funds. Posters, calling attention to the cause, and attractive contribution boxes, having a caption in red- "Aid War Libraries," with a striking figure of a dollar below, were placed in stores, schools, banks, clubs, factories, and the Library. The total amount received was \$160.

Food Show.

The Library had a booth at the Patriotic Food Show, held January 27-March 2, with an exhibit of books on Food and Diet, Cookery, Canning and Poultry. Pamphlets issued by the U. S. government, as well as other publications on war-time gardening and cooking, were distributed. The Library had printed for distribution a Kitchen Calendar, giving on one

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... a daily calendar indicating the meatless and wheatless days and on
... other a list of the books displayed in the exhibit. The booth was
... ated with flags and posters, some of the latter from the U. S. Food
... ministration, others made by our own or other libraries in the state.
... ferent members of the library staff were in charge of the exhibit
... ing the four days of the show.

On the request of the Library publicity director of Illinois
... Decatur library sent two food posters for the library exhibit at the
... iotic Food Show in Chicago in January. These were used later in
... library exhibit at the Decatur Food Show, and then turned over to the
... ctor to be loaned, with the collection of posters from other libraries,
... other food shows in the state.

Other Library War Service.

A beginning has been made for preserving the story of Decatur
... Macon county's part in the War by clipping everything on the subject
... the two local papers. These clippings collected in scrap books
... ll give a connected history, not only of the part our soldiers and
... lors took in the War, but of the work of the civilians as well.
... addition, of course, the Library will have the bound volumes of these
... newspapers with the rest of the files in the historical room.

In October there were exhibited in the upper hall samples of the
... of the Macon county chapter of the Red Cross, including hospital
... ments, surgical dressings and knitted articles. The exhibit was
... ited by many Decatur people who marveled at the work displayed, and
... also seen by many librarians who attended the annual meeting of the
... Illinois Library association at that time.

The first of the year the Woman's committee, State Council of
... tional Defense, was granted permission to use a room in the basement
... their filing case, containing the cards of the registration of women
... their work along this line.

Sixteen books on explosives, or having chapters on the subject,
... removed from the shelves by order of the War department through the

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of police. These are not to be accessible during the present
agency.

CONTENTS AND ACCESSIONS.

There were added to the Library 3,206 volumes: 2,730 by purchase,
by gifts, 212 by magazines bound, and 22 books were found which were
previously. The number of volumes withdrawn was 1,877, of which
1,733 were worn out, 25 lost and paid for, 17 lost and not paid
8 destroyed on account of contagious disease, and 94 missing in
entory. The total number of volumes in the Library April 30, 1918
39,450, divided as follows: Main library, 37,728; Durfee branch, 889;
ool collection, 833.

The Library has tried to keep up with the demand for War books,
which seem to lead out to all classes, for there is War gardening, War
writing, War poetry, War fiction, - ethics, religion, sociology, the arts
and sciences, all seem to be permeated with it, even some of the children's
books. The duplication of War books proper has been quite as great as
some of the most popular fiction. This is especially true of personal
narratives.

Many interesting and valuable autobiographies and biographies
have been added, also some fine works of description and travel. The
reference room has had many valuable additions. Gifts include 17 volumes
"Littell's Living age, 1849-55, the gift of Miss Mary W. French;
"The Brontes", by Clement Shorter, the gift of Mrs. Sylvester Judd; and
"William Barnes' gift - "Contributions to the natural history of the
"Diptera of North America", written by Dr. Barnes and J. H. McDunnough.

Among other noteworthy books added are the following:

Amundsen-	South pole.	2v.
Buck-	Illinois in 1818.	
Cambridge	history of American literature.	v.1.
Clark-	Life and letters of John Fiske.	2v.
Clemens-	Mark Twain's letters.	2v.
Colvin-	John Keats.	
Edwards-	Edwards papers.	
Gray-	Mythology of all races.	4v.
Hale-	Life and letters.	2v.
Hough-	Practical exporting.	
Hyde-	Vocations.	10v.

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- Kelly's customs tariffs of the world, 1917.
 Kelly's directory of merchants, manufacturers, and shippers
 of the world, 1917.
 Kettleborough- State constitutions and the federal Constitution.
 Lapp- Important federal laws.
 McClellan- Historic dress in America. 2v.
 Matson- Pioneers of Illinois.
 Morley- Recollections. 2v.
 Price- Practical book of architecture.
 Quaife- Development of Chicago, 1674-1914.
 Raemaekers- Raemaekers' cartoons.
 Roberts- Lincoln in Illinois.
 Rosenau- Preventive medicine and hygiene.
 Schmidt- Problems of the finishing room.
 Scott- Diplomatic documents relating to the outbreak
 of the European war. 2v.
 Scott- Survey of international relations between the
 United States and Germany, Aug. 1, 1914- April 6, 1917.
 Scott- Scott's last expedition. 2v.
 Shackleton- Heart of the Antarctic. 2v.
 Thompson- Oil-field development and petroleum mining.
 U. S. War dept.- Complete United States infantry guide for
 officers and noncommissioned officers.
 United States biographical dictionary and portrait gallery
 of eminent and self-made men. Illinois volume.
 Walker- Building estimator's reference book.
 World book. 8v.

Illinois Centennial Year.

Because our state is this year celebrating its one hundredth anniversary, there is an unusual demand for material on it; consequently, the library has made a special effort to add to its collection of books on Illinois in all departments. About fifty volumes were added and titles were duplicated freely. The children's department and the Durfee branch were not forgotten. Some of the books were rare, or at least old, but for the most part the books were compact volumes on the history or government of the state, such as are used by clubs, classes or individuals for ready reference or for an interesting story of the state. Many of the duplicates added consisted of reference copies of books which were already in the circulating department, - books which are authorities, such as "Illinois, historical and statistical" and works by Edwards, Ford, Childs, Parrish, and other well-known writers. The finest addition to the reference collection was the large two-volume edition of Bateman & Co.'s "Biographical and memorial edition of the Historical encyclopedia of Illinois" which was presented by Mrs. D. S. Shellabarger.

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A portion of the large, new bulletin board has been given over to Illinois Centennial material. The striking Centennial poster occupies the chief place and near it is a notice containing the important dates in Illinois history to be celebrated this year. Copies of the Centennial bulletin are kept posted, also a bibliography of the books on Illinois in the Library. This bibliography with prefatory comments was printed in both local papers.

LOAN DEPARTMENT.

Registration.

	Main		Branch		Total.
	Adult.	Child.	Adult.	Child.	
Cards in force May 1, 1917	6,226	2,708	85	431	9,450
Borrowers registered	1,434	603	38	128	2,203
Borrower's cards cancelled	1,374	644		19	2,037
Borrowers newly registered	657	467	38	117	1,279
Cards in force April 30, 1918	6,286	2,667	123	540	9,616
Transient cards issued		11			
Non-resident cards purchased		92			

Circulation.

In spite of the many outside activities occasioned by the war, more reading has been done in Decatur in the past year than ever before. The Library's total circulation for 1917-18 was 147,544, an increase of 1,349 over the year before. Of this number, 94,841 volumes were issued from the main department, making an increase in this department of 5,852 over last year. 36,708 books were issued from the children's room, 1,443 from the Durfee branch, 864 from the Deposit station, and 5,688 from the schools.

Nearly all readers take advantage of the ruling made last year by which two books of fiction, or six books in all, may be drawn on a card at one time. Many have expressed their appreciation of the change.

Great interest has been shown in books about the War, or in any way related to it. The latest and most popular of these books are kept in an open case in the main corridor. Although a number of new War books are added each month, there is slight increase in the number which remain on the shelves. Probably the most popular book ever in the Library was

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Over the top," for which there were at one time thirty-six
erve cards on file. Other popular War books have been:

Barbusse-	Under fire.
Cholmondeley-	Christine.
Dawson-	Carry on.
Gerard-	My four years in Germany.
Hankey-	Student in arms.
Huard-	My home in the field of honor.
Huard-	My home in the field of mercy.
Mademoiselle	Miss.

Separate statistics of the War books have been kept, but the general
History, in which they are included, formed this year 5.86 per cent
the total circulation of the main department, whereas last year it was
3.28 per cent.

The Library has tried to cooperate with the schools by purchasing
duplicate copies of books which were much used by the pupils, especially
the High school. A set of shelves behind the south stairway on the
floor was set aside for books on the supplementary reading list for
English classes. To these shelves all High school pupils are per-
mitted to go and select their own books. This has greatly relieved the
congestion of the regular after-school rushes at the main desk. It has
helped to call the attention of other people to the excellent books
the High school list.

The sets of music books are used constantly, and circulating
numbers of the well-known current magazines are seldom on the shelves.

A number of books on house planning and decorating were loaned
to Mr. Ross Crane for use in connection with his lectures at the High school.
Since these books were returned, there has been a steady demand for them,
especially for "The honest house" by Goodnow. Sixteen books on gardening
were loaned to Morehouse & Wells for use in an effective window display
advertising gardening implements for war time. This, too, proved a good
advertisement for the books.

READING ROOM.

The reading room has not shown any appreciable falling off in
Patronage, even though it is war time. The Sunday attendance here
in the reference room was 1,811,- 990 men, 651 women, and 170 children.

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High school students use the reference room Sunday afternoons.
Periodicals were received, of which 75 were donated and 180 subscribed

New periodicals added were:

American economic review.
Army and navy journal.
Army changes.
Bellman.
Country gentleman.
John Martin's book.
Poetry.
Red Cross magazine.
Russian review.
Touchstone.

REFERENCE DEPARTMENT.

The work of the reference department has changed somewhat.

Several of the clubs which have heretofore used the Library most have given up their study altogether and devoted their time to war work instead.

However, there has been some research work for clubs throughout the winter and the usual help given to High school and University students.

People are asking more and more for definite information. They want the newest and most specific material on a certain subject rather than an exhaustive treatment of it. In many cases government pamphlets are preferred. It was formerly true that people generally did not know the value of this authoritative material, but they are now coming to realize its worth, and it is necessary to make all state and government publications available at once in order to satisfy the demand.

A list of typical questions asked follows:

Value of cereals in the diet.
Bill to authorize appointment of pharmacists as lieutenants in the Medical corps.
Court decision in case in which a certain factory brought suit to test constitutionality of 10-hour law for women.
Making of carpets.
Kinds of work and pay of stenographers in government employ.
Use of photography in war.
Comparison of prices of standard commodities with those of a few years ago.

The number of books used for reference in the Library is estimated at 18,096.

The resources of the department now consist of 2,317 books, 210 bound periodicals and 3,278 public documents.

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CHILDREN'S DEPARTMENT.

The Great War is having its effect upon the work in the children's department, for no movement seems to be able to "carry on" without the boys and girls. The excellent work accomplished by the Boy Scouts and Junior Red Cross has made the children very busy, and yet the department is closing the year with a little gain of 222. 36,708 books were issued.

The reference work has increased, the use of outside topics, which are given the children at school, causing the duplicate books which are needed for this work to be much in demand.

To help those choosing books for the children's own library, the library had printed for distribution lists entitled "Books for Christmas for the children." This list was made up entirely of titles in the special display collection, which includes most of the accepted classics and favorites for young people, - about 100 titles in all. This collection continued to be very popular. At the time of the State meeting it attracted great attention, some of the librarians visiting the department specially to see the collection and note the editions.

An effort has been made to call attention to the special days, but the War posters, Food posters and Liberty loan posters have been given first place. The two stereoscopes and the 100 views of Illinois, which were recently added, are enjoyed every day.

There were added this year 545 books, making a total of 5,134 volumes on the shelves. 467 new borrowers have been registered and there are now 2,667 cards in force.

CATALOGING DEPARTMENT.

The number of new books added was 2,292, and the number replaced was 914, which included 23 books found which had been missing, making the total number of books added 3,206. Hundreds of pamphlets were received, some of which were put in binders, classified and cataloged, and taken through all the processes that a bound volume receives; others were necessarily treated more hurriedly in order to get them into use immediately.

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because of their ephemeral nature, they were not considered worth the expense of cataloging.

To the catalogs 10,118 cards were added, 3,796 were printed cards from the Library of Congress, and 2,191 were revised or rewritten for new editions of replaced books. There were 1,262 cards added to the catalog of the Durfee branch. For the main catalog a complete set of new guides was typed. Two new nine-tray cabinets were placed in the cataloging room. This room is rapidly becoming too small to take care of the books recently received.

BINDING AND MENDING.

The total number of volumes bound was 1,758, of which 198 were periodicals and 1,560 books. The number of books mended in the Library was 1,926.

EXTENSION DEPARTMENT.

The Extension department of the Library, - namely, Durfee branch, Deposit station and five School collections, issued 15,995 books, an increase of 2,275 over last year.

Durfee's part in this total is 9,443 books, a gain of 1,908. The Branch has been open one more afternoon a week, and an effort has been made to fill all requests by borrowing books from the Main library when the Branch collection was insufficient. This has amounted to 265 inter-lentals, 153 being juvenile books and 112 adult. Temporary reader's cards have been issued to adult readers as soon as the application cards were properly signed, which thus enabled the borrower to use his card without the delay caused by central registration. The moving into larger quarters in the middle of the year has well taken care of the great need for more seating capacity, and the attractive room has been greatly appreciated and enjoyed by all. The building up and rounding out of the collection of books to a more adequate working collection should be the aim of the coming year.

In regard to the schools, the delay of six weeks in starting, due to outside war interests, and two epidemics in one school were our

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handicaps for the past year, and yet we were able to make up the big increase thus caused in circulation, and came out "over the top" with a net gain of 42, the total throughout the year being 5,688 books issued. Roach and Oglesby schools have had splendid increases steadily. More regular visiting than formerly has been done this year, but still more intensive visiting at the schools where help seems necessary is advisable.

By means of a little advertising with signs and the posting of book covers to attract attention, the Deposit station was increasing its circulation rapidly when the drugstore where it was located was closed. This necessitated moving, and the desire of the people to keep books in the community was so great that Mrs. H. J. Foale, a patron, offered the use of her living-room temporarily. This offer was accepted, but before the books were located finally at the Roach school building, the Station had to be closed for some time, which, of course, was a great drawback. The borrowing of 36 books a night has been the highest record reached here, and what is notable is the increase of non-fiction books that are read. The total for the year is 864 books.

The success of the Deposit station in this community seems to justify a larger collection of books being placed here. Up to this time its use has been practically limited to adults, it being thought that the school collection in the Roach school would take care of the children. However, there are many children in the neighborhood who do not go to this school, and better service could no doubt be given if an ample collection of juvenile books were taken to the Station, and the School collection placed in some other school.

EXHIBITIONS AND LECTURES.

War relics and pictures loaned by E. B. Hitchcock and Vernon Beatty were exhibited on the second floor of the Library in October. E. Beatty gave several talks on his experiences in ambulance service in France. There was a large attendance during the week.

Ross Crane, the artist and art critic, gave a series of "gallery talks" in the Library in November. There was also an exhibition

LIBRARIAN'S REPORT.
1917-18.

Paintings by well-known artists, and of photographs of beautiful
and grounds showing the work of noted architects and landscape
artists. The hall and rooms on the second floor were made attractive
by the use of palms and rugs, the latter having been loaned by Mrs. Charles
H. ... Hundreds of people came to the Library, - it being one of the most
important affairs ever given by the Municipal art league. Three of the
lectures were given in the High school auditorium, as more room was needed
for the furniture, etc. displayed on the stage in demonstration of the
method, as well as for the audience.

IMPROVEMENTS AND REPAIRS.

The historical room was equipped with steel shelving around the
table on three sides, the old wooden shelves and stack being used to build
up the shelves in the documents room and for shelving in the southeast
corner of the basement hall. The cupboards in the documents room were
changed into regular wall shelves, thus allowing sufficient book space to
store all of the public documents in one room. The old case in the lower
basement, used for unbound newspapers and periodicals, was moved to the store
room, and replaced by a larger and more convenient one.

The walls were painted in all of the large rooms in the basement,
except the work room and store room which were whitewashed. On the main
floor the study room walls were painted, and those of the librarian's and
cataloging rooms touched up, as was the children's room.

Galvanized iron and glass sections were fastened at the bottom of
the stacks on the main floor. New electric light fixtures were installed
throughout the entire building.

New furniture added consisted of an atlas case and a vertical file
in the reference room, new tables for the historical and documents rooms,
and a typewriter desk for the librarian's office.

A large bulletin board, particularly for war service posters,
maps, etc., was placed in the delivery hall.

LIBRARY CONVENTIONS.

The librarian attended the annual conference of the American
Library association in Louisville, Kentucky, June 21-27.

LIBRARIAN'S REPORT.
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The annual meeting of the Illinois Library association was held in Decatur, October 17-19, and was attended by about 150 librarians, trustees and others interested. The sessions were held in the ballroom of the Hotel Orlando, opening with a reception the first evening, when visitors were welcomed on behalf of the city by R. C. Augustine, president of the Board of education, and for the Library by W. F. Hardy, president of the Library board. Miss Effie A. Lansden, president of I. L. A., responded.

The meetings were all interesting. The most important address that given by R. R. Bowker, editor of the Library journal, on "early history of the American Library association." "Library service in war time" was ably presented by C. B. Roden, librarian of the Chicago Public library. Miss Bronson, of the Decatur staff, had a place on the program.

Tea was served at the Country club one afternoon, and the second morning the meeting was held at Kaeuper Hall, the James Millikin university, where the Association had the pleasure of hearing Victor Yarros in his wonderful address "Russian literature and education: their part in the revolution." W. B. Olds, of the faculty of the James Millikin conservatory, gave a number of his charming birdsongs. The program was followed by a reception given by the faculty of the James Millikin university.

The librarians of central Illinois were called together twice by Mrs. Price, secretary of the Illinois Library Extension commission, to discuss what libraries can do to help in war times. The meeting in Springfield, February 12, was attended by the librarian and two of the staff. Another round table was held in Decatur at the time of the Patriotic Food drive. This was attended by fourteen librarians representing six libraries. Mrs. A. Deveneau, library publicity director for Illinois, was present. Attractive food posters were displayed.

STAFF.

Miss Florence Newell was given a leave-of-absence in July, because of ill health, returning in January for half-time work.
Miss Esther Lou Bergen, from the Library school of the University

LIBRARIAN'S REPORT.
1917-18.

Illinois, accepted the position as head of the loan department and
up her work June 20. Miss Mae Carter came on the staff as general
assistant in August, after a short apprentice course. She had attended
James Millikin university for one year. Miss Victoria Bronson, of
Western Reserve library school, and formerly on the staff of the
Ireland public library, accepted the position as librarian of extension
- including the Durfee branch, School collections and Deposit station,
beginning the first of September. Miss Elsie Lewman, who took the entrance
examination and had three months' apprentice work, became a regular
assistant in February, giving part time in the children's room. During
summer months Miss Margaret Cloyd, a former assistant in the Library,
spent some time at the loan desk in the evenings. Miss Clara Lefever,
who had been an assistant in the loan department for nearly a year, resigned
in October to be married.

The children's librarian, Miss Hunt, gave a talk on children's
reading before the Mothers' club of the Child culture school of the J. M. U.
Numerous copies of good editions of books were displayed, and lists were distrib-
uted containing titles of the Library's "special collection" of children's
books and old favorites.

Kenneth Butt resigned as page and Russell Bailey took his place,
and was in turn succeeded by Von Brubeck. Pauline Harless has done page
work at the Durfee branch since January.

ACKNOWLEDGMENTS.

The Library acknowledges its indebtedness to the following persons
who helped so generously in the recent "book drive" for Camp libraries:
The Boy Scouts, for collecting the books; the women volunteers who assisted
in pasting and typing; and Haines & Essick, for the loan of a typewriter.
To Mrs. H. J. Foale the Library wishes to extend thanks for her
kindness in permitting the Deposit station to have temporary quarters in
her home after leaving the East End drug store, and to Mrs. F. H. Barclay
for the extended loan of a showcase for the Red Cross display, and later
for the children's books.

LIBRARIAN'S REPORT.
1917-18.

The collection of stuffed and mounted specimens: deer, fawns, etc. which had been in Fairview park, were loaned to the Library by Mayor Dinneen. Space was given for them in the upper hall and the children's room. They have proved interesting to the children, as well as many grownups.

Newspapers.

The newspapers have given "first aid" to the Library in all of our book campaigns and other war service, in addition to the usual publicity regarding books, library news, etc., all of which has been much appreciated.

The year just passed has been the most strenuous in the Library's existence, and it is a pleasure to acknowledge that every member of the staff has rallied to the unusual and extra demands upon her time, in willing and faithful service.

Great credit for the successful year belongs to the Library Board for its liberal policy and hearty cooperation in all plans for the extension of the Library's usefulness.

Respectfully submitted,

Librarian.

LIBRARIAN'S REPORT.
1917-18
APPENDIX.

Contents of Library.

Jan 1, 1917- books on hand ----- 38,121

Additions:

Purchase (new)	-----	1838
" (renewal)	-----	892
Donation	-----	242
Bindery	-----	212
Books found (previously missing)	-----	22

Total added ----- 3206

Losses:

Worn out and withdrawn	-----	1733
Lost and paid for	-----	25
Lost and not paid for	-----	17
Destroyed on account of contagious diseases	-----	8
Unaccounted for in inventory	-----	94

Total loss ----- 1877

Apr 30, 1918- books on hand ----- 39,450

Accessions according to Classification.

	No. vols. in Lib'y May 1, 1917	Additions (new and renewal)	Withdrawals (worn out and missing)	No. vols. in Lib'y April 30, 1918	Per cent
General works	3874	145	99	3920	9.96
Philosophy	540	29	28	541	1.37
Religion	1232	71	46	1257	3.18
Biography	4135	327	217	4245	10.77
Philology	126	8	4	130	.33
Natural science	2061	96	62	2095	5.31
Visual arts	2578	247	56	2769	7.02
Music arts	1790	127	46	1871	4.74
Literature	4123	292	133	4282	10.85
Travel	2152	92	72	2172	5.50
Geography	2336	132	96	2372	6.01
History	2575	346	92	2829	7.16
Education	10420	1275	919	10776	27.32
Foreign books	179	19	7	191	.48
Total	38121	3206	1877	39450	

Division by Departments.

Calculating bks.	21469	1866	946	22389
Children's bks.	5192	545	603	5134
Reference bks.	2261	118	62	2317
Period.	4459	209	58	4610
Public docs.	3321	52	95	3278
Special coll.	675	257	43	889
Unbound coll.	744	159	70	833
Total	38121	3206	1877	39450

LIBRARIAN'S REPORT.
1917-18
APPENDIX.

Circulation by Classes. (Adult)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.	Books loaned in room
General works	9	8	3	6	6	11	11	11	16	12	5	25	123	.13	3324
Philosophy	61	78	56	57	77	77	94	71	100	107	100	96	974	1.03	59
Religion	131	67	68	67	78	95	120	101	91	70	98	74	1060	1.12	217
Sociology	236	113	126	113	139	190	208	192	242	199	297	226	2281	2.40	650
Philology	5	8	5	5	1			9	2	4	6	2	47	.05	9
Natural science	110	54	70	74	81	54	74	57	87	84	90	79	914	.96	477
Useful arts	216	160	177	166	143	217	264	178	221	236	249	229	2456	2.59	589
Fine arts	232	121	119	124	133	161	144	167	171	208	218	209	2007	2.12	296
Literature	474	396	304	255	301	450	430	415	582	452	460	416	4935	5.20	737
Travel	198	74	76	87	71	90	110	86	111	91	96	98	1188	1.25	272
Biography	141	66	53	53	63	119	159	91	139	165	162	162	1373	1.45	262
History	306	249	216	275	381	553	619	504	559	565	710	624	5561	5.86	649
Fiction	5755	5584	5282	5526	4866	5116	5533	5250	6611	6386	5753	5634	67296	70.96	258
Foreign books	20	32	31	23	24	19	20	31	23	23	21	15	282	.30	10
Magazines	185	207	213	162	166	190	204	200	242	223	171	179	2342	2.47	4108
Rental coll.	190	185	164	150	193	148	158	148	190	167	140	169	2002	2.11	
Total	8269	7402	6963	7143	6723	7490	8148	7511	9387	8992	8576	8237	94841		11917
Days open	26	26	25	27	24	27	25	25	26	23	26	26	306		
Daily average	318	285	279	264	280	277	326	300	358	391	330	317	310		
Largest day	676	608	491	450	531	534	555	617	643	723	566	563			
Smallest day	182	146	168	138	174	164	216	172	140	251	214	148			

Total number of books issued during year 1917-1918 ----- 147,544 (Main library, branch, school and station)

LIBRARIAN'S REPORT.
1917-18
APPENDIX.

Circulation by Classes. (Juvenile)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.	Books loaned in room
General works	21	15	20	22	8	9	11	24	14	12	8	8	172	.47	
Philosophy				1				1					2	.01	
Religion	34	47	38	42	28	35	50	36	35	35	46	37	463	1.26	
Sociology	364	348	306	343	247	324	388	277	329	341	319	374	3960	10.79	
Philology	10	5	5	8	5	7	10	6					56	.15	
Natural science	96	73	54	62	69	75	70	56	44	73	89	90	851	2.32	
Useful arts	55	42	30	47	49	50	63	39	37	35	45	52	544	1.48	
Fine arts	68	79	75	103	94	113	86	48	87	95	94	77	1019	2.77	
Literature	219	176	130	155	112	192	295	230	178	185	204	213	2289	6.23	
Travel	86	69	51	42	55	72	89	55	72	53	83	72	799	2.18	
Biography	41	35	47	23	30	49	60	40	59	70	72	49	575	1.57	
History	49	65	57	64	63	118	120	49	71	90	78	73	897	2.44	
Fiction	2093	1970	1851	1981	1454	1939	2172	2015	2274	2525	2269	2297	24840	67.67	
Magazines	15	15	33	31	15	11	10	22	23	26	24	16	241	.66	
Total	3151	2939	2697	2924	2229	2994	3424	2898	3223	3540	3331	3358	36708		179
Days open	26	26	25	27	24	27	25	25	26	23	26	26	306		
Daily average	121	113	107	108	93	111	137	116	124	154	128	132	120		
Largest day	303	196	150	139	143	205	249	215	270	313	225	260			
Smallest day	56	67	65	66	54	61	66	52	39	78	82	32			

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LIBRARIAN'S REPORT.
1917-18
APPENDIX.

Circulation by Classes. (Branch)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.
General works						1					1		2	.02
Philosophy	1			2		2	1	1	1			6	8	.08
Religion	5	1	2	4		3	8	12	5	6	15	6	67	.71
Sociology	43	37	36	38	36	108	153	92	156	120	133	149	1101	11.66
Philology						2	1		1	2	3	1	10	.11
Natural science	26	4	8	6	8	18	48	27	46	44	55	55	345	3.65
Useful arts	11	1	3	5	3	7	33	17	18	34	33	42	207	2.19
Fine arts	12	10	16	7	6	23	42	22	22	20	23	34	237	2.51
Literature	37	11	20	13	10	44	110	75	74	64	80	76	614	6.50
Travel	22	6	8	3	6	22	57	30	67	52	76	71	420	4.45
Biography	13	8	4	5	10	22	36	30	32	35	49	42	286	3.03
History	18	4	3	3	14	31	59	33	63	65	100	91	484	5.12
Fiction	275	194	206	178	163	453	633	444	661	529	689	740	5165	54.70
Foreign books							3				6	1	10	.11
Magazines	34	16	36	26	14	30	26	22	93	56	65	69	487	5.16
Total	497	292	342	290	270	766	1210	805	1239	1027	1328	1377	9443	
Days open	10	8	9	9	8	12	13	10	11	9	13	13	125	
Daily average	49	37	38	32	34	63	93	80	112	114	102	105	75	
Largest day	89	54	47	41	67	128	167	175	189	211	163	207		
Smallest day	15	25	27	20	23	27	50	45	57	62	67	37		

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1917-18
APPENDIX.

Circulation by Classes. (School)

	May.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
Religion	8	4	7	34	14	13	20	100
Sociology	88	43	75	192	117	149	137	801
Natural science	43	18	55	121	73	85	97	492
Useful arts	23	4	13	54	26	38	43	201
Fine arts	16	7	12	29	17	22	24	127
Literature	40	12	38	85	57	60	61	353
Travel	44	29	49	114	85	98	106	525
Biography	23	6	11	36	38	27	18	159
History	45	10	30	78	61	56	55	335
Fiction	259	127	264	663	381	462	439	2595
Total	589	260	554	1406	869	1010	1000	5688

Circulation by Classes. (Station)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
Philosophy													
Religion							1		1			1	3
Sociology									1			2	3
Natural science						1	3	3	1	2	4	4	18
Useful arts						1				2	1	2	3
Fine arts	1									2	5	1	9
Literature						2				1	2	2	5
Travel						3	5	7		1	2	1	6
Biography						2	2	8	4	4	2	1	18
History	1		1		1	7	4	2	1	4	6	3	31
Fiction	73	62	61	28	52	90	104	53	19	37	73	59	741
Magazines													1

LIBRARIAN'S REPORT.
1917-18
APPENDIX.

Circulation by Classes. (School)

	May.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
Religion	8	4	7	34	14	13	20	100
Sociology	88	43	75	192	117	149	137	801
Natural science	43	18	55	121	73	85	97	492
Useful arts	23	4	13	54	26	38	43	201
Fine arts	16	7	12	29	17	22	24	127
Literature	40	12	38	85	57	60	61	353
Travel	44	29	49	114	85	98	106	525
Biography	23	6	11	36	38	27	18	159
History	45	10	30	78	61	56	55	335
Fiction	259	127	264	663	381	462	439	2595
Total	589	260	554	1406	869	1010	1000	5688

Circulation by Classes. (Station)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
Philosophy							1		1			1	3
Religion									1			2	3
Sociology						1	3	3	1	2	4	4	18
Natural science											1	2	3
Useful arts						1				2	5	1	9
Fine arts	1										2	2	5
Literature						2				1	2	1	6
Travel						3					2	1	6
Biography						3	5	7			2	1	18
History	1		1		1	4	2	3	4	4	2	1	31
Fiction	72	22	21	22	51	10	14	20	20	14	20	20	156

FINANCIAL STATEMENT.
1917-18

To the Honorable Mayor and Commissioners:

Gentlemen:
I herewith submit the following report of the financial condition of the Public Library for the year ending April 30, 1918.

RECEIPTS.

appropriation	\$16,000.00
balance on hand	6,801.58
finer, damages and lost books	576.11
fees for non-residents	92.00
rental collection	100.10
interest	112.47
other sources	55.79
Total -----	\$23,738.05

EXPENDITURES.

salaries	\$7,230.15
janitor service	795.00
books	3,098.42
periodicals	507.95
printing	31.67
binding	1,230.84
supplies	629.33
repairs and improvements	1,048.97
light	310.11
heat	278.07
furniture	843.08
paving	222.75
postage, freight and express	111.83
interest	93.06
entertainment of Illinois Library association	90.60
miscellaneous	262.17
balance on hand	6,954.05
Total -----	\$23,738.05

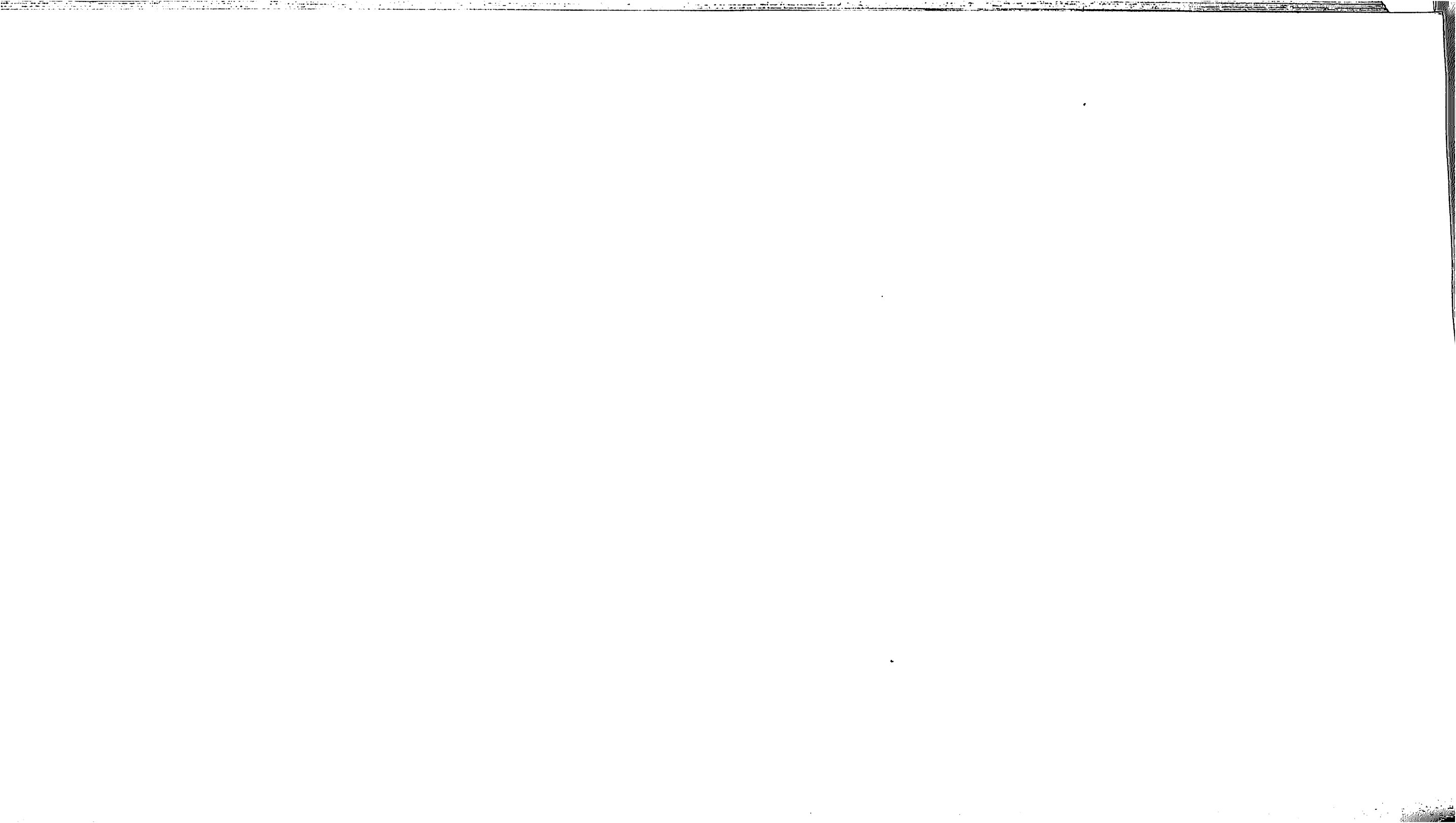
FINANCIAL STATEMENT.
1917-18.

I, Alice G. Evans, Secretary of the Board of Directors of the
Public Library of Decatur, Illinois, do hereby certify that the
going statement of the condition and statistics of the Library is
to the best of my knowledge and belief.

Secretary, Library Board.

Subscribed and sworn to before me this day of May, 1918.

Notary Public.



Decatur, Ill., May 20, 1919.

Mayor and Commissioners,
City of Decatur,
Decatur, Ill.

Gentlemen:

May I request that you read the accompanying report showing the work of one of the City's great social activities for the past year.

Decatur Public Library continues to be a community force, filling a wider and more important place with the passing of every year. It is not merely a repository for books; it is a great educational institution whose influence is felt in thousands of homes, and among all our citizens.

Please note especially an increase of more than 7,000 in books circulated over the year preceding, and note that the Durfee branch itself handled more than 13,000 volumes. Four years ago this library was not in existence. Could anything speak more eloquently of the need for a branch library in this part of town, and the success in meeting that need, than the figures as to circulation, and the fact that there has been an average of 81 visitors for every day that the Branch was open.

You will see that it is not the Library's policy to wait for people to come and obtain books. It sends books out to the people. Its deposit station in the Roach school has been a boon to that neighborhood. Books are now going out to the several fire stations, and to the Decatur and Macon County hospital. We have had branches in the schools for a number of years. These are to be increased, and it is the hope of the Board and the Librarian that other deposit stations may be added.

The Library has done a vast amount of patriotic work, cooperating in every way in government agencies during the war, and has been made a repository for valuable souvenirs of the war period.

It is not surprising that, in view of the greatly extending work of the Library, its physical plant should become congested; departments have had to be enlarged, and the Board is now faced with the problem of increasing the stack, which is nearly filled. A suitable provision must be made for the Durfee branch, as it will only be a matter of time before the School Board demands the room which it is now donating to the Library.

In these problems, the Board earnestly invites your interest and co-operation. In closing, I should like to express a special word of appreciation for the excellent work of Mrs. Alice G. Evans and her staff. The library machinery is running smoothly; patrons receive every attention and courtesy. We look forward to another year of progress and accomplishment.

Sincerely yours,

Chairman, Board of Trustees.

LIBRARIAN'S REPORT.
1918-19.

the Board of Directors,
Decatur Free Public Library:

Herewith is submitted the forty-fourth annual report of the
Library for the year ending April 30, 1919.

While the statistics show an increase along all lines and
indicate a busy year, they do not tell of the difficulties under which
some of the work was accomplished.

Some of the outstanding facts are: the continuation of the
Library's war service; the further extension of the Library through
deposits in two more schools, four fire houses, and the Decatur and
DeKalb county hospital; the act of vandalism by some degenerate, whereby
about 100 volumes, over half of which were valuable bound periodicals,
were slashed down the back; the closing of the Library for more than
three weeks on account of influenza; and the changes on the staff and
building force because of illness and resignation.

No inventory was taken this year because of lack of sufficient
help at the time it should have been done. Later, when there was an
extra assistant, it was too near the close of the library year to allow
time to search for books. Reversing the order inventory will be taken
at the beginning of the coming year, - during the vacation period when
the circulation is the lightest.

LIBRARY WAR SERVICE.

Not as many books were donated for camp libraries as last year
and those collected were prepared and shipped according to directions of
the A. L. A. Library War Service committee. The largest number,
about 1000 volumes, were sent east to be shipped overseas. A box of reference
books and about three dozen scrapbooks were sent to U.S. Debarkation
Hospital No. 2, Fox Hills, Staten Island. The scrapbooks were made by
a club of girls and, according to a letter sent by the hospital librarian,
they were much appreciated by the convalescent soldiers.

LIBRARIAN'S REPORT.
1918-19.

In October 35 books and several hundred magazines, which had been collected for soldiers, were sent to the S. A. T. C. at the James M. Gillikin university. These helped the students considerably to tide over the quarantine period.

Now that the war is over and the soldiers are returning, the important question is "the job at home." The Library is trying to do its part by supplying books that will help fit the boys for their places in civil life. The American Library association has seconded the efforts of the government in this line by sending out book lists on various trades and professions. Books on these lists not in the Library are being added as rapidly as possible, and it is the earnest hope of the library authorities that, continuing the library habit he formed overseas, every soldier and sailor in the community will find books here to help him earn his living, as well as to entertain and inspire him.

Throughout the year, as during the previous one, the Library displayed posters for all the war drives:- Liberty and Victory loans, War-savings stamps, Food conservation, United war work fund, etc., and distributed literature on the subjects.

Relics from the World's war secured by W. L. Shellabarger, Jr. and Thatcher Shellabarger have been displayed in a large showcase in the delivery hall since last November, and every ^{day} finds interested observers viewing these relics,- especially the "young Americans."

An original war poster, designed by Howard Giles, and donated by Helen Shellabarger, hangs in the reading room. Mr. Shellabarger also gave the Library a complete set of medals, buttons, etc. pertaining to the various activities of the different war organizations.

The Council of National Defense, on closing its work in December, presented the Library with seven large flags of the Allies. These are frequently loaned for patriotic meetings and entertainments.

During the quarantine the entire staff spent part of the time in the Library was closed in filing women's registration cards for the women's division, Council of National Defense, and clipping the local papers for a war scrapbook.

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The Library closed at noon, November 11, for the "peace parade," and the staff marched in a body.

A French war orphan was adopted by the staff in February.

CONTENTS AND ACCESSIONS.

The Library added 3,858 volumes during the year: 3,415 by purchase, 138 by donation, 288 by magazines bound, and 17 books were bound which were missing previously. There were withdrawn 1,289 volumes, making the net gain 2,569. The total number of volumes in the Library April 30, 1919, is 42,019.

The three points kept in mind when adding to the Library were- 1- to get books on subjects most in demand; 2- to fill in weak classes; 3- to duplicate freely. Continuing its policy of keeping a live collection, the Library systematically discarded out-of-date books for new ones. Local interests were anticipated, if possible, and material purchased and rushed for special requests.

Gifts to the Library included: Alvord- Mississippi Valley in British politics, from Mrs. George D. Haworth; a volume of the Decatur Republican, August 1, 1867- July 23, 1868, from Mrs. B. K. Hamsher; 4 volumes of the North American review and 8 volumes of the American annual cyclopaedia, from Mrs. John Ullrich; and more than 20 miscellaneous books from Mrs. Frank Elwood.

Among the important purchases may be mentioned:

Abbott-	Expansion of Europe.	2v.
Alderman & others-	Library of Southern literature.	16v.
Andrews-	Historical development of modern Europe.	
Cambridge history of	American literature.	v.2.
Conyngton-	Business law.	
Commons & others-	History of labour in the United States.	2v.
Craig-	Towards a new theatre.	
Currey-	Manufacturing and wholesale industries of Illinois.	3v.
Ellms-	Water purification.	
Farrow-	Dictionary of military terms.	
Franck-	Vagabonding down the Andes.	
Granger-	Index to poetry and recitations.	
Gray-	Mythology of all races.	v.3 & 12.
Hannigan-	Standard index of short stories, 1900-1914.	
Harris-	Life and letters of Joel Chandler Harris.	
Haworth-	On the headwaters of Peace River.	
Holmes-	Life and letters of Robert Collyer, 1823-1912.	2v.

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Johnson-	History of domestic and foreign commerce of the United States.	2v.
Johnson-	Principles, operation and products of the blast furnace.	
Knowlson-	Originality.	
Lapp-	Federal rules and regulations.	
Lowther & Worthington-	Encyclopedia of practical horticulture.	4v.
Mallory-	U. S. compiled statutes, 1918.	
Parsons-	Interior decoration.	
Raemaekers-	Kultur in cartoons.	
Roosevelt-	Life histories of African game animals.	2v.
Saintsbury-	History of criticism and literary taste in Europe.	3v.
Stephens-	Madame Adam.	
Strachey-	Eminent Victorians.	
Svensen-	Handbook on piping.	
United States	catalog. Supplement, 1912-1917.	
Wier-	Everyman's music library.	10v.

LOAN DEPARTMENT.

Registration.

	Main		Branch		Total.
	Adult.	Child.	Adult.	Child.	
cards in force May 1, 1918	6,286	2,667	123	540	9,616
borrowers registered	1,527	861	26	190	2,604
borrower's cards cancelled	1,477	549		29	2,045
cards in force April 30, 1919	6,336	2,979	149	701	10,165
non-resident cards purchased	97				
transient cards issued	13				

Circulation.

The circulation shows a substantial increase of 7,194, in spite of the Library being closed for three weeks in October on account of the prevalence of influenza. 154,738 books were circulated through all of the library agencies, as against 147,554 last year. Taken by departments the books loaned have been as follows: main department- 90,410; children's department- 37,536; Durfee branch- 13,541; school libraries- 1,966; stations- 4,285. Both the largest and smallest days at the Main Library occurred in November, 1,487 books being issued on November 2, the first day after the three weeks' closing, and 32 books on November 11, when the Library was closed early in the day to celebrate the signing of the Kellogg Peace Treaty.

It is a noticeable fact that the circulation in the main department, although showing a decrease during the early months of the year,

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increased every month since November. This goes to show that, while books were neglected while the war lasted, as soon as war activities were laid aside, people began to read more strenuously than ever.

Every effort has been made to promote the circulation of worthwhile books. War books have retained their popularity in a large measure, although the demand is now for comprehensive histories of the war rather than reminiscences. Many books on the League of nations have been purchased, and these have been much sought after. Pamphlets on the same subject were obtained in quantities for free distribution.

READING ROOM.

The reading room has been used for patriotic publicity, - maps, posters, civil service announcements, and other official notices being regularly displayed.

The Sunday afternoon attendance in this room and the reference room was: 728 men, 524 women, and 183 children, making a total of 1,435.

New periodicals added were:

Les annales.
Asia.
Journal of education.
Mental hygiene.
National builder.
Pan American union. Bulletin. Spanish edition.
Pedagogical seminary.
Pictorial review.
Quarterly review.
Teachers' College record.
United States bulletin.

REFERENCE DEPARTMENT.

There has been increased use of the reference department. 2,271 is the estimated number of books used in the Library. Many bibliographies have been prepared for debaters and those engaged in some particular study. There has been the usual cooperation with the schools and clubs in supplying references for their use.

A few of the subjects on which information was desired are as follows:

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Child labor laws in Illinois.
Scientific work accomplished by missionaries.
Industrial community housing schemes.
Historic bells.
Flags, flowers and songs of our Allies.
Schools for mountaineers.
French salons.
War art and poetry.

There are now in this department 2,377 books, 4,850 bound periodicals and 3,314 public documents.

CHILDREN'S DEPARTMENT.

It was a great trial to many children when the doors of the library closed in the fall during the influenza epidemic, and when the door was lifted in November the smiling crowds of children with their words of appreciation caused one to realize, in a measure, what the books furnished by the Library mean to the children. The opening day, - Saturday, November 2, was the big day of the year, - 382 books were circulated and the department was open during the evening. Peace Day we celebrated, - only 6 books were issued. Each month after October there was an increase in the circulation until the total reached 1,536 books, a gain of 828 over last year.

An effort has been made to aid the students in their book reviews by largely duplicating the titles on their reading lists.

The two stereoscopes and the views of Illinois have been so enjoyed that more are to be added showing something of the late war.

As the extension work grows, more and more are there demands for aid. 449 books from this department are being used at the stations.

In February the pupils of the upper grades of the E. A. Gastman school were shown over the library and had the catalog and arrangement of books explained to them. They were much interested in "their own cards", and those not already card holders took out applications.

There were added this year 1,050 books, making a total of 6,165 volumes on the shelves. The borrowers have increased until there are 1,079 cards in force; a gain of 312.

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The children's librarian met with the primary teachers of the Methodist Sunday school, and at another time with those of the Methodist Sunday school, and told the story lesson. On Easter day she told stories at the junior church service of the Second Presbyterian church. Valentine stories were told at the Lincoln school and the mothers entertained the children. At a meeting of the Daggett kindergarten mothers, April 29, she spoke on the "Value of the story" and told a few stories to the little children present. Many good editions of children's books from the Library were shown.

CATALOGING DEPARTMENT.

During the year 2,978 new books were added and 880 were replaced, including 17 books found which had been missing, making the total number of volumes added 3,538,- an increase of 652 over the number added the previous year. These were distributed as follows: Main library- 3,184, coffee branch- 475, and School libraries- 199.

The department handled 10,618 catalog cards. Of these 4,722 printed cards from the Library of Congress, 3,494 were typed, and 1,023 revised.

A long-needed change was made by moving the cataloging department to the large southeast room on the second floor. The old room, which had been used since the opening of the building in 1903, was outworn besides being poorly located for the work. The new room is admirably adapted for the purpose in many ways,- being large, well-lighted, and quiet,- and is fitted up with every convenience. There are disadvantages in an upstairs cataloging room but the advantages far outnumber them.

The cataloger has been given a trained assistant on full time. In a convenient place to work and expert help, this department may hope to get caught up with the accumulated work of several years.

BINDING AND MENDING.

The total number of volumes bound was 1,593, of which 287 were medicals and 1,306 books. 2,265 books were mended in the Library.

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EXTENSION DEPARTMENT.

The extension department of the Library now consists of 13 Branches: 1 Branch, 6 School libraries and 6 Stations. The total number of books issued for the year is 26,792, an increase of 10,797 over last year.

Durfee Branch.

The Branch at Durfee school is filling every corner of the room, and it is a question how long we can remain in so small a room. More book space is needed immediately and more seating capacity could be used at any time. More reference use of the library is noticeable, and as the collection is being rounded out, Durfee is relying more and more on her own books.

United States war posters and a knot-board, showing many knots made by the Boy scouts and loaned to us by them, have kept the bulletin boards attractive. Help of a library assistant has been needed during the busiest season, instead of page help, and the assignment of different members of the staff at Durfee during these busy times, has been of great advantage. The total number of books circulated for the year is 13,541, an increase of 4,098. An attempt has been made to count the visitors to the library, each day, and the number, 11,557 for the year, gives a daily average of 81.

Schools.

At the end of the school year but the beginning of the library year last May, a bulletin giving the comparative report of the School Libraries for the years 1916-1917 & 1917-1918 was issued and sent to these libraries in order to stimulate the interest and show what each school had accomplished. During the summer an extensive list of books of geography and travel for supplementary reading, following the course of study in the grades, was compiled and sent to each of the schools early in the fall. The Supervisor of the Grades had this duplicated and sent to every grade teacher in the system. Later, about January, another bulletin was issued

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chiefly, items of news of the School libraries. The Superintendent of Schools asked to have this sent to each school, in order to make each school ask itself the question- "Are we using the Library as we should"? The results were most gratifying and apparent in many ways.

On January 13 Pugh school opened its School library. It has more borrowers than books from the beginning and wants an adequate collection the coming year.

Warren school asked for a collection. The best that could be made was a classroom collection of 30 books, borrowed from the children's room and exchangeable in six weeks' time.

Visits have been made at all of the schools and the extension librarian has spoken to the children about books and reading at Jackson, Riverside and Warren schools. Interest and appreciation have been expressed everywhere and the count shows that 8,966 books have been circulated. This is an increase over last year of 3,278. Many, many more books are needed for the School collection, and it is hoped that more schools will be added to the list, also.

Deposit Station.

At the beginning of the library year 1918-1919, the Deposit Station was opened to the children of that community, where formerly only the adults were eligible. This, of course, absorbed the Roach school library and in mid-season the work grew very intensive. The assistance of a page and, occasionally, a library assistant has been necessary, and numerous duplication of books for use at the Station has given the needed circulation. The increase in circulation has been steady, the total for the year being 4,165. The Station's need now is ^a room for its exclusive use. It is sharing a room with the school and cannot acquire the library atmosphere and give advantages it otherwise would.

New Stations.

March 15, 4 collections of 20 books each were sent to the 4 fire stations of the city and on April 15, a similar collection was sent to the Macon County hospital for the use of the nurses and patients.

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EXHIBITIONS.

There was an exhibition of the paintings of Nicholas R. Brewer, twenty-seven contemporary artists, held in the Library by the Municipal Art League in November. The portrait of Mrs. Evans, the librarian, which Mr. Brewer had just finished, was the chief attraction of the exhibition. It is the custom of the artist to paint the portrait of some prominent person in the community where he holds an exhibition, and Mrs. Evans was the first choice of the directors of the Municipal Art League. This portrait, which was purchased jointly by the Municipal Art League and the Directors of the Public library, is hung on the north wall of the reading room. "Illinois libraries," the bulletin of the Illinois Library Extension commission, contained a picture of this portrait of Mrs. Evans in its initial number, January, 1919.

The statuette of Diana, loaned by the trustees of the Millikin State, has been placed in the hall upstairs.

BUILDING AND GROUNDS.

The largest improvement was the fitting up of the new cataloging room on the second floor with shelving and cupboards, having the lights changed, and the floor covered with cork carpet. A new desk was purchased for the old cataloging room which is now used by the librarian's secretary. The need for this room for an office was another reason for moving the cataloging department.

The walls in the study rooms, librarian's and secretary's rooms were cleaned. The lower stacks where the bound periodicals are shelved were repaired. A display case and more stools were placed in the children's room.

Shrubs were planted near the building, and rows of Japanese cherry planted at front and side entrances.

Steps must soon be taken to enlarge the stackroom and the rooms adjacent to the stacks. Already the problem of shelving the books in the stacks is becoming acute, and either the purchase of books must cease or place to put them be planned.

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THE STAFF.

There were many changes on the staff and building force throughout the year, owing to resignations and illness.

Mrs. Evans was granted a leave-of-absence and spent this much-needed period of rest in California with relatives and friends, leaving last of November and returning in February.

Miss Clara Baker and Miss Bernice Brand both had influenza last winter. Nervous prostration followed in Miss Brand's case and she is still unable to return to work.

Miss Elsie Lewman resigned in August to attend the James Millikin University.

Miss Vera Gher accepted a temporary position on the staff March 1. Miss Gher was connected with the Decatur library several years ago but came on the staff of the University of Illinois library.

Miss Bernice Barbey and Miss Ethyl Davis took the examination and served as apprentices. Miss Barbey became a member of the staff July 8, and Miss Davis January 8.

Miss Frances Warner, of the senior class of the U. of I. Library School, spent a month here in practice work, January 13- February 8, and proved a valuable assistant.

There was a continuous change of pages, - Von Brubeck, leaving in June, was succeeded by Maurice Atkinson, Ralph McNeil, Bennett Bradley, and Truemon Sternberg. The last named began work in October and is still in the force.

The work at the Durfee branch became so much heavier that, instead of having page service, some of the younger assistants from the Main Library were scheduled to help the extension librarian.

Imogene Ware has been page at the Deposit station.

T. A. Funk, who for fifteen years served so faithfully as janitor, resigned in September to move to Detroit. He was succeeded by B.F. Garver.

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LIBRARY CONVENTIONS.

The librarian attended the annual conference of the American Library association at Saratoga Springs, July 1-8, and spent the following week at the post conference meeting at Lake Placid, New York.

The state convention, which was to have been held in Peoria, was cancelled because of the prevalence of influenza at that time.

LIBRARY VISITORS.

Students of the Library school of the University of Illinois, with two of the instructors, visited the Library, May 18, on their annual tour of observance.

NEWSPAPERS.

Hearty thanks are due the newspapers for their courtesy in printing book lists and library news, also for furnishing free copies of their papers for binding.

LIBRARY BOARD AND STAFF.

It is a pleasure to acknowledge the willing and faithful services of the staff during an unusually hard year.

Beginning with this year, the Library Board has again consisted of nine members, as had always been the case previous to the time of the commission form of government. At that time the law was construed to mean the Board should consist of but three members; later the Decatur Library changed to five. Throughout the state there was no uniformity until the attorney-general gave the decision that the state law called for nine members.

The Board has continued its liberal policy and cooperation in all measures for the best interests of the library and community.

With grateful appreciation for the cordial support uniformly given, and with hopes that together we may accomplish greater things next year, this report is respectfully submitted.

Alice G. Evans.

Librarian.

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Contents of Library.

1, 1918- books on hand ----- 39,450

Additions:

Purchase (new) -----	2552
" (renewal) -----	863
Donation -----	138
Bindery -----	288
Books found (previously missing) -----	17
Total added -----	3858

Losses:

Worn out and withdrawn -----	1244
Lost and paid for -----	25
Lost and not paid for -----	17
Destroyed on account of contagious diseases -----	3
Total loss -----	1289

30, 1919- books on hand ----- 42,019

Accessions according to Classification.

	No. vols. in Lib'y May 1, 1918	Additions (new and renewal)	Withdrawals (worn out and missing)	No. vols. in Lib'y April 30, 1919	Per cent
General works	3920	152	14	4058	9.66
Philosophy	541	33	5	569	1.35
Religion	1257	54	40	1271	3.02
Biology	4251	497	108	4640	11.04
Botany	130	4	1	133	.32
Natural science	2095	144	59	2180	5.19
Useful arts	2767	285	22	3030	7.21
Fine arts	1875	141	30	1986	4.73
Literature	4282	350	100	4532	10.79
Travel	2172	184	58	2298	5.47
Biography	2372	127	44	2455	5.84
History	2828	353	59	3122	7.43
Geography	10769	1510	748	11531	27.44
Foreign books	191	24	1	214	.51
Total	39450	3858	1289	42019	

Division by Departments.

Circulating bks.	22388	1725	518	23595
Children's bks.	5143	1050	617	5576
Reference bks.	2286	129	38	2377
Period.	4610	244	4	4850
Public docs.	3278	36	51	3314
Special coll.	912	475	61	1336
School coll.	833	199		971
Total	39450	3858	1289	42019

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Circulation by Classes. (Adult)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.	Books loaned in room
General works	16	17	16	15	9	3	21	22	23	8	14	12	176	.19	2598
Philosophy	78	54	76	63	93	32	72	80	103	108	127	113	999	1.10	118
Religion	57	38	69	49	64	37	83	87	96	110	93	89	872	.96	331
Sociology	217	121	103	107	139	57	168	189	233	274	366	337	2311	2.56	897
Philology	7			4		1	9	13	7	2	5	6	54	.06	48
Natural science	71	33	59	46	65	26	81	81	86	118	126	114	906	1.00	874
Useful arts	163	134	116	108	169	52	169	174	210	207	230	232	1964	2.17	572
Fine arts	174	90	73	75	74	53	163	134	250	196	257	232	1771	1.96	596
Literature	367	235	207	150	260	148	410	407	587	500	589	577	4437	4.91	790
Travel	65	71	95	43	82	32	73	102	182	143	160	115	1163	1.29	316
Biography	113	50	45	39	62	38	102	115	174	219	180	119	1256	1.39	301
History	538	367	361	339	373	166	486	399	467	417	505	389	4807	5.32	1052
Fiction	4960	4761	5301	5204	4769	1894	6169	5414	6820	6296	7370	6553	65511	72.46	201
Foreign books	23	23	27	29	28	9	33	16	30	20	26	12	276	.31	26
Magazines	179	187	103	138	149	72	241	166	210	198	194	176	2013	2.23	3374
Rental coll.	153	169	186	147	132	48	141	121	218	176	218	185	1894	2.09	
Total	7181	6350	6837	6556	6468	2668	8421	7520	9696	8992	10460	9261	90410		12094
Days open	26	25	26	27	24	11	24	25	26	23	26	26	289		
Daily average	276	254	263	242	270	242	351	301	373	391	402	356	313		
Largest day	468	468	456	452	480	440	1105	675	690	729	750	619			
Smallest day	193	138	130	139	186	87	26	146	182	201	263	238			

Total number of books issued during year 1918-1919 ----- 154,738 (Main library, branch, schools and stations)

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Circulation by Classes. (Juvenile)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.	Books loaned in room
General works	9	9	12	7	3	3	13	12	11	9	27	17	132	.35	
Philosophy	1								1				2	.01	
Religion	27	28	24	16	16	5	24	29	35	35	43	35	317	.84	
Sociology	374	318	356	287	281	109	412	427	504	442	584	452	4546	12.11	
Philology									1				1		
Natural science	81	66	69	70	60	21	88	79	95	83	107	108	927	2.47	
Useful arts	27	23	29	30	26	17	46	37	45	58	79	50	467	1.24	
Fine arts	68	69	57	87	59	25	93	82	75	68	89	76	848	2.26	
Literature	208	128	174	155	122	41	217	296	182	207	257	256	2243	5.98	
Travel	63	46	29	42	29	22	50	51	53	76	134	105	700	1.87	
Biography	38	28	26	13	38	20	56	37	53	76	71	43	499	1.33	
History	67	44	55	49	40	16	72	70	84	101	94	90	782	2.08	
Fiction	2020	2028	2298	2055	1568	605	2415	2061	2527	2549	3109	2646	25881	68.95	
Magazines	10	11	19	9	14	6	20	31	33	16	13	9	191	.51	
Total	2993	2798	3148	2820	2256	890	3506	3212	3699	3720	4607	3887	37536		177
Days open	26	25	26	27	24	11	24	25	26	23	26	26	289		
Daily average	114	112	121	104	94	81	147	128	142	162	177	146	130		
Largest day	183	179	173	161	160	114	382	287	275	273	318	213			
Smallest day	65	43	73	60	55	15	6	52	79	70	107	76			

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Circulation by Classes. (Branch)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.	Per cent.
Philosophy							1		2	2		1	6	.05
Religion	2	1	3	1	6	4	3	7	18	11	14	9	79	.58
Sociology	135	86	73	83	106	87	118	231	246	193	245	239	1842	13.60
Philology			2								1	1	4	.03
Natural science	49	17	10	14	23	22	32	44	75	63	92	78	519	3.83
Useful arts	24	7	11	10	18	9	12	20	38	32	39	42	262	1.93
Fine arts	29	18	17	12	10	11	16	29	33	32	35	34	276	2.04
Literature	86	61	52	39	52	37	61	108	123	111	121	112	963	7.11
Travel	80	38	29	18	27	19	37	59	75	79	118	113	692	5.11
Biography	26	15	9	14	19	17	24	29	45	51	54	45	348	2.57
History	68	60	41	24	48	41	57	86	133	118	121	115	912	6.74
Fiction	660	432	383	320	407	299	419	668	919	849	980	927	7263	53.64
Foreign books	1	1	2	7	1		1			1	1	3	18	.13
Magazines	42	29	22	27	26	18	50	41	34	21	25	22	357	2.64
Total	1202	765	654	569	743	564	831	1322	1741	1563	1846	1741	13541	
Days open	13	12	12	14	12	6	8	13	14	12	12	13	141	
Daily average	92	63	54	40	61	94	103	101	124	130	153	133	96	
Largest day	183	147	83	72	124	137	161	192	226	226	287	254		
Smallest day	57	15	13	16	11	71	53	19	59	69	89	53		

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Circulation by Classes. (Schools)

	May.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
Religion	32	3	18	15	36	34	54	56	248
Sociology	135	28	122	113	202	183	198	194	1175
Natural science	88	14	65	58	123	118	150	123	739
Useful arts	44	5	35	27	65	39	79	55	349
Fine arts	51	3	24	15	45	44	50	39	271
Literature	73	5	44	44	84	63	75	71	459
Travel	105	17	68	89	162	118	162	104	825
Biography	38	2	11	10	40	68	63	54	286
History	52	7	56	56	137	147	132	87	674
Fiction	464	78	370	310	654	582	814	668	3940
Total	1082	162	813	737	1548	1396	1777	1451	8966

Circulation by Classes. (Stations)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
General works							1						1
Philosophy	2	4	3		2	1					6		18
Religion	1	3	1					3	4	3	4		19
Sociology	1	7	18	13	14	3	29	79	98	78	102	57	499
Natural science	1		2			1	2	8	11	13	13	13	63
Useful arts			2	1		1	4	10	11	12	12	5	58
Fine arts					1	3	1	10	10	14	17	9	65
Literature	5	16	17	8	13	2	10	38	36	29	36	25	235
Travel		5	3				5	17	25	14	18	5	92
Biography	2	5	3			2	4	9	17	14	14	9	81
History	6	13	20	12	20	4	22	54	70	50	60	19	350
Fiction	71	92	161	140	152	42	142	360	441	385	552	255	2793
Magazines													12

LIBRARIAN'S REPORT.
1918-19
APPENDIX.

Circulation by Classes. (Schools)

	May.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
Religion	32	3	18	15	36	34	54	56	248
Sociology	135	28	122	113	202	183	198	194	1175
Natural science	88	14	65	58	123	118	150	123	739
Useful arts	44	5	35	27	65	39	79	55	349
Fine arts	51	3	24	15	45	44	50	39	271
Literature	73	5	44	44	84	63	75	71	459
Travel	105	17	68	89	162	118	162	104	825
Biography	38	2	11	10	40	68	63	54	286
History	52	7	56	56	137	147	132	87	674
Fiction	464	78	370	310	654	582	814	668	3940
Total	1082	162	813	737	1548	1396	1777	1451	8966

Circulation by Classes. (Stations)

	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Totals.
General works							1				6		1
Philosophy	2	4	3		2	1							18
Religion	1	3	1					3	4	3	4		19
Sociology	1	7	18	13	14	3	29	79	98	78	102	57	499
Natural science	1		2			1	2	8	11	13	13	13	63
Useful arts			2	1		1	4	10	11	12	12	5	58
Fine arts					1	3	1	10	10	14	17	9	65
Literature	5	16	17	8	13	2	10	38	36	29	36	25	235
Travel		5	3				5	17	25	14	18	5	92
Biography	2	5	3			2	4	9	17	14	14	9	81
History	6	13	20	13	20	4	22	54	70	50	60	19	350
Fiction	71	92	161	140	152	42	142	280	441	385	552	255	2793

FINANCIAL STATEMENT.
1918-19

To the Honorable Mayor and Commissioners:

I herewith submit the following report of the financial
operation of the Public Library for the year ending April 30, 1919.

RECEIPTS.

appropriation	\$18,000.00
balance on hand	6,954.05
fines, damages and lost books	727.80
fees for non-residents	96.50
rental collection	94.70
interest	88.43
other sources	70.93
Total -----	\$26,032.40

EXPENDITURES.

salaries	\$8,388.95
janitor service	778.25
books	3,482.37
periodicals	603.12
binding	1,363.63
supplies	533.29
repairs and improvements	488.53
light	326.92
heat	530.59
furniture	625.35
paving	214.50
interest	191.80
insurance	528.00
postage, freight and express	131.04
miscellaneous	608.00
balance on hand	7,238.06
Total -----	\$26,032.40

18.79434

FINANCIAL STATEMENT.
1918-19.

I, Alice G. Evans, Secretary of the Board of Directors of the Public Library of Decatur, Illinois, do hereby certify that the foregoing statement of the condition and statistics of the Library is to the best of my knowledge and belief.

Secretary, Library Board.

Subscribed and sworn to before me this day of May, 1919.

Notary Public.

21
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Decatur, Ill., May 1930.

To the Mayor and Commissioners,
Decatur, Ill.

Gentlemen:

The annual report of the Librarian speaks for itself. It is the record of a great year, one in which circulation took another long leap, surpassing the previous year by 25,197.

Circulation tells a part of the story, but not all. To find the worth of the Library to the community we should have to go into such questions as the help accorded to inquiring students by a friendly word of suggestion, the satisfaction which comes from browsing among the periodicals in the reading room, and the pleasure given to little people by the hours passed in the bright cheerful children's room looking at pictures. Of these things no adequate records can be kept; they cannot be measured by cold figures.

The Library is something more than a depository for bound volumes. It is a stimulating, socializing influence, lending itself to every good movement calculated to make this a better place to live in. It is not content that people should merely come to it. The Library is going out to the people as never before. The little Branch in the Durfee school is a veritable center of influence. Its accomplishments and gains never cease to astound. Please note, too, that book collections are going out to all four fire stations, two of the largest local industries, and the Railroad Y.M.C.A., not to speak of the regular Deposit station in Roach school and 9 school libraries. Eighteen extension agencies- can any library in a city of Decatur's size point to a finer record?

All these accomplishments, of course, mean new needs. Your Board is glad to say that it has not been financially embarrassed, and closed the year with a balance of more than \$6,000. In view of increased expenditures next year the Board,

after consultation with the Commissioner of finance and the Corporation counsel, deems it advisable that the full limit of one and one-third mills for library purposes be levied, and respectfully requests your body to make this levy.

Because our tenancy of the Durfee school is precarious, the Board has regarded it as essential to look for a permanent location, and has gone so far as to have plans drawn for a branch building on the rear of the No.4 fire house lot. Because of certain complexities, however, the Board does not feel disposed to build this year. Its desire, however, is to create a balance that can be used for building purposes when needed.

In accordance with past custom and the law passed by the last session of the Legislature, there is attached hereto an estimate of appropriation and expenditures for the coming year, which we trust will meet with your approval.

Death took from the Board in J. E. Osborne a most valuable member, whose loss to us and the community we have noted in proper resolutions. Mr. Osborne entered upon his work with fine enthusiasm, and it is a matter of deep regret that the community could not have had his services longer.

The Board would be ungracious if it did not commend those who make the Library the broadly useful institution it is—Mrs. Alice G. Evans, librarian, now finishing her forty-fifth year of service, and soon to be honored by the American Library association, whose convention she is attending for the twenty-fifth time in June; Miss Minnie Dill, the efficient cataloger, who shares Mrs. Evans' acquaintance with the public needs and knowledge of library organization; and the other trained and responsible members of the staff.

The Board takes this occasion to express its deep gratification at the continued interest of the Mayor and Commissioners. That your body has always received us courteously,

and coincided with our suggestions so willingly has had much to do with making the Board's service a pleasure and strengthening the morale of the Library as a whole. Thanks are also due to the Corporation counsel for his help and advice.

Sincerely,

Chairman, Board of Trustees.

LIBRARIAN'S REPORT
1919-20

To the Board of Directors,
Decatur Free Public Library:

Herewith is submitted the forty-fifth annual report of the Library for the year ending April 30, 1920.

A summary of the work for the past year shows a greatly increased use of library facilities. In view of adverse conditions, unusual progress has been made. In the circulation of books, in reference use, in the number of agencies through which library service is extended, in resources with which to meet this increased demand,- in all of these respects the Library has grown remarkably.

Numerous changes on the staff, with consequent readjustment, have been difficulties in the way of rendering even a larger service. Some of the departments have been without heads for periods of several months. The extension work has been divided among different members of the staff, there being no one actively in charge of this department for the greater part of the year. Book purchases have had to be cut down somewhat, owing to the fact that the Library was without a cataloger for almost three months.

CONTENTS AND ACCESSIONS

There are now 43,801 volumes in the Library. Of the 3,601 volumes added during the year, 3,125 were purchased, 238 were donated, 231 were bound magazines, and 7 were books found which had been missing previously. The withdrawals numbered 1,819, divided as follows: 1,575 worn out, 33 lost and paid for, 46 lost and not paid for, and 165 missing in inventory. The number missing in inventory was unusually large, since no inventory had been taken for a year and a half.

45th
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LIBRARIAN'S REPORT
1919-20

Many pamphlets were added.. The filing case in the reference room is now almost entirely filled.

The size of the school collection was almost doubled, making the total number of books in the school libraries 1,802.

Some important purchases for the year were:

- Baker- Concordance to the poetical and dramatic works of Alfred, lord Tennyson.
Brown- Mastery of the Far East.
Eberlein & others- Practical book of interior decoration.
Faris- Seeing Pennsylvania.
Hastings- Dictionary of the Apostolic Church. 2v.
Hornblow- History of the theatre in America. 2v.
Library of factory management. 6v.
Miller & Singewald- Mineral deposits of South America.
New international encyclopedia. New ed. 24v.
Onions- Shakespeare's England. 2v.
Raymond- Elements of railroad engineering.
Reynolds- After-war atlas and gazetteer of the world.
Simonds- History of the world war. 3v.
Thayer- Theodore Roosevelt.
Wenstroem & Harlock- Swedish-English dictionary.
Whitlock- Belgium. 2v.
Wilcox- Encyclopedia of Latin America.

LOAN DEPARTMENT

Registration

There are now 10,601 borrowers, a gain of 536 for the year.

At the Main library 1,841 adults and 882 children registered. The number of adult cards cancelled was 1,602 and juvenile cards, 695. This leaves the number of cards in force as follows: adult- 6,575; juvenile- 3,166.

Durfee branch, with 164 registrations and 154 expired cards, has 173 adult borrowers and 687 children.

There were 106 non-resident cards purchased and 22 cards issued to transients.

Circulation

With an increase of more than 25,000 over last year, the circulation is by far the largest the Library has ever had.

LIBRARIAN'S REPORT
1919-20

The total number of books loaned through all departments was 179,835, or 17 books per registered borrower. A comparison of the circulation with that of the previous year follows:

	<u>1918-19</u>	<u>1919-20</u>	<u>Per cent of increase</u>
Main library			
Adult dept.	90,410	101,128	11.85
Children's dept.	37,536	44,716	19.13
Branch	13,541	13,914	2.75
Schools	8,966	13,806	53.98
Stations	4,285	6,271	46.35
Total	154,738	179,835	16.22

February 21, with a circulation of 1,044, was the largest day at the Main library, and March 4, with only 232 books issued, was the smallest. The average daily circulation was 475.

There has been a noticeable change in the type of books most in demand. Only about 2 per cent of the books circulated have been histories, while last year more than 5 per cent belonged to this class. The decrease is due to lessened interest in war books, which were so widely read while the war lasted. On the other hand, we find some of the other classes, particularly literature, much more popular than formerly. Poetry and drama had many readers. Technical and business books were also in constant use. Some of the most popular books of non-fiction have been "The education of Henry Adams," "Theodore Roosevelt's letters to his children," Drinkwater's "Abraham Lincoln," and Hyslop's "Life after death."

READING ROOM

There are on file in the reading room 256 periodicals, 50 of which are gifts. The following new periodicals have been added: American journal of public health, American naturalist, Banker's magazine, Open road, and the Theatre arts magazine.

LIBRARIAN'S REPORT
1919-20

The total Sunday attendance for the year was 1,535-878 men, 520 women and 137 children.

REFERENCE DEPARTMENT

Requests for information have come in steadily and much assistance has been given patrons. Typical of the varied subjects looked up are the following:

Centenaries of 1920.
Revenue from taxation.
Animals in literature.
Missionary work among the Armenians.
Intelligence tests.

Instruction upon the use of the Library has been given several classes of school children. Practically one entire day was devoted to the science classes from the High school. The arrangement of the books, use of the card catalog and of the reference resources were explained.

Students have used the Library more than ever before, and the reference rooms were often overcrowded. During one class period the Latin class from the High school met in the Library. Their purpose in meeting here was to make a study of Greek and Roman sculpture in connection with their class work. The Librarian made a little talk on the original of the statuette of Diana and other notable works of sculpture which she had seen.

In order to bring about closer cooperation between High school and Library, the reference librarian talked before the high school teachers early in the school year.

The estimated number of books consulted in the Library during the year was 13,000.

CHILDREN'S DEPARTMENT

This has been a busy year in the children's department. Sickness and coal famine closed the schools at times

LIBRARIAN'S REPORT
1919-20

during the year, and our warm bright room has attracted the children as never before. The total circulation was 44,716, an increase of 19 per cent over last year. The department now has 3,166 borrowers.

The big month of the year was November.

"Children's Book Week," November 10-15, was observed. Letters were sent to all the mothers' clubs in the city; notices appeared in the papers; lists were distributed; and talks were given by Miss Wayne to the Ullrich Mothers' club, and by Miss Hunt to the Jasper, Riverside and Daggett clubs. As a result, the circulation increased, and we find November 22 the largest day with a circulation of 325.

The collection of books containing material for Thanksgiving and Christmas was greatly used this year not only by the city patrons, but by rural teachers as well. This department is being used more and more by our out-of-town borrowers.

During the year the room has been made more attractive by pictures, book covers, and a collection of beautiful fairy tale posters loaned by the Red Cross.

EXTENSION DEPARTMENT

The extension department now consists of 18 agencies:

1 Branch, 9 School libraries and 8 Stations. The two hospitals sent in their collections, saying that while they were greatly used, there was lack of time to care for them. The total number of books issued through the extension department was 33,991, an increase of 7,199 over last year.

Durfee Branch

In spite of many changes in leadership, Durfee branch closes the year with a circulation of 13,914, an advance over

LIBRARIAN'S REPORT
1919-20

the big total of last year. The evenings were changed so that the library would be open the same time as the night school, and many of those attending night school are our regular patrons. One afternoon instruction in the use of the card catalog and reference books was given two classes of children. Since then there has been a noticeable increase in the use of the reference collection. A set of "The Encyclopedia Americana" has recently been added, and the children have found it a great help.

Schools

The school libraries were sent out the second week in October. An adequate number of books having been added during the summer, three new libraries were added and all the collections enlarged. Every public school in the city, except those located only a few blocks from the Main library, now has a collection. Most of the schools have done excellent work. We might mention that Riverside and Dennis led, one with a circulation of 2,881, and the other with 2,552. The total circulation was 13,806, an increase of 4,840.

Deposit Station

The Deposit station has been housed this year in a basement room in the Roach school. It was open one afternoon and one evening each week until the school was closed during the miners' strike. Since then we have been given the use of the room for two and one-half hours on two afternoons a week. The school has been overcrowded, and the children have shown a great interest in the library. The total issue was 5,208, making an increase of 1,043. The collection of books is small but is changed often.

With preparations being made for the enlarging of the Roach building, it is hoped that some repairs can be made on our room, and that it can be given us for our exclusive use.

LIBRARIAN'S REPORT
1919-20

New Stations

A collection of 80 books was sent to the H. Mueller Manufacturing company, April 12. We are to place a library in the Staley factory, and a collection is now ready for the Railroad Y.M.C.A.

Although the fire station collections were mentioned in the last report as having been sent, no previous record has been made of their use. They have been changed frequently during the year and seem to be much appreciated. 908 books were loaned through these 4 agencies.

CATALOGING DEPARTMENT

The total number of additions for the year was 3,601-2,683 new books, 918 renewals, including 7 books found which were previously missing.

Of the 6,280 catalog cards added, 3,105 were printed cards from the Library of Congress, and 3,175 typed. In addition, 2,230 cards were revised.

Although the personnel of the department has had several changes during the year, the work has not suffered to any great extent. Aside from the cataloging of new books, an unusual amount of revision has been done. A long needed change in the classification of easy books for children was undertaken. This necessitated much work but will simplify the classification of this type of books in the future. An accumulation of pamphlets was sorted and prepared for use.

BINDING AND MENDING

The number of volumes bound was 1,796. Of these, 1,536 were books and 230 periodicals.

Books mended by the staff numbered 2,716. Some of the more difficult mending was done by G. F. Walter and brother,

LIBRARIAN'S REPORT
1919-20

professional menders, who spent four days at the Library in December. More than 1,200 books were repaired by them.

BOOKS FOR SOLDIERS

In May the last call was sent out for books for soldiers. The Library responded with a shipment of 300 books to the St. Louis Public library. Altogether, at various times, 5,570 books and 1,341 magazines have been sent from here at the request of the Library War Service.

RED CROSS

The local Red Cross occupied one of the basement rooms as a work room from December 29 to April 6.

An interesting exhibit of posters on health, Americanization, etc., loaned by the Red Cross, was held in the Library in March.

REPAIRS AND IMPROVEMENTS

No extensive improvements were made during the year.

The walls in the stack-room and children's room were entirely redecorated, and those in the halls, cataloging and reference rooms retouched.

The closet off the children's room was fitted up as a toilet.

PROPOSED BUILDING

Although no definite decision has been reached, steps have been taken toward planning for a much needed addition to the Main building and the erection of a new Branch building.

Plans for an extension to the Main building, providing enlarged stack room and new offices, were submitted by the architect, and estimates made on the building and equipment. The members of the Library Board and the Librarian appeared before the City Council to present the matter of a bond issue for this purpose.

LIBRARIAN'S REPORT
1919-20

Much consideration was given to a building for the Durfee branch. The School Board very kindly allowed us the use of the room in the Durfee school building for another year, but it is only a question of time until it will be needed for school purposes. Permission having been granted by the City Council to use the rear of the lot on which Fire house no. 4 is located, plans were drawn for a branch building to be erected there. The securing of finances for such a building was carefully considered, but no arrangement has yet been made for the handling of the project.

THE STAFF

The year has seen continual changes on the staff.

Miss Minnie Dill, to whose valuable services as cataloger the Library owes so much, was granted a six months' leave-of-absence beginning November 1. The time was spent in regaining her health through rest at home and a six weeks' stay in the South.

The Library was fortunate in securing Miss Mabel Wayne, who had held a position here previously, to come in August with a view to being acting cataloger during Miss Dill's absence. However, an opportunity for advancement presented itself, and Miss Wayne left in February to become librarian of the East Liberty branch of the Pittsburgh Public library.

Other staff members to leave were Miss Esther Lou Bergen, who accepted a position with the Illinois State Library Extension Commission in June; Miss Victoria Bronson, who became librarian of the Lucas County library, Maumee, Ohio the first of September; Miss Vera Gher, who resigned in October to be married; and Miss Bernice Barbey, who resigned the first of February to take a position with the Review Publishing co. Miss Golda Ausbury, from the Public library at South Bend, became head of loan department in November.

LIBRARIAN'S REPORT
1919-20

Miss Clara Chamberlain, who was formerly connected with the Library, returned April 1 as children's librarian. At this time Miss Hunt, who had been children's librarian, took charge of the extension work.

Miss Fleta Davis and Miss Edith Irwin took the entrance examination October 3 and became regular members of the staff in January, after having served as apprentices for three months. Miss Charlene Davis took the entrance examination March 1 and will complete the apprentice course before going to the U. of I. Library school in the summer.

Miss Margaret Browne, a student in library science at James Millikin university, has been part time assistant since February.

Miss Cleo Lichtenberger, a senior in the U. of I. Library school, was here February 16- March 13 for practice work.

Ruth Dempster has served as page at the Deposit station.

B. F. Garver resigned as janitor the last of October and was succeeded by T. J. Merrell.

Better working hours have been granted the staff, a schedule of forty-two hours per week having been put into effect. Beginning with 1919, summer vacations were lengthened from three to four weeks.

This unprecedented year of staff changes threw an increased burden of responsibilities on the "old guard" which remained. Too much cannot be said in praise of their efficient and faithful service under unusually trying conditions. The new members of the staff have shown willingness and adaptability and deserve credit for their cooperation.

LIBRARY CONVENTIONS

The Librarian attended the annual conference of the American Library association at Asbury Park, June 23-27.

LIBRARIAN'S REPORT
1919-20

The Librarian and Miss Dill attended the meeting of the Illinois Library association at Peoria, October 7-9. Mr. Lorenz, of the Library Board, was also present at one session.

The midwinter meeting of the American Library association at Chicago, December 31- January 3, was also attended by the Librarian and Miss Dill.

A district meeting was held at Bloomington, February 24, at which the Librarian and Miss Love were present.

LIBRARY VISITORS

About twenty-five students from the U. of I. Library school, accompanied by two instructors, visited the Library on their biennial tour of inspection, April 5.

NEWSPAPERS

Acknowledgement should be made to the newspapers for their kindness in publishing library items and book-lists, and in donating files of their papers for binding.

LIBRARY BOARD

The loyal support of the members of the Library Board has been an important factor in bringing about a successful year.

The death of Mr. J. E. Osborne, which occurred on April 18, removed from the Board a member who will be greatly missed. Although connected with the Library for less than a year, Mr. Osborne, by giving freely of his time and thought, had become closely associated with library interests.

Respectfully submitted,

Librarian.

LIBRARIAN'S REPORT
1919-20
APPENDIX

Contents of Library

Jan 1, 1919-	books on hand -----	42,019
Additions:		
Purchase	(new) -----	2214
"	(renewal) -----	911
Donation	-----	238
Bindery	-----	231
Books found (previously missing)	-----	7
	Total added -----	3601
Losses:		
Worn out and withdrawn	-----	1575
Lost and paid for	-----	33
Lost and not paid for	-----	46
Missing in inventory	-----	165
	Total loss -----	1819
Jan 30, 1920-	books on hand -----	43,801

Accessions according to Classification

	No. vols. in Lib'y May 1, 1919	Additions (new and renewal)	Withdrawals (worn out and missing)	No. vols. in Lib'y April 30, 1920	Per cent
General works	4057	197	162	4092	9.34
Philosophy	569	24	15	578	1.32
Religion	1269	44	26	1287	2.94
Sociology	4565	399	166	4798	10.95
Linguistics	133	16	5	144	.33
Natural science	2164	143	53	2254	5.15
Useful arts	3030	198	49	3179	7.26
Fine arts	1983	126	42	2067	4.72
Literature	4483	285	122	4646	10.61
Travel	2290	98	37	2351	5.37
Biography	2453	126	54	2525	5.76
History	3112	283	47	3348	7.64
Fiction	11697	1649	1025	12321	28.13
Foreign books	214	13	16	211	.48
Total	42019	3601	1819	43801	

Division by Departments

Circulating bks.	23605	1232	706	24131
Children's bks.	5595	732	695	5632
Reference bks.	2363	132	42	2453
Bound period.	4850	210	154	4906
Public docs.	3325	19	25	3319
Branch	1340	317	99	1558
School coll.	941	959	98	1802
Total	42019	3601	1819	43801

LIBRARIAN'S REPORT
1919-20
APPENDIX

Circulation by Classes

	Main Library					Total.	Per cent
	Adult.	Child.	Branch.	Schools.	Stations.		
General works	164	200	23			387	.22
Philosophy	946		4			973	.54
Religion	983	296	99	340	23	1754	.98
Sociology	2390	4469	1383	2049	36	10706	5.95
Philology	55	16	3		415	74	.04
Nat. science	1241	1017	444	836	164	3702	2.06
Useful arts	2723	571	257	414	105	4070	2.26
Fine arts	2141	744	348	276	135	3544	1.97
Literature	5784	1892	704	894	464	9738	5.41
Travel	1066	682	428	1073	201	3450	1.92
Biography	1428	563	349	481	87	2908	1.62
History	2662	835	551	989	412	5449	3.03
Fiction	75355	33293	9164	6454	4227	128493	71.45
Foreign bks.	216		7			223	.12
Magazines	1626	138	250		2	2016	1.12
Special coll.	2348					2348	1.31
Total	101128	44716	13914	13806	6271	179835	

Circulation by Months

May	8616	3783	1429	1460	734	16022
June -	6283	3407	829		367	10886
July	6902	3187	681		148	10918
August	7016	3331	767		310	11424
September	6782	2677	1008		327	10794
October	8514	3691	1227	451	470	14353
November	9041	4356	1371	2330	536	17634
December	8779	3973	1296	1875	477	16400
January	10289	4005	1235	1797	980	18306
February	9672	3988	1056	1101	612	16429
March	9944	4072	1492	2098	563	18169
April	9290	4246	1523	2694	747	18500
Total	101128	44716	13914	13806	6271	179835

Main Library

Number of days open	307
Average daily circulation	475
Largest daily circulation	1044
Smallest daily circulation	232

Surfee Branch

Number of days open	143
Average daily circulation	97
Largest daily circulation	166
Smallest daily circulation	75

FINANCIAL STATEMENT
1919-20

To the Honorable Mayor and Commissioners:

Gentlemen:

I herewith submit the following report of the financial condition of the Public Library for the year ending April 30, 1920.

RECEIPTS

From appropriation	\$17,500.00
balance on hand	7,238.06
finer, damages and lost books	1,044.23
fees for non-residents	106.00
rental collection	118.40
interest	114.64
other sources	67.37
Total -----	\$26,188.70

EXPENDITURES

For salaries	\$9,532.20
janitor service	867.68
books	3,749.82
periodicals	650.90
binding	1,734.28
supplies	464.63
repairs and improvements	518.29
light	429.41
heat	499.19
furniture	127.00
paving	206.25
interest	420.51
postage, freight and express	88.75
miscellaneous	481.36
balance on hand	6,418.43
Total -----	\$26,188.70

FINANCIAL STATEMENT
1919-20

I, Alice G. Evans, Secretary of the Board of Directors
of the Free Public Library of Decatur, Illinois, do hereby certify
that the foregoing statement of the condition and statistics of
the Library is true to the best of my knowledge and belief.

Secretary, Library Board.

Subscribed and sworn to before me this day of May, 1920.

Notary Public.

APPROPRIATION AND EXPENDITURES

An Estimate for 1920-1921

Receipts

Appropriation -----	\$20,500.00
Balance -----	<u>6,418.43</u>
	\$26,918.43

Expenditures

Salaries -----	\$13,660.00
Janitor & Cleaner -----	1,150.00
Books -----	4,500.00
Periodicals -----	700.00
Binding -----	2,000.00
Supplies -----	700.00
Printing -----	200.00
Repairs & Improvements -----	800.00
Light & Heat -----	1,000.00
Furniture -----	600.00
Paving -----	200.00
Interest -----	200.00
Insurance -----	150.00
Postage, Freight & Express -----	250.00
Miscellaneous -----	<u>800.00</u>
	\$ 26,910.00