

To the Mayor and Commissioners

City of Decatur

Decatur, Illinois

Gentlemen:

Herewith is submitted the fifty-fifth annual report of the Decatur public library.

It is, your board of trustees feels, a good accounting. The evidence of the worthwhileness of a library to a community is the extent to which it serves the people. The principal, but not the only measure of that service, is the number of books sent out.

You may be interested in the following figures showing how circulation is growing:

YEAR	CIRCULATION	GAIN OVER PREVIOUS YEAR
1920	179,835	
1921	190,037	10,202
1922	216,962	26,925
1923	219,522	2,560
1924	219,049	473 (loss)
1925	220,146	1,097
1926	245,057	24,911
1927	267,100	22,043
1928	297,958	30,858
1929	305,689	7,731
1930	321,468	15,779

This remarkable gain could not have been reported had we done nothing more than open the doors of the central library.

Circulation has increased because books have been taken out to the people, and placed where it is convenient to obtain them. Two branch libraries, school libraries, hospital service and in the last year, two new deposit stations, have extended the library. Indeed the circulation in the extension department amounting last year to 114,239 was larger than the total circulation of the library in 1916.

The library does not keep a record of its other forms of service. We do not know how many persons come in to read papers, magazines and reference books, how many are assisted to finding what they want, how many receive counsel on what to read, or how many children are entertained with stories. All we know is that this work is increasing.

PRESIDENT'S REPORT
1929 - 1930

In the absence of Miss Minnie Dill, librarian, who has been on leave since August owing to illness, the staff has carried on admirably. Miss Dill maintains her interest, and has insisted on doing some work at home. The loyalty of her associates in dividing the work and relieving her of worry is one of the finest tributes that could be given her. We are particularly indebted to Miss Mabel Wayne, who has had charge in Miss Dill's absence.

The Board had laid before the council a need that is creating an emergency, namely more room. It was our duty as trustees to do this, and we continue to beg the council to give consideration to our appeal. We ought to increase the stack space, and enlarge the reading room. The work according to our estimate will cost \$40,000. The alternative is to cut down on book purchases, already small enough. The council surely does not wish this, one of the best libraries in the state, to become cluttered and ill arranged.

Respectfully submitted,

Chairman.

LIBRARIAN'S REPORT
1929 - 1930

To the Board of Directors,
Decatur Public Library:

Herewith is submitted the fifty-fifth annual report of the library for the year ending April 30, 1930.

The increase of 15,779 in the circulation, giving a total of 321,468 is gratifying. All departments and agencies had gains except the hospital. The volume of work in all departments was increased because of a reduction of the staff through illness. The librarian was granted an indefinite leave-of-absence because of ill health, and one member of the staff had an extended illness. The staff rendered efficient service, first of all to the public, and kept up the departments and detail work by cooperation, but it has been a heavy year for every one.

Two deposit stations were opened during the year, - one in the northwest and the other in the southeast section of the city. As neither has been in operation for a year, the circulation is but a fraction of what it will be, but both places have proved they were needed. These were among the things made possible by an increased appropriation.

The late Caroline S. Loeb remembered the library in her will with a gift of five hundred dollars. This is the only money donation ever received, except that from Andrew Carnegie for the building.

It is five years since the library celebrated its fiftieth anniversary. Additions made to the stacks at that time promised adequate book storage for five years. The crowded condition of the shelves now attests that this limit has arrived. An effort is being made to get sufficient money to enlarge the stack room and install stacks in part of it, within a year or so. If more space is not provided, book purchases will have to cease or books must be piled on the floor.

LIBRARIAN'S REPORT
1929 - 1930

The number of accessions in the whole system, including new titles, replacements, periodicals bound, and gifts was 4,458; deducting the number withdrawn 2,249, leaves the total number of volumes in the library May 1, - 63,416.

Among the important new additions were:

Cescinsky & Hunter	English and American furniture
Chamberlain & Edwards	Principles of bond investment
Dole & Gordon	Maine of the sea and pines
Electrical engineering	8 v.
Hulme	Middle ages
Jeans	The universe around us
Lee	Contemporary American portrait painters
Lewis	Old glass and how to collect it
Mahony & Whitney	Realms of gold in children's books
Mott	History of American magazines, 1741-1850
Rosenberg	Practical art
Rosbloom	Diesel and oil engineering handbook
Rutter	Holy cities of Arabia 2v.
Saxon	Old Louisiana
Small homes of architectural distinction	
Smith	History of the cabinet of the United States
Smithsonian scientific series	v.1-4
Streeter	Constructive lettering
Studley	Practical flight training
Villari	Italy
Warren	Making of the constitution
White	Advertising research
Wilcox	Electric heating

Many popular biographies have been published this year. The following is by no means a complete list of those added to our shelves:

Anthony	Queen Elizabeth
Appel	Business biography of John Wanamaker
Aston	Marshall Foch
Barton	Lineage of Lincoln
Beer	Hanna
Benson	Daniel Webster
Chinard	Thomas Jefferson, the apostle of Americanism
Dyer & others	Edison, his life and inventions 2v.
Fisher	James Bryce 2v.
France	Rabelais
Gorman	Incredible marquis: Alexandre Dumas
Graham	Albert, king of the Belgians
Hibben	Peerless leader: William Jennings Bryan
Jouvenel	Stormy life of Mirabeau
Little	George Washington
Ludwig	Lincoln
Maurois	Byron
Mayne	Byron
Mott	Myron T. Herrick, friend of France
Shaw	Abraham Lincoln 2v.
Tiltman	J. Ramsey Macdonald; labor's man of destiny
Young	Marse Robert; knight of the Confederacy

LIBRARIAN'S REPORT
1929 - 1930

LOAN DEPRATMENT

The work of the loan department has proceeded this year without special incident, but with no lack of variety or interest. True, we have a great deal of monotonous routine, but real monotony can hardly exist where so many people come with such varying demands. And as for interest, there is nothing more fascinating than to experiment in loan-desk chemistry. Our base is the reader, our reagent the book. We mix them and wait for what happens, hoping it will not be an explosion.

We have had our ups and downs in the matter of circulation. There have been days of cold and storm when our visitors were few, and other days when we thought "all the world and his wife" had come at once. We loaned 150,751 books, and got most of them back, though it took 4,608 delinquent notices to do it. We sent over 2,000 reserve postals, more of which were for Remarque's "All Quiet on the Western Front" than for any other one book. Our total registration is slightly larger than last year, and we have 151 out-of-town borrowers.

It has been necessary for us to do more reference work than usual, and we have investigated many subjects abstruse and otherwise. We have mounted and indexed many pictures for the picture file, and more than doubled our picture circulation. We have given individual instruction in the use of the library; we have combed the shelves for Western, mystery and love stories, and have selected books for the absent and for invalids young and old. We have answered some astonishing questions propounded over the telephone, and shaken every sort of thing out of books, from buttons to love-letters. We have revised all our typewritten lists, including those of required books for the schools. We have kept the bulletin board full of pictures and the display racks full of books. We have mended, read shelves, checked mail, filed cards, and attended to all the other minutiae without which the desk would be confusion. Above all, we have done our best to give every patron prompt and courteous attention, and so far as our resources would permit, to send no one away unsatisfied.

LIBRARIAN'S REPORT
1929 - 1930

READING ROOM

The number of periodicals currently received for the main library and both branches was 320, and of these 83 were donated. In the main reading room will be found 285 on file. New periodicals added were Aircraft age, Airway age, Canadian magazine, Flower grower, and World tomorrow.

The reading and reference rooms were used by 1,037 people on Sunday afternoons from October through April.

REFERENCE DEPARTMENT

The reference shelves have been enriched by the addition of more new publications and revised editions than often occur in a single year. There were three encyclopedias; the new edition of the Encyclopaedia Britannica in 24 volumes, Winston's Loose-leaf Encyclopedia and Dictionary in 12 volumes, and two supplementary volumes of the New International Encyclopaedia. We also received volume 20 of the National Cyclopaedia of American Biography and volumes 2-4 of the very fine new set, - Dictionary of American Biography. Two of the most valuable single books were Hammond's New World Loose-leaf Atlas, and the Atlas and Plat Book of Macon County, Illinois, published by the Thrift Press. The Encyclopaedia of Social Sciences, edited by Seligman & Johnson, began publication this year and we have received volume 1; also the New Catholic Dictionary, a set of four volumes about Animals of All Countries, by Hutchinson, the Authors' Digest in 20 volumes, and Fairbairn's Crests of the Leading Families of Great Britain and Ireland.

With the demands for help from schools, clubs and individuals steadily increasing, these up-to-date volumes, together with many new reference aids, ought to make it possible to render much more efficient reference service.

The following are a few of the subjects for which material has been requested in the reference department, this year:

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Primitive structures
Christ of the Andes
Jew in industry and art
Pilgrimage to Mecca
Diagrams of the Taube-Rumpler aeroplane
Initiation
Statues of Lincoln in the state of Illinois
Enlistments of Decatur and Macon County soldiers in
the Spanish-American and World wars
General rating of world powers
Early American music
History of the calendar
Legends of the Mississippi Valley and the Great Lakes
Persian art

CHILDREN'S DEPARTMENT

Aeroplanes have captured the interest of adults and children alike. A handicraft exhibit of work made from plans found in library books turned into an exhibit of model aeroplanes, as did an exhibit borrowed from the Y.M.C.A. for Boy's Week, while the request heard most frequently from boys is for aeroplane stories.

A new exhibit rack has provided ample space for books and posters of timely interest, such as the collection of nature books which have been displayed this spring in cooperation with the schools which are putting great emphasis on nature study. Also, to aid the schools, books which are used as supplementary material in the lower grades, have been collected and placed where they are easily accessible to the children and teachers, while bibliographies of books on foreign countries for older boys and girls, have been prepared for one of the teachers.

From October through March a story hour was held every Saturday morning for boys and girls in the first to fourth grades. Myths and legends and fairy tales, both old and modern, were told in an effort to develop a taste for good reading, and introduce the boys and girls to the possibilities of the library. The Christmas story hour was a festive occasion when Christmas stories were told round a gaily decorated tree.

During Book Week a display of the books in the special collection was arranged, and suggestions given to parents who wanted aid in selecting books to purchase for their children. Attractive book

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posters made by children in the sixth grades were displayed. Talks on books were given at some of the schools and on children's reading to two Parent Teacher's associations. Two teachers from Washington school brought their classes to visit the children's room and those who had no library cards took out applications.

During the winter the picture file was revised and many new pictures added. 1128 pictures have been circulated this year,- the teachers, as well as the children, finding them very useful.

With a growing collection of books which now numbers 7,652 volumes, an increasing number of children have been served. 56,418 books were circulated this year. There are 3,709 borrowers, and many parents and teachers also use the department.

EXTENSION DEPARTMENT

The extension department, which includes two branches, the hospital library, twelve schools and three deposit stations, has closed the year with a large increase in circulation. The total for the year was 114,299,- an increase of 11,780 over last year.

Alice G. Evans Branch

The Evans branch closes the year with the largest circulation it has ever had, 47,023,- an increase of 7,594 over last year. In the last two years the branch has had a gain of 13,254. We hope to reach 50,000 next year.

The number of borrowers has been increased from 2,002 to 2,163, 862 of whom are adults.

During the latter part of October Mrs. Shepard brought over forty fourth graders from Durfee school, to have the library explained to them. The next month she brought over another group of fourth graders for the same purpose. Each one took out a book for their library in their room at school.

Miss Helen Parker, children's librarian, told two stories at Christmas time and recited a Christmas poem to the children. Because of the extreme cold weather there were only 35 present.

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The circulation of German books was increased this year from 107 to 201. The picture file is used constantly by teachers and students, and 509 pictures were circulated.

East End Branch

The East End branch at William and Twenty-second streets was four years old in January of this year. The circulation was 31,251,- an increase of 1,961 over last year. The number of borrowers has been increased from 1,359 to 1,504.

During the latter part of June new shelves were added which were very much needed, but before the summer is over it will be necessary to add more. A larger room would help materially in the circulation of adult books, as grown ups do not want to come into a room crowded with school children.

Hospital Library

The total circulation for the year at the Macon County hospital was 1,700,- a decrease of 553. Most of this is accounted for by the fact that St. Mary's hospital is now taking all of the county patients. Magazines still remain very popular,- 374 circulated this year.

Deposit Stations

Two new deposit stations were opened this year. The one in the Butcher grocery on Oakland Ave. was opened the 20th of November with ninety books in the collection. It has circulated 1,371 books. The other station was opened the 20th of January in the McCarty grocery store at the corner of Jasper and Cantrell streets. The circulation for this station was 754.

Four collections of one hundred books each, were sent to the A.E. Staley Manufacturing company, during the year. The circulation was 1,728,- an increase of 387 over last year. In June a collection of fifty books was loaned to the Y.W.C.A. for the girls at Camp Kiwanis.

Schools

The circulation of the twelve school libraries this year

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was 30,151- an increase of 282 over last year. Oglesby school had the largest circulation, with Garfield and Washington coming second and third. Oglesby school has been in the lead for the last two years.

CATALOG DEPARTMENT

	L.C. cards	Typed cards
Main library	5024	2424
Children's dept.		1529
Evans branch	862	355
East End branch	688	294
Hospital collection		8
School collection		15
Rental collection		62
Total no. new cards	11261	
Total no. cards revised	2617	
Grand total	13878	

The statistical work of the catalog department includes not only the keeping of the records of the various types of catalog cards made, but also the monthly compilation of the record of books accessioned for all departments of the entire system, together with the classification of each volume. These records involved considerably more than four thousand volumes this past year.

The record of cards made does not include those made for some of the files not used by the public, but which are nevertheless indispensable library equipment. Printed Library of Congress cards are largely used when available, which conforms to modern library practice, but many cards must be typed, including all cards for the juvenile catalog. The Library of Congress cards must of course be adapted to local use.

The work of the department is not limited to the cataloging of new books only, of which some twenty-eight hundred were added during the year, but there is continually much re-cataloging to be done as new editions of books which have been withdrawn, are received. More time and effort is sometimes spent in the revision necessitated by a change in title of some apparently insignificant book than in the cataloging of an imposing set of new volumes, but one process is as important as another if the exactness which is

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expected of the catalog is to be maintained. As the library is not an unused storehouse, but a community project for education and entertainment, with an ever changing collection of books, so the catalog is a key which must be continually changed to fit the lock. This means, in addition to frequent revision, the removal of many cards, each year, for books which it is impossible or unwise to replace.

Thus in this, as in all other departments, the work carried on is not measured entirely by tabulated figures. Likewise, as in other departments, the importance of the work increases with the increased use which the public may make of its own institution.

BINDING, WITHDRAWING & MENDING

The number of volumes sent to the bindery was 2,396, of which 2,144 were books and 252 periodicals. Books repaired in the library numbered 13,244.

The number of books withdrawn because worn out or lost was 2,249.

LINCOLN MEMORIAL ROOM

Miss Jane E. Hamand added the following items to the Lincoln Memorial Collection during the year: a small statue of Lincoln, by Van den Berghen; a photograph of the statue of Lincoln, by Leonard Crunelle, which was unveiled in Freeport, Illinois, August 27, also photographs of the head alone, and one of the sculptor himself; and a miniature edition of Lincoln's addresses. The book is smaller than a postage stamp and nicely bound in red leather.

Mrs. Inez J. Bender donated a photograph of Lincoln from a painting by W. H. Masters, and a bronze pin showing the Rushmore Memorial, containing the heads of Washington, Jefferson, Lincoln and Roosevelt. Mr. Charley Bever of Hillsboro, Indiana, donated a picture of Lincoln's first home location in Illinois, on the banks of the Sangamon river, 10 miles southwest of Decatur.

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BUILDING AND GROUNDS

The walls in the children's room were redecorated, and two double stacks placed in the north end to relieve the overflowing wall shelves. More steel stacks were installed in the newspaper room.

The bank of the lawn on the Eldorado street side was sodded again and this time a wire was stretched to protect it, which with the signs, seemed to have the desired effect and kept children from wearing a path.

LIBRARY VISITORS

Several hundred rural school pupils, with their teachers, visited the library among the various other institutions and factories they were viewing in the city, February 7. The pupils and teachers from the Elwin school were also shown through the library.

The Library School of the University of Illinois (69 juniors with two instructors) visited the library April 14 on their regular biennial inspection tour. The library was made attractive with displays, posters, flowers, etc. After visiting the libraries in Decatur the class went on to Springfield and St. Louis. The class was so large this year that half the members went to Cincinnati.

LIBRARY CONFERENCES

The meeting of the Illinois Library association which was held at the University of Illinois, October 16-18, was attended by almost the entire staff, some driving over one day and some another.

STAFF

There were two resignations on the staff: Miss Vera White and Miss Mary La Rue.

Additions to the staff were: Miss Helen H. Parker, a Western Reserve Library School graduate, who came as children's librarian; and Miss Malvena Evans of the Library School of the University of Illinois, who took the position of assistant cataloger. Miss Mary N. Leek and Miss Edith Walker took the apprentice course and became members of the staff.

LIBRARIAN'S REPORT
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In conclusion, acknowledgment is made to the newspapers for their cooperation in giving valuable space to library news and book lists.

I thank the staff for loyal and efficient service and their thoughtfulness of me in the past months, and wish to express my appreciation to the Library Board for their support and cooperation at all times, and especially for their kindness in granting me a leave-of-absence.

Respectfully submitted,

Minnie A. Dill

Librarian.

To the Board of Directors,
Decatur Public Library

We feel that the accompanying report is not complete and can not be submitted without an expression of our sadness because of the serious illness of our beloved chief, Miss Minnie A. Dill.

She has not been at the library since last August, but she has still been our guiding hand, with ever ready help and encouragement, kindly sympathy and complete understanding. We have sought her assistance many times and, regardless of any discomfort or inconvenience to herself, she was always cheerful and interested and willing to advise.

Although she was granted an indefinite leave-of-absence by the Board, her months at home have been busy months, for she has had entire charge of all the order work of the library,- reading hundreds of book reviews, typing hundreds of order cards and making the book selection for each monthly order list. All of this has made it possible for the year's work to proceed with a reasonable amount of smoothness even though she was not at the library; but both the staff and the public have missed her personal presence and inspiration, keenly.

Signed,

Mabel A. Wayne

Assistant librarian.

LIBRARIAN'S REPORT
1929 - 1930
Appendix

Contents of Library

May 1, 1929- books on hand ----- 61,207

Additions:

Purchase (new)	-----	2475
Purchase (renewal)	-----	1537
Donation	-----	162
Bindery	-----	254
Books found (previously missing)	-----	30
Total added	-----	4458

Losses:

Worn out and withdrawn	-----	2092
Lost and paid for	-----	47
Lost and not paid for	-----	83
Destroyed on account of contagious diseases	-----	27
Total loss	-----	2249

April 30, 1930- books on hand ----- 63,416

Accessions according to Classification

	No. vols. in Lib'y May 1, 1929	Additions (new, renewal, found and transferred)	Withdrawals (Worn out and transferred)	No. vols. in Lib'y April 30, 1930
General works	5005	164	49	5120
Philosophy	829	59	4	884
Religion	1668	79	25	1722
Sociology	7038	393	166	7265
Philology	189	8	2	195
Science	3114	195	77	3232
Useful arts	4757	191	46	4902
Fine arts	3104	142	32	3214
Literature	6532	322	139	6715
History	4415	178	70	4523
Travel	3372	229	75	3526
Biography	3506	255	51	3710
Fiction	17500	2206	1504	18202
Foreign books	178	44	16	206
Total	61207	4465	2256	63416

Accessions by Departments

Main library				
Adult dept:				
Circulating	30298	2039	845	31492
Reference	2764	174	87	2851
Bound period.	6866	230		7096
Public docs.	3868	33	1	3900
Child. dept.	7499	855	702	7652
Evans branch	4743	526	268	5001
East End branch	2043	341	53	2331
Hospital coll.	266	40	38	268
School coll.	2860	303	338	2825
Total	61207	4541	2332	63416

LIBRARIAN'S REPORT
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Appendix

Circulation by Classes

	Main Adult	Lib. Child	Evans branch	E.End branch	Hosp.	Schools	Stations	Total	Per cent
General works	408	30	50	51					
Philosophy	2097	14	34	19	0	0	0	539	.16
Religion	1440	418	327	179	0	0	2	2166	.67
Sociology	2607	4973	2981	1369	0	631	0	2995	.93
Philology	132	12	7	2	4	4477	7	16418	5.10
Science	2206	1370	1006	511	0	0	0	153	.05
Useful arts	3103	812	746	450	0	1715	3	6811	2.11
Fine arts	3746	889	593	339	0	565	2	5678	1.77
Literature	6374	2679	1715	835	0	308	10	5885	1.83
History	3018	1454	940	389	18	1582	21	13224	4.11
Travel	3429	1943	925	709	0	2620	59	8480	2.64
Biography	4244	920	687	436	5	3135	25	10171	3.16
Fiction	113320	40537	35033	23944	7	962	29	7285	2.27
Magazines	1762	367	1778	2018	1292	14156	4016	232298	72.26
Foreign books	463	0	201	0	374	0	0	6299	1.99
Mental coll.	2402	0	0	0	0	0	0	664	.20
					0	0	0	2402	.75
Total	150751	56418	47023	31251	1700	30151	4174	321468	

Circulation by Months

May	11803	3905	3281	2297	190	3182	215	24873
June	10947	4352	2574	1899	116	0	50	19938
July	11626	4359	2722	1878	147	0	0	21082
August	11742	4438	2499	1952	138	0	350	21040
September	11264	3522	3243	1947	89	0	271	21040
October	13127	4821	4747	2847	149	3622	0	20065
November	13419	6195	5321	3435	134	4948	452	29765
December	11840	4908	4140	2793	92	2944	22	33474
January	14983	5027	5268	3354	179	4054	101	26818
February	13185	4548	4545	2841	181	4867	683	33548
March	14343	5792	4762	3291	125	2486	563	30730
April	12472	4551	3921	2717	160	4048	854	31412
Total	150751	56418	47023	31251	1700	30151	4174	321468

Main library

Evans branch

East End branch

Number of days open	306	306	306
Average daily circulation	677	154	102
Largest daily circulation	1524	400	215
Smallest daily circulation	229	44	33

Registration

	Main Lib.		Evans br.		E.End br.		Total
	Adult	Child	Adult	Child	Adult	Child	
Cards in force May 1, 1929	10393	3633	812	1190	479	880	17387
Borrowers registered	2795	952	213	352	152	280	4744
Borrowers cards cancelled	2611	876	163	241	91	195	4177
Cards in force April 30, 1930	10577	3709	862	1301	540	965	17954

FINANCIAL STATEMENT
1929 - 1930

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, 1930.

RECEIPTS

From appropriation	\$40,000.00
" balance on hand	1,188.45
" fines, damages and lost books	1,918.02
" fees for non-residents	153.00
" rental collection	120.10
" interest	55.20
" other sources	85.88
Total -----	\$43,520.65

EXPENDITURES

For salaries	\$21,554.05
" janitor service	2,790.00
" books	6,543.20
" periodicals	765.75
" printing	11.25
" binding	2,156.62
" supplies	877.01
" repairs	239.91
" light	616.83
" heat	884.00
" furniture	610.97
" rent	420.00
" telephone	135.91
" postage, freight, express	105.08
" insurance	451.00
" paving	337.00
" interest	1,138.06
" loss from uncollected taxes	1,400.00
" miscellaneous	191.38
" balance on hand	2,292.63
Total -----	\$43,520.65

FINANCIAL STATEMENT
1929 - 1930

I, Mabel A. Wayne, acting secretary of the Board of Directors of the Decatur 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.

Acting secretary, Board of Directors.

Subscribed and sworn to before me this day of May, 1930.

Notary Public.

APPROPRIATION AND EXPENDITURES

An estimate for 1930-1931

RECEIPTS

Appropriation - - - - -		
Balance on hand - - - - -		\$40,000.00
Fines, etc (Estimate) - - - - -		2,292.63
		<u>2,400.00</u>
Total - - - - -		\$44,692.63

BUDGET

Salaries - - - - -		\$21,970.00
Janitor service - - - - -		2,820.00
Books - - - - -		7,000.00
Periodicals - - - - -		800.00
Printing - - - - -		25.00
Binding - - - - -		2,500.00
Supplies - - - - -		850.00
Repairs - - - - -		500.00
Light - - - - -		800.00
Heat - - - - -		1,000.00
Furniture - - - - -		300.00
Rent - - - - -		420.00
Telephone - - - - -		60.00
Postage, freight, express - - - - -		150.00
Insurance - - - - -		320.00
Paving - - - - -		350.00
Interest - - - - -		1,150.00
Shortage in tax collection - - - - -		1,400.00
Miscellaneous - - - - -		<u>250.00</u>
		\$42,665.00

To the Mayor and Commissioners
City of Decatur
Decatur, Illinois

Gentlemen:

Herewith is submitted the fifty-sixth annual report of the Decatur public library.

It is a well known fact that in times of depression when people are out of work and sometimes desperate, they are likely to turn to fantastic schemes of relief unless their minds are usefully occupied.

The public library has been a greater community boon in the last year than has been generally realized. It has been a haven to the unemployed and discouraged. For some it has been a means of escape from hard reality; for others it has offered a place for study where leisure could be used profitably for economic advancement. The energies of the emotionally upset have gone off in harmless reading.

How the depression has stimulated library use is told in figures. The total circulation of books for home use in the last year was 363,563. This is a circulation larger by 42,105 than the previous year, and the greatest increase in any one year in the library's history.

Our public library, like most libraries, measures its usefulness, not exclusively, but largely in circulation figures.

It might interest the council to see how use of the library has increased in the last 10 years.

YEAR	CIRCULATION	GAIN OVER PREVIOUS YEAR	PERCENT GAIN IN TEN YEARS
1921	190,037	10,202	
1922	216,962	26,925	
1923	219,522	2,560	
1924	219,049	473 (loss)	
1925	220,146	1,097	
1926	245,057	24,911	
1927	267,100	22,043	
1928	297,958	30,858	
1929	305,689	7,731	
1930	321,468	15,779	
1931	363,563	42,105	91%

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Last year, as the acting librarian's report shows, books circulated were six to every person in the city.

For this general use, the policy of extending the library service begun more than ten years ago and developed as rapidly as means have permitted, is largely responsible. The library through its branches, through the school, and through the deposit stations, takes the books out where people live. The Alice G. Evans branch on Jasper street circulated 51,812 books last year. The East End branch in a small over-crowded room at Twenty-second and William streets sent out 38,114 books. The combined circulation of all agencies outside of the main library last year was larger than the circulation of the whole library system fifteen years ago.

The trustees join with the acting librarian and the staff in satisfaction over the improvement in health of the librarian, Miss Minnie A. Dill. Miss Dill never ceased to work during her illness. Her vacation, it is hoped, will completely restore her. In her absence her work has been carried on admirably by Miss Mabel Wayne to whose services the board and the public are alike indebted.

The board is glad to report the physical condition of the properties as in good shape. The main building is crowded, and the board renews its request that the council consider plans for relief. The board strongly urges a conference on this subject even though expansion is not undertaken until times improve.

The East End branch is far outgrown. This occupies a rented building. It is possible that larger quarters can be secured without much additional expense. To this need the board will give attention.

The board reports in the acting librarian's financial statement a bequest of \$500 from the will of the late Mrs. Peter Loeb



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for the purchase of books. The making of bequests to the library for the special purposes is a gracious thing calculated to add to the library's usefulness, and the board is glad to encourage the practice.

Respectfully submitted,

Chairman.

LIBRARIAN'S REPORT
1930 - 1931

To the Board of Directors,
Decatur Public Library:

Herewith is submitted the fifty-sixth annual report of the library for the year ending April 30, 1931.

The happiest and most satisfactory event of the year has been the continued improvement of our librarian, Miss Minnie A. Dill, after an illness of almost two years. She has been spending the winter months in California, where her friends, the climate and the scenery have each contributed their share toward her convalescence, and we are hoping to have her with us again, fully recovered, ere many weeks have passed.

We feel that the library has been a real resource, even a safety-valve, to many people who were out of work and needed occupation and distraction for their minds. The reading and reference rooms as well as the stack rooms have been crowded at all times of the day and evening. Some have come seeking a comfortable place to pass their leisure hours, others have seized the opportunity to read the books they have always intended to read, and still others have come for serious study.

The circulation of books for home use was 363,563, an increase of 42,105 over last year, -- the largest increase during any single year in the history of the library. This is a circulation of 6.3 books per capita, 19.3 books per borrower, and an increase of 91% in circulation during the last ten years.

And yet, we feel we have failed to reach hundreds of people who are entitled to the joys and benefits of a good library. Many requests have come for the establishment of a branch library in the vicinity of the small station located on Oakland Avenue. The station as it now exists is open two afternoons each week for four hours; it is for the use of adults only, the children being provided for by a small collection placed in Garfield school, in

LIBRARIAN'S REPORT
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charge of the teachers. This service is obviously inadequate -- the children having access to the books only two afternoons each week during the school period and the adults during only eight hours each week. That this community would appreciate a larger plant is shown by the year's circulation of 5,145 volumes at the station and 4,268 at the school. May we not hope that the coming year will find us able to furnish and equip a small branch library for their use.

For several years, mention has been made of the crowded condition of the E. End branch; the situation is now becoming acute. From this little room measuring $13\frac{1}{2}$ by 27 ft. and containing little more than 2,000 books, were circulated 38,114 volumes. It is open only four hours each afternoon during week days; adults must come in early, or they are completely swamped by the after-school rush of children. There is room for only one small table, which is so surrounded at the busy hour that there is no place for the reference worker. We want for this branch a larger room and longer hours of opening.

The great increase in the circulation of books at the Main library, temporarily relieved the congested condition of the shelves, but we are looking forward hopefully to the time when it will be unnecessary to frequently shift eight or ten shelves of books in order to shelve one new or returned book in the correct place.

Requests for "book" talks this year have been numerous. Miss Pollock, Miss MacLeod and Miss Keyl spoke to various organizations in Decatur and surrounding towns.

The accessions for the entire system, including new titles, replacements, gifts and bound periodicals was 4,284. 2,378 were withdrawn, making the total number of volumes in the library May 1, 1931, 65,322.

LIBRARIAN'S REPORT
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No expensive sets were purchased this year, but some of the more important and attractive additions include:

Beaux	Background with figures
Babbitt & Doland	Water supply engineering
Bennett	Roadside development
Bishop	Man from the farthest past
Byrd	Little America
Cheney	The theatre
Duncan & Drew	Radio telegraphy and telephony
Fox	Patio gardens
Francis-Lewis	Art and craft of leatherwork
Healy	Electrification of steam railroads
Holloway	American furniture and decoration
Jeanneret-Gris	Towards a new architecture
Langdon-Davies	Man and his universe
McMurtrie	Modern typography and layout
Mann	Wild animals
Mumby	Publishing and bookselling
Post	Personality of a house
Rihani	Around the coasts of Arabia
Shetrone	Mound-builders
Snodgrass	Insects
Taft	Handbook of window display
Wells	Science of life 2v.
White	How to fly an airplane
Wulf	Modern physics

LOAN DEPARTMENT

The year just gone by has been a very busy one for the Circulation Department. People have had more time for reading, and our figures show that they have taken advantage of it. We have loaned 173,422 books, which is 22,671 more than last year. The number of reader's cards issued was 3,218, making 609 more cards in force than at the last report; and many of these were to men who had been long residents of Decatur but had never had a card before.

There was increase corresponding to the circulation in all the activities of the Loan Desk except one. Although so many more books were borrowed, the number of delinquent notices necessary to get the straggling ones back was less by four hundred.

There has been the usual demand for light fiction, but yet many of our readers want something better, as shown by the great use made of technical books, literature, travel and biography.

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Of course anything, fact or fiction, on aviation is eagerly snapped up. Psychology has been scarce on the shelves all winter, and there is a waiting list for all the books on astrology we possess. Some new lists of historical novels have been prepared and found useful, for many people seem to have tired of the modern sex novel and now want something different.

More than five hundred new pictures were mounted and added to the picture collection. The use of pictures by teachers and students shows steady increase, 2,192 being circulated this year.

We have issued 144 out-of-town cards, and found considerable interest in preparing a map which shows how these patrons are distributed among eight rural routes and twenty-seven towns and villages, sixteen of the towns being outside Macon County.

The year has had some problems and some difficulties, much hard work and a corresponding amount of satisfaction. We hope that we have been of use to the community, and that those who only this year began to appreciate the library will continue to take advantage of its opportunities.

READING ROOM

The number of periodicals currently received for the main library and both branches was 290, and of these 61 were donated. New periodicals added were Clubwoman, Commonweal, Every child's magazine, Home geographic monthly, Religious education, News review and Needlecraft.

The reading and reference rooms were used by 1,047 people on Sunday afternoons from October through April.

REFERENCE DEPARTMENT

The reference department continues to supply assistance to those inquiring patrons who are led to the library to seek necessary information, whether it be a topic for a club program or only the

LIBRARIAN'S REPORT
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means of settling a heated argument. Young and old, men and women, students and teachers, cultured and uncultured alike -- all have important questions to be decided and depend upon the many reference books to give them desired enlightenment.

During the past year the department has been confronted with the usual varied types of requests. We have suggested autographs for a baby book, discovered necessary material on frog-raising, found pictures and information pertaining to early methods of surgery in the time of Napoleon, and have furnished sources to explain various customs of mankind throughout the ages.

The work with the Woman's Club, the Art Class and the Study Class has been very interesting. With them considerable time was spent in the Scandinavian countries, becoming acquainted with their customs, their literature, science and art. Much was learned about the history of Rome, the life of the people and their government. Numerous book reviews and criticisms were supplied, as was also material on current topics such as "Influences on present day life of the auto, suffrage and the radio," "Prohibition," "World court," and "Women on juries." Clubs from neighboring towns also came for aid in planning papers and special programs in their respective communities.

Several high school teachers and university professors throughout the year assigned to their students special topics, books for which were reserved from week to week in the reference room. One of the English instructors at the high school, realizing the vast importance of the use of the Readers' Guide to Periodical Literature, and the evident lack of acquaintance with this aid amongst her students, brought several classes to the library and directed them in the use of this index.

Many new reference tools have been added, all of which tend toward quicker and more efficient service to the patrons.

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In addition to the regular annual handbooks, almanacs and year-books, the following useful books have been received.

Hefling & Richards- Index to contemporary biography and criticism
Dictionary of American biography- v.5, v.6
Essay and general literature index
Biographical sketches of American artists
Encyclopaedia of the social sciences- v.2, v.3
Ellis- Nature index
Richardson- Index to stories of hymns.

CHILDREN'S DEPARTMENT

During the summer months, the children's department busied itself in preparing for the coming school year. Books were mended, pictures mounted, lists were made or revised, posters made, special collections for supplementary reading were arranged for the convenience of the students and by the first day of school in September the department was fully prepared to take care of its returned "borrowers."

A display case was purchased in September for the children's room, and is now one of its most treasured possessions. The exhibits have created considerable interest, especially those of the Eskimo village, and of Washington's and Lincoln's homes. During March, in connection with the study of China, Miss Freda Combs loaned us a most interesting group of articles brought from China. At various times industrial exhibits, or beautifully illustrated books have been displayed in the case.

During the second school week, seven of the schools were visited and invited to attend the story hour. A story hour was held each Saturday morning at 10 o'clock on the lawn in back of the library until the weather became too cold, and then it was held in the board room. An effective Hallowe'en story hour was held with the appropriate decorations such as lighted Jack-o-lanterns and glaring witches and cats. About eighty children from eleven different schools listened to the stories

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Instead of the usual Christmas stories told around the Christmas tree, this year we had a carol hour. It was very beautiful,- the children singing the lovely carols, in the soft glow of lights from the large Christmas^{tree} and tall tapering candles.

During Book Week, Nov. 16-22, a special effort was made to get in touch with as many aprents and teachers as possible. Visits were made to every school in the system. Each child was asked to urge his parents to visit the library, and to look over the exhibit of new books, classics and suggested books for Christmas gifts. This exhibit was made more attractive with softly shaded lamps and tapestries loaned by local stores.

As part of Book Week activities, a favorite book and author contest was held in the children's room. Peter Pan and Toby Tyler lead in popularity in books, and Lucy Fitch Perkins proved to be the most popular author. The children's librarian gave two talks on "new books for children"; she also talked to the Girl Reserves of Johns Hill Junior High, and to members of the P. T. A. of Mary W. French school. On Saturday, a Book Week play, "Story Terrace" by Atchison, was presented. Due to the unexpected crowd of about five hundred children, parents and teachers it was necessary to give two performances.

At different times during the year, stories were told at various schools in the city,- to the fourth grade at Washington; to about four hundred pupils of the first, second and third grades at Durfee; and to about seventy-five Girl Reserves at Centennial Junior High school.

The I. L. A. conference was held in Moline in October. The children's librarian was one of six asked to participate in the "story teller's pack" at the luncheon for children's librarians and others interested in children's work.

A number of grades have visited the children's room during the year. Miss Hill of Warren school brought her second graders; they were making a miniature library of their own and took

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a great interest in the arrangement of the books, and in the simple explanation of the process of procuring a library card.

The kindergarten class of Millikin University visited the room to see the exhibit of the Eskimo village which was on display during January. A group of seventy-five children from the first three grades of Pugh school also visited the room. Altogether about two hundred children were brought to the library to learn about the arrangement and how to take out library cards.

A gratifying interest has been shown by the public in the children's room, and we hope next year to reach and interest the remaining number. Withal, the department has had a substantial increase in circulation, having circulated a total of 62,097 volumes for the year, which is a gain of 5,679 over last year. Almost twice as many pictures were issued this year, 2,011 in comparison with 1,128 last year.

EXTENSION DEPARTMENT

The extension department, which includes two branches, the hospital library, ten schools and three deposit stations, closed the year with a large increase in circulation. The total for the year being 128,054,- an increase of 13,755 over last year.

Alice G. Evans Branch

The Evans branch closes the year with the largest circulation it has ever had, 51,812,- an increase of 4,789 over last year. Now that the circulation has passed the 50,000 mark, we consider this a large branch.

The number of borrowers has increased from 2,163 to 2,216, 900 of whom are adults. During the year four different groups from Durfee school visited the branch, to have the use of the library explained to them.

The picture file is a great help to the teachers and students and 1,288 pictures were circulated.

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East End Branch

The East End Branch also closes the year with the largest circulation it has ever had, 38,114 - an increase of 6,863 over last year. The number of borrowers has been increased from 1,504 to 1,627, 620 of whom are adults.

Business in this little branch has grown so in the last two years that it is very necessary to secure larger quarters. We do not have shelf room for all of the books as it is and have had to use the only reading table in the room for stacking books. Twice, the last year, teachers from Roach school have asked to bring their children to the branch to have the library explained to them but the building was too small to accommodate them.

Hospital Library

The total circulation for the year at the Macon County Hospital was 1,593,- a decrease of 107.

Deposit Stations

The two new deposit stations which were opened last year have more than doubled their circulations. The Oakland station circulation was 5,145 - an increase of 3,774. The Cantrell station circulation was 3,200 - an increase of 2,446.

The circulation for Staley's Manufacturing Company was 570 - a decrease of 1,158. They were without books for several months while moving into their new building.

In June a collection of 50 books was loaned to the Y.W.C.A. for the girls at Camp Kiwanis.

Schools

The circulation of the ten school libraries for the year was 27,324 - a decrease of 2,827 from last year. Two schools- Oglesby annex and St. James, had no collections this year. Oglesby school had the largest circulation, with Garfield and Riverside coming second and third.

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CATALOG DEPARTMENT

The Catalog Department can boast of no spectacular attainment during the year. Doubtless its very existence is unknown, or only vaguely surmised, by a large number of library patrons who, we trust, either directly or indirectly, have benefited by the results of its labors. However, it is gratifying to note the constant use made of the public catalog by the students and other readers who are increasingly availing themselves of the facilities offered.

There is physical evidence of this use, as frequently cards must be re-typed in an attempt to maintain some measure of neatness and good appearance. The project of a general systematic cleaning and re-typing of the catalog in the Children's Room was started some time ago, and work has been continued on that this year. This special catalog of the juvenile books is not only a necessary working tool in that department but serves as a valuable means of educating children in a more independent use of the library and prepares the way for their use of the adult department.

An increasingly important part of the work of the Catalog Department is the preparation of cards for the catalog in each of the branch libraries. All new books for the entire system are prepared at the central source, and necessary records kept there, with complete catalog made for these two specific units which have permanent collections. As their work grows and usefulness increases, their resources must enlarge, with the consequent expansion of the key to those resources.

The general work of the year has included as usual, in addition to the classification and cataloging of hundreds of new books, the re-cataloging of many volumes in new editions which have replaced withdrawn copies. Many cards have been removed from the catalog, with other detailed alteration of records made necessary by the permanent withdrawal of books which could not be replaced or

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were for other reasons eliminated from a rapidly growing collection. This growth is evident not only in the crowded condition of the library shelves but in the gradual enlargement of all files and the resulting need of a more detailed notation in some cases, and in the wider range of subjects involved in the problems of classification. Although there are immeasurable benefits to be derived from the various library aids published today and from the cooperative cataloging service available in the Library of Congress cards, there are ever-present questions to be decided in the light of previous local policy, and constant attention must be given to the keeping of entries as reasonably consistent as possible.

The statistical records of accessions according to source and classification, summaries of which appear elsewhere in this report were re-organized this year, with the elimination of some unnecessary items and the re-arrangement of certain items to facilitate the making of the librarian's reports to the state and national organizations. The tabulation of the card work of the department follows:

	L. C. cards	Typed cards
Main Library	4906	2533
Children's Dept.		2023
Evans Branch	1172	533
East End Branch	854	406
School Collection		12
Rental Collection		75
Total no. new cards	12514	
Total no. cards revised	2788	
Grand total	15302	

BINDING, WITHDRAWING & MENDING

The number of volumes sent to the bindery was 2,578, of which 2,343 were books and 235 periodicals. 15,635 books were repaired in the library.

The number of books withdrawn because they were worn out or lost was 2,378.

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LINCOLN MEMORIAL ROOM

The Lincoln Memorial Room has had many visitors this year. Delegates attending the D.A.R. conference were most interested and spent much time examining the collection. Mr. George P. Hambrecht, director of the Wisconsin State Board of Vocational Education, who is writing a book about Lincoln, especially appreciated the opportunity to see the famous Kirkham grammar. He also found much of interest in Miss Jane Hamand's "Memories of the Rutledge family of New Salem," and with Miss Hamand's consent borrowed the booklet for several weeks.

BUILDING AND GROUNDS

The driveway at the rear of the building was resurfaced with asphalt, and the entire lawn was reconditioned.

LIBRARY CONFERENCES

The annual meeting of the Illinois Library Association which was held at Moline Oct. 15-17, was attended by Miss Pollock, Miss Keyl, Miss MacLeod and Miss Wayne.

Miss Evans and Miss Baker attended the regional meeting held at Tuscola, March 26.

STAFF

There were two resignations on the staff. Miss Helen Parker, children's librarian, accepted a position as reader's assistant in the Des Moines public library and Miss Mildred Foltz is attending school at the University of Illinois.

Miss Margaret MacLeod, a graduate of the Western Reserve Library School, came to us as children's librarian, August 18. Miss Lorena Keyl, returned to us as reference assistant, after graduating from the Wisconsin Library School, in June.

LIBRARIAN'S REPORT
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We wish to acknowledge the kindness of the newspapers in giving space to book lists and library news. And we are most grateful to those merchants who have loaned us articles to make our various exhibits more attractive.

I cannot express too deeply my appreciation of the staff during this year which might have been extremely difficult without their fine cooperation. A large increase in circulation means heavier and harder work in all departments. This work has been accomplished even though our staff numbered one less than usual, only because of the loyalty, interest and enthusiasm of each worker.

To the Board I am also most grateful for cooperation and help, at all times.

Respectfully submitted,

Mabel A. Wayne

Acting Librarian.

LIBRARIAN'S REPORT
1930 - 1931
Appendix

Contents of Library

May 1, 1930- books on hand ----- 63,416

Additions:

Purchase	(new)	-----	2564
Purchase	(renewal)	-----	1318
Donation		-----	115
Bindery		-----	248
Books found	(previously missing)	-----	39
	Total added	-----	4284

Losses:

Worn out and withdrawn	-----	1482
Lost and paid for	-----	65
Lost and not paid for	-----	95
Destroyed on account of contagious diseases	-----	11
Missing in inventory	(1930 - 1931) -----	725
	Total loss	----- 2378

April 30, 1931- books on hand ----- 65,322

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1930 - 1931
Appendix

Accessions according to Classification

	No. vols. in Lib'y May 1, 1930	Additions (new, renewal, found and transferred)	Withdrawals (Worn out transferred, and missing in inventory)	No. vols. in Lib'y April 30, 1931
General works	5120	137		
Philosophy	884	45	32	5225
Religion	1722	75	36	893
Sociology	7265	365	47	1750
Philology	195	11	306	7324
Science	3232	207	7	199
Useful arts	4902	180	103	3336
Fine arts	3214	215	139	4943
Literature	6715	334	84	3345
History	4523	165	148	6901
Travel	3526	219	83	4605
Biography	3710	240	68	3677
Fiction	18202	2079	68	3882
Foreign books	206	14	1236	19045
			23	197
Total	63416	4286	2380	65322

Accessions by Departments

Main library				
Adult dept:				
Circulating	31492	2109	1337	32264
Reference	2851	88	54	2885
Bound period.	7096	234	11	7319
Public docs.	3900	32	164	3768
Child. dept.	7652	569	208	8013
Evans branch				
Adult dept.	2723	223	121	2825
Child. dept.	2278	333	206	2405
East End branch				
Adult dept.	1125	175	13	1287
Child. dept.	1206	215	51	1370
Hospital coll.				
Adult dept.	223	3	1	225
Child. dept.	45	1	1	45
School coll.	2825	313	222	2916
Total	63416	4295	2389	65322

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Appendix

Circulation by Classes

	Main Lib. Adult	Lib. Child	Evans branch	E.End branch	Hosp.	Schools	Stations	Total	Per cent
General works	389	39	96	29	0	0	0	553	.15
Philosophy	2796	21	34	38	0	0	1	2890	.79
Religion	1807	507	254	207	0	535	2	3312	.92
Sociology	3261	5380	2146	1342	3	3849	32	16013	4.40
Philology	179	1	4	5	0	0	0	189	.05
Science	2672	1413	756	566	1	1469	19	6896	1.89
Useful arts	3724	792	760	409	18	448	12	6163	1.69
Fine arts	4245	995	586	371	0	179	24	6400	1.76
Literature	7905	2810	1433	868	18	1411	64	14509	3.99
History	3626	1393	1014	538	0	2328	36	8935	2.46
Travel	4750	2285	937	651	6	2285	51	10965	3.02
Biography	4928	1019	671	497	8	1058	35	8216	2.26
Fiction	128988	44873	40583	30416	1333	13762	8933	268888	73.96
Magazines	1630	569	2446	2177	206	0	2	7030	1.94
Foreign books	440	0	92	0	0	0	0	532	.15
Special coll.	2082	0	0	0	0	0	0	2082	.57
Total	173422	62097	51812	38114	1593	27324	9211	363573	

Circulation by Months

May	12412	4203	3537	2574	149	2533	402	25810
June	11787	4716	2675	2424	120	0	577	22299
July	13097	4544	2988	2376	130	0	597	23732
August	13219	4516	2920	2392	77	0	830	23954
September	13240	4102	3868	2496	119	0	511	24336
October	14378	5357	4696	3430	199	3333	773	32166
November	14775	5749	5194	3810	134	4549	726	34937
December	15624	5347	5579	3893	145	3134	796	34518
January	18604	6300	5877	3932	129	3600	1395	39837
February	15945	5462	4844	3476	114	4180	898	34919
March	16409	6434	5303	4099	108	3451	904	36708
April	13932	5367	4331	3212	169	2544	802	30357
Total	173422	62097	51812	38114	1593	27324	9211	363573

Main library Evans branch East End branch

Number of days open	307	307	307
Average daily circulation	767	166	124
Largest daily circulation	1720	354	248
Smallest daily circulation	388	56	46

Registration

	Main lib.		Evans br.		E.End br.		Total
	Adult	Child	Adult	Child	Adult	Child	
Cards in force May 1, 1930	10577	3709	862	1301	540	965	17954
Borrowers registered	3218	1022	244	289	219	265	5257
Borrowers cards cancelled	2609	916	204	284	139	223	4375
Cards in force April 30, 1931	11186	3815	902	1306	620	1007	18836

FINANCIAL STATEMENT
1930 - 1931

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, 1931.

Amount appropriated by City Council	\$40,000.00
Loss- interest on anticipation warrants	989.00
Loss- Uncollected taxes	1,800.00

RECEIPTS

From appropriation		\$37,211.00
" balance on hand		2,292.63
" fines, damages and lost books		1,855.18
" fees from non-residents		142.00
" rental collection		104.10
" interest		51.66
" other sources		74.07
	Total - - - - -	\$41,730.64
Gift from ^{Mrs.} Caroline S. Loeb - - - - -		500.00

EXPENDITURES

For salaries		\$22,104.05
" janitor service		2,820.00
" books		6,786.59
" periodicals		822.40
" binding		1,839.56
" supplies		757.70
" repairs		318.98
" light		625.89
" heat		831.08
" furniture		318.72
" rent		420.00
" telephone		62.08
" postage, freight, express		85.31
" insurance		283.72
" paving		337.00
" interest		90.84
" miscellaneous		209.85
	Total - - - - -	\$38,713.77

Balance from current fund - - - - -	3,016.87
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Balance from Caroline S. Loeb bequest - - - - -	500.00
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FINANCIAL STATEMENT
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I, Mabel A. Wayne, acting secretary of the Board of Directors of the Decatur 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.

Acting secretary, Board of Directors.

Subscribed and sworn to before me this day of May, 1931.

Notary Public.

DECATUR PUBLIC LIBRARY

Fifty-seventh Annual Report

1931 - 1932

To the Mayor and Commissioners
City of Decatur
Decatur, Illinois

Gentlemen:

Nothing that the librarian has said in the accompanying report could the members of the library board say better. The story is before you.

It may be permitted us, however, to tell you that in one of the hardest and most trying years through which the library has ever passed the librarian and staff have rallied splendidly to the job. Without this fine loyalty the accomplishments of the year would not have been possible.

The library continues to be the solace and opportunity of many who are out of work or are on reduced hours. We are glad that it has helped them. We regret that, at a time when the demands on the library were increasing, retrenchment was necessary. The board brought to the attention of the librarian in January the need of reducing expenditures, and this problem was attacked in the same fine spirit.

We are grateful to the city council for the appropriation which we requested for 1932-33. The budget has been carefully revised with the purpose of making the \$36,000 meet our needs.

For renewal of our extension work, cut down by necessity, we shall await more prosperous times.

Respectfully submitted,

Chairman.

LIBRARIAN'S REPORT
1931 - 1932

To the Board of Directors,
Decatur Public Library

Herewith is submitted the fifty-seventh annual report of the library for the year ending April 30, 1932.

We close this fifty-seventh year of the library's existence with a note of thanksgiving that we have been able to weather through the terrible depression of the past twelve months, keep within our budget, serve more people than ever before on less money and with a smaller staff. Never in our history have we had the crowds of readers in the library and the number of books loaned for home use- 407,402- as besieged the library this year. Hard times and unemployment have caused people to turn to the library for comfort, information, pleasure and inspiration. Some came when the doors were opened and stayed all day, or were in and out. Many looked up books and magazines to increase their knowledge on their line of work or on other vocations; others read to take their mind off their troubles; and, as usual, students and club workers made use of material for educational or cultural purposes.

Just a month before the end of the year it was found necessary to close the East End branch, two deposit stations,- one in the northwest section and the other in the southeast- and the library in the Decatur and Macon County hospital; also to make other reductions. The library funds were not exhausted but only a certain per cent could be cashed. This branch was "a paying concern" if thought of in terms of success. It had been in existence six years, occupying a very small store room on East William at Twenty-second street, and served a reading public in that community as well as the needs of the Roach school children, and was very popular. 38,530 volumes were loaned in the eleven months of this library year and it was only open four hours on week days, and recently one evening a week until 8:30.

LIBRARIAN'S REPORT
1931 - 1932

In planning our budget for 1932-1933, each item of necessary expenditure was carefully weighed and cut to the limit; the amount for salaries and books shows the largest decrease. Certain fixed expenses had to remain as they were. With the strictest economy the work will be carried on and service given to the fullest extent possible on a reduced appropriation. There will be fewer new books and not as many staff assistants.

It is to be hoped that when prosperity returns all former extension work may be resumed and more begun where needed; also that all departments at the Main library may be strengthened.

The physical condition of the library needs considerable attention as the age of the building makes repairs and redecoration urgent. The only improvement possible to make this year was the replacement of the cement steps at the Main street entrance to the grounds. The Evans branch building also should be put in good condition.

LOAN DEPARTMENT

Another year has gone by and we on the inside curve of the Loan desk have seen more and more new faces on the outside, have handed more and still more books across it, and have met, or tried to meet, more and more varying demands. Without team-work of a high order our limited staff would not have been able to handle the circulation, which was 197,840 volumes, over 24,000 more than last year.

Our most distinct impression of the year is that of crowds, standing room only in the reading room, people jostling one another before the catalog, forming in queues about the desk, swarming around the book displays, with frequent collisions and contretemps in our narrow aisles. Many good-natured comments have been made on our crowded condition, and many people have gone out of their way to express their appreciation of the library and their sense of what it

LIBRARIAN'S REPORT
1931 - 1932

means to the community.

Registrations	3458	Last year	3218
Delinquent notices	4088	" "	4213
Reserve notices sent	2964	" "	2673
Reserve notices sold	2720	" "	2478
Books mended	8261	" "	8066
Pictures circulated	1267	" "	2192
Out-of-town borrowers	152	" "	144

REFERENCE DEPARTMENT

The crowded condition of the Reference room has been mentioned in the reports for several years, but this year the congestion has exceeded that of any previous year. New chairs were purchased but even then there was not seating capacity for all who came. Patrons were forced to use the chairs and benches outside of the room and on several occasions were found sitting on the floor, or standing. The same condition exists in the periodical stack room which is part of the reference department,- people sat on tables, window casements and vacant places on the shelves, or stood.

The assistance required in looking up references has increased accordingly and never were more collections reserved for university and high school students, and clubs and organizations of various kinds.

CHILDREN'S DEPARTMENT

A review of the past year brings the comforting knowledge that at last the Children's room is coming into its own. A successful year has just passed- both from the statistical viewpoint, and from the general public's response. Parents have been reached and are using the Children's room frequently- making out lists for their children, getting advice on what books to buy, and in some cases, the parents themselves are reading books from the department. The schools also, have shown a fine spirit of cooperation.

During the first week of school, a friendly invitation to come to the Children's room and a short resumé of the resources of the room,- its exhibits, files, books, etc. was mailed to each grade teacher

LIBRARIAN'S REPORT
1931 - 1932

in the system. Most gratifying results were obtained by these letters.

The Children's room had several special weeks and programs to bring its existence more forcibly to the attention of the public. Book Week, November 16-21 was most successful, at the same time being one of the very busiest times ever had. The large second floor hall was arranged with four attractive book stalls, and on these the new books, and books about foreign countries, in keeping with the international idea, were displayed. Bright streamers, posters, book jackets and large flags made the room very colorful. The International story hour on Saturday of that week was attended by about four hundred. Miss Krigbaum told the stories, Mrs. Pettee gave an interesting talk on Japan in costume, and a group of Miss Van Dyke's pupils danced the Highland fling.

Another special week was held in April,- Children's Library Week. A hidden title contest was very popular, with over two hundred children participating. Buttons were given the fifty highest contestants. Slogans and posters asking the children to bring their friends, and to help make this a 100% children's room were displayed. About forty-eight children registered for the first time, and almost a hundred children began taking books again. The week gave the department over a thousand gain for the month, as over April, 1931.

Not having a story^{hour} room, the Children's room was closed for an hour for special story^{hour} programs for such occasions as Christmas, Washington's birthday, Hallowe'en, Easter, etc., usually with music or some other feature

The schools in classroom groups have visited the library in large numbers, to have the process of obtaining a library card, the arrangement of the room, and other elementary information explained. Twenty-eight grades from Warren, Riverside, Lincoln, Garfield, Pugh, Ullrich, St. James, Gastman, Roach, Dennis and Oglesby schools visited the room at different times, making a total of over 1,100 children.

A list of about seven hundred titles was made up for the Parent Teacher Association, which is to be used as a basis for all

LIBRARIAN'S REPORT
1931 - 1932

reading and for first purchase, throughout the system in grades one to eight.

Talks were given by the children's librarian at the following places: to a literature club at Johns Hill, on "General history of books"; 6th through 9th grades at St. James, on "Books as character builders"; Johns Hill, on "New books"; Warren, Dennis and Lincoln Parent Teacher Associations on "How to guide my child's reading"; Ullrich school on "Some worthwhile books"; Children's Literature class at Millikin University on "New books of 1931"; Macon P.T.A., on "Better books"; Cerro Gordo P.T.A., on "Guiding the child's reading and the importance of the library in connection with books"; Illinois state library conference at Peoria, on "Publicity method in the Decatur Children's department"; Regional meeting in Decatur, on "New books for older boys and girls".

Stories were told by the children's librarian to three hundred pupils at Durfee school; five hundred Lincoln school children, parents and teachers at Mueller's gymnasium; at Dennis school; to the children of the Legion auxiliary at the Y.W.C.A.; and at Evans branch.

The Children's room had a circulation of 67,031, a gain of 4,934 over 1931, which was 62,097. This shows a decided increase over 1930, two years ago. The circulation then was 56,418.

The number of pictures circulated was 2,212, a gain of 201. There are a total of 5,062 borrowers in the children's department.

EXTENSION DEPARTMENT

The extension department consisted of two branches, one hospital library, ten schools and three deposit stations up to the first of April, 1932. The East End branch, the hospital library and two deposit stations were closed as one of the economy measures. There was a large increase in circulation even though the branch and three stations were forced to close before the end of the library year. The total circulation for the year being 142,531,- an increase of 14,477 over last year.

LIBRARIAN'S REPORT

Alice G. Evans Branch

The Evans branch had a circulation of 54,396 for the year,- an increase of 2,584 over last year. The number of borrowers was increased from 2,216 to 2,262, 942 of whom are adults. The depression has caused a great many adults to use the library in the past year.

During the year four different groups of children from Durfee school visited the library. A Christmas story hour was held and about 130 children attended. The branch was closed on Thursday nights beginning the first of December and the East End branch opened on that night.

East End Branch

It was with much regret that we were forced to close the East End branch and the Oakland and Cantrell stations. The branch was opened six years ago with a circulation of 20,390 for the first year. The circulation for the eleven months of the year just ending was 38,530, a gain of 416 over the circulation last year when it was open twelve months.

Hospital Library

The total circulation for the year at the Decatur and Macon County hospital was 1,182,- a decrease of 411. This station was closed the last of March.

Deposit Stations

The Oakland and Cantrell deposit stations were opened two years ago and will be greatly missed by the patrons of both stations. Oakland had a circulation of 6,380,- an increase of 1,235, while Cantrell's circulation was 4,993, with an increase of 1,793. Both stations were closed the last of March.

The circulation for Staley's Manufacturing Company was 1,546,- an increase of 976. In July, collections of books were loaned to Camp Seymour and the Health Camp. In August, a collection was loaned to the Y.W.C.A. for girls at Camp Kiwanis.

LIBRARIAN'S REPORT
1931 - 1932

Schools

The circulation of the ten school libraries for ^{the} year was 34,590,- an increase of 7,266 over last year. A number of new titles were added to the collection during the year, which we feel quite sure increased the number of books read. The schools having the largest circulations for the year are as follows:

Washington	5876
Garfield	5548
Riverside	4436

CATALOG DEPARTMENT

As usual, the work of the Catalog department, has included, in addition to the cataloging and shelf-listing of some 2,700 new books, the re-cataloging of numbers of books of which different editions were purchased to replace copies which had been withdrawn. Other revision of the catalog is continually necessary for various reasons. The general cleaning and re-typing of the catalog in the children's room was continued this year when time permitted.

The total number of cards prepared for the various departments included 4,823 Library of Congress printed cards, 7,451 typed cards, 2,760 cards to which additions or changes were made, making a total of 15,034.

BINDING, WITHDRAWING & MENDING

The number of volumes sent to the bindery was 2,434, of which 2,189 were books and 245 periodicals. 17,883 books were repaired in the library. The number of books withdrawn for various reasons was 2,280.

LINCOLN MEMORIAL ROOM

Miss Hamand, the donor of the collection, visited Decatur in June, at which time she added more pictures, pamphlets and medals. On February 12, the Lincoln room was open all day and, as the papers had announced the Kirkham Grammar would be displayed for the last time, almost eight hundred visitors came. The next day the Grammar was expressed to the Library of Congress where it will remain permanently.



LIBRARIAN'S REPORT
1931 - 1932

LIBRARY CONFERENCES

The meeting of the Illinois Library Association in Peoria October 21-23, was attended by the librarian and eleven of the staff, on different days. Miss MacLeod, the children's librarian, had a part on the program.

A Regional meeting was held in Decatur, March 21, and was attended by about fifty librarians and trustees from nearby towns. Professor Myles Robinson of Millikin University, gave a talk on Economics and International Affairs, recommending the outstanding books on the subjects. The librarian and two members of the staff contributed to the program,- Miss Wayne giving a very comprehensive talk on our budget, with statistics on the blackboard, and Miss MacLeod talked on new books for young people.

DISCUSSION MEETINGS

During February and March informal talks, followed by discussions, were held one evening a week in the children's room. Three of the speakers were Millikin professors,- Mr. Myles Robinson, Mr. Quincy C. Burris, and Mr. William Dallmann; and two were business men,- Mr. James K. Stafford and Mr. Samuel A. Tucker. The subjects were interestingly presented but the attendance was small.

STAFF

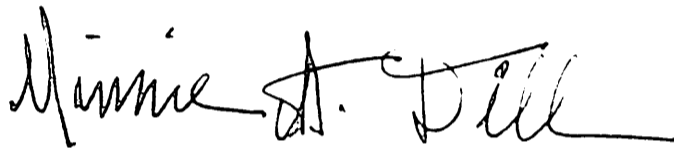
Introduced by Mr. Hardy, the librarian and five members of the staff presented the library in talks before the Rotary Club, in January, following a luncheon at the Hotel Orlando.

Miss Edith Walker was married in December to Mr. Dan Hart and went to Danville to make her home. Miss Bernice Osborn, who had been a page at the Evans branch, took the apprentice course and became a member of the staff.

LIBRARIAN'S REPORT
1931 -1932

The librarian thanks her faithful staff for their efficient and enthusiastic cooperation during this difficult year, and expresses appreciation to the Board for its continuous support and genuine interest.

Respectfully submitted,

A handwritten signature in cursive script, reading "Minnie A. Dill". The signature is written in dark ink and is positioned centrally below the text "Respectfully submitted,".

Librarian.

LIBRARIAN'S REPORT
1931 - 1932
Appendix

Contents of Library

May 1, 1931- books on hand ----- 65,322

Additions:

Purchase	(new)	-----	2405
Purchase	(renewal)	-----	1033
Donation		-----	114
Bindery		-----	264
Books found	(previously missing)	-----	25
Total added			----- 3841

Losses:

Worn out and withdrawn	-----	2127
Lost and paid for	-----	25
Lost and not paid for	-----	75
Destroyed on account of contagious diseases	-----	10
Missing in inventory (hospital collection)	-----	43
Total loss		----- 2280

April 30, 1932- books on hand ----- 66,883

LIBRARIAN'S REPORT
1931- 1932
Appendix

Accessions according to Classification

	No. vols. in Lib'y May 1, 1931	Additions (new, renewal, found and transferred)	Withdrawals (worn out transferred, and missing in inventory)	No. vols. in Lib'y April 30, 1932
General works	5225	136		
Philosophy	893	34	52	5309
Religion	1750	65	14	913
Sociology	7324	371	22	1793
Philology	199	3	214	7481
Science	3336	146	1	201
Useful arts	4943	199	82	3400
Fine arts	3345	183	49	5093
Literature	6901	299	41	3487
History	4605	142	97	7103
Travel	3677	188	103	4644
Biography	3882	166	109	3756
Fiction	19045	1906	57	3991
Foreign books	197	12	1444	19507
			4	205
Total	65322	3850	2289	66883

Accessions by Departments

Main Library				
Adult dept:				
Circulating	32264	1669	902	33031
Reference	2885	130	115	2900
Bound period.	7319	242	10	7551
Public docs.	3768	29	19	3778
Child. dept.	8013	632	390	8255
Trans branch:				
Adult dept.	2825	201	70	2956
Child. dept.	2405	274	133	2546
East End branch:				
Adult dept.	1287	149	5	1431
Child. dept.	1370	200	47	1523
Hospital coll:				
Adult dept.	225	1	226	0
Child dept.	45	0	45	0
School coll.	2916	516	520	2912
Total	65322	4043	2482	66883

LIBRARIAN'S REPORT
1931 - 1932
Appendix

Circulation by Classes

	Main Lib. Adult	Lib. Child	Evans branch	E.End branch	Hosp.	Schools	Stations	Total	Per cent
General works	557	38	38	32					
Philosophy	3028	16	51	37	0	0	1	666	.16
Religion	2349	512	222	173	0	0	14	3146	.77
Biography	3993	5843	2122	1072	0	541	7	3804	.94
Geology	250	0	14	15	0	4093	78	17201	4.22
Science	3383	1812	728	442	0	0	0	279	.07
Visual arts	4408	1028	759	338	1	1725	19	8110	1.99
Graphic arts	4838	1311	750	490	2	644	5	7184	1.76
Literature	8908	3285	1429	840	1	165	44	7599	1.87
History	4673	1538	931	542	31	1786	112	16391	4.02
Novel	5584	2602	817	613	0	3006	34	10724	2.63
Biography	5294	1173	674	599	21	2836	130	12603	3.10
Religion	143401	47139	43237	31113	8	1122	100	8970	2.20
Magazines	2284	734	2486	2224	1054	18672	13278	297894	73.12
Foreign books	501	0	138	0	64	0	0	7792	1.91
Special coll.	4389	0	0	0	0	0	11	650	.16
					0	0	0	4389	1.08
Total	197840	67031	54396	38530	1182	34590	13833	407402	

Circulation by months

January	12686	4602	3750	2694	106	4239	801	28878
February	12259	4467	3444	2352	144	0	1192	23858
March	13896	4680	3300	2289	103	0	1302	25570
April	14972	4834	3113	2478	74	0	1373	26844
May	14925	4268	3321	2618	116	0	856	26104
June	17297	6175	4482	3758	90	3604	1004	36410
July	17404	6623	5173	4433	119	5242	1721	40715
August	17034	5617	5350	4404	125	3432	1145	37107
September	20203	6572	6018	4575	129	3594	1451	42542
October	18746	6129	5555	4291	90	5189	1387	41387
November	19386	6663	6136	4638	86	5171	1601	43681
December	19032	6401	4754			4119	0	34306
Total	197840	67031	54396	38530	1182	34590	13833	407402

Main Library

Evans Branch

East End branch

Number of days open	307	307	281
Average daily circulation	863	177	137
Largest daily circulation	1984	426	285
Smallest daily circulation	324	54	46
Periodicals currently received	280	13	13

Registration

	Main Lib. Adult	Lib. Child	Evans br. Adult	Child	E.End br. Adult	Child	Total
Cards in force May 1, 1931	11186	3815	902	1306	620	1007	18836
Members registered	3458	1229	254	344	220	230	5735
Cards cancelled	2577	983	214	330	110	236	4450
Cards in force 30, April, 1932	12067	4061	942	1320	730	1001	20121
Transferred to Main library	730	1001					
Cards in force April 30, 1932	12797	5062	942	1320			20121

FINANCIAL STATEMENT
1931 - 1932

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, 1932. Amount appropriated by the City Council - - - - -

	RECEIPTS		\$39,000.00
From appropriation			
" balance on hand	\$30,000.00		
" fines, damages and lost books	3,016.87		
" fees from non-residents	1,653.81		
" rental collection	152.00		
" interest	219.45		
" other sources	32.84		
	89.74		
	Total - - - - -		\$35,164.71
Caroline S. Loeb Fund	\$500.00		
Interest on C. S. Loeb Fund	15.10		
	Total - - - - -		\$515.10

	EXPENDITURES		
For salaries	\$21,115.30		
" janitor service	2,790.00		
" books	5,260.50		
" periodicals	710.65		
" printing	6.00		
" binding	1,868.38		
" supplies	596.87		
" repairs	327.15		
" light	483.24		
" heat	594.76		
" furniture	148.22		
" rent	350.00		
" telephone	64.28		
" postage, freight, express	70.96		
" insurance	149.95		
" paving	337.00		
" interest	70.62		
" miscellaneous	187.86		
	Total - - - - -		\$35,131.74
April 30, 1932- Balance on hand			\$32.97
April 30, 1932- Balance due from Library appropriation			\$ 9,000.00
Balance from Caroline S. Loeb Fund			\$515.10

FINANCIAL STATEMENT
1931 - 1932

I, Minnie A. Dill, secretary of the Board of Directors of the Decatur 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, Board of Directors.

Subscribed and sworn to before me this day of May, 1932.

Notary Public.

DECATUR PUBLIC LIBRARY
FIFTY-EIGHTH ANNUAL REPORT
1932 - 1933

To the Mayor and Commissioners
The City Council
Decatur, Illinois

Gentlemen:

That feeling of inadequacy which comes of having a big job to do and little means to do it with, the public library has shared with other departments. But because so many people, by reason of new conditions, have had a curiosity to find out about the world they live in, the year just closed has been rather a thrilling one for the library.

Miss Dill's report attached tells the story better than could we. To the librarian and her staff belong all the credit for heroic sacrifices, longer ~~of~~ hours of work, and a fine enthusiasm for supplying the public with what it wants.

This was our first year under the suspension of the East End branch and the two deposit stations. The showing of circulation under these conditions was remarkable. We have had to conserve rather than expand, but this flood of circulation indicates that we have been useful.

The physical property is in fair condition. We have spent only enough to keep up the most necessary repairs. Many things must be deferred until we are more prosperous.

The board wishes to thank the entire council for its courtesy, and particularly Commissioner Rugh for his co-operation.

Respectfully submitted,

Chairman.

LIBRARIAN'S REPORT
1932 - 1933

To the Board of Directors,
Decatur Public Library

Herewith is submitted the fifty-eighth annual report of the library for the year ending April 30, 1933.

This has been a year of strictest economy. We have found difficulty in keeping within our budget and serving a larger number of people than ever before. It was necessary to curtail all items of expenditure, - the largest decreases, about \$3,600 each, being made in the salary and book funds. The reduction in book purchases has been ^{the appropriation pitifully small} heroic, - only \$1,740.19 for 953 books, of which 457 were replacements. The periodical subscriptions were reduced from \$710 to \$548; and binding from \$1,868 to \$1,460. Binding was felt to be essential if the books we had were to be kept fit for circulation. A total of 1,676 volumes were sent to the bindery, all were to be re-bound except the 154 periodicals newly bound. The bindery bill would have exceeded the above amount had not 32,686 books been repaired by the staff. Supplies have been ordered sparingly and conserved to the limit, and only the most necessary building repairs made.

The staff has worked at high pressure throughout the year, - with the ever increasing patrons, young and old. The library has been almost home to many library visitors, especially to the newspaper and magazine readers and the dictionary puzzle addicts.

The great increase in all departments operating lead us to realize that a fine opportunity for service has been lost by the necessity for discontinuing one branch and three stations. We feel that if these agencies had been in existence we would have had an increase in circulation this year far greater than it was last year.

The total circulation for the entire system was 407,077; the circulation per capita was 7.08 books; the circulation per borrower was 19.35 books. 38% of the population are borrowers.

LIBRARIAN'S REPORT
1932 - 1933

WORK WITH ADULTS

Lending Department

The Lending department of the Main library finished the year with a circulation of 246,930 books. This is a gain of 49,090 which we feel to be rather remarkable considering that we had so very few new books, and is a gain of almost 50% over five years ago. The increase in fiction reading was large, as should be expected in a year like this, when so many people have need of escape from boredom and worse. But there was also a gratifying gain in practically all non-fiction classes. The largest increases were in biography, useful arts, travel, fine arts and sociology, in the order given. There has been more call than usual for books on vegetable gardening and allied phases of agriculture.

Our largest single day was February eleventh when we charged out 1543 books, and there were many days only slightly less busy. Since circulation goes two ways at once, we handled on those days well over 3,000 books at our crowded desk,- something of a task for even our well-seasoned staff. But we have made a consistent effort to organize our routine work so as to manage rush hours with the minimum of friction or delay and in this we have been greatly helped by the attitude of the public, which has nearly always been good-natured and appreciative.

To sum up our year's work,- we have released into the homes of Decatur not only 246,930 books, but also the tremendous influences those books contained. It is unthinkable that they have not left some impress. Our formal statistics mean little to anyone but ourselves; our real report is written into the life of the community.

Reference Department

Due to the avidity with which the dictionary users have haunted the library, the reference room has assumed an unusual appearance, there being no hour in the day when the room is not well filled.

LIBRARIAN'S REPORT
1932 - 1933

The following selection from hundreds of reference questions which have been looked up, will give an idea of the practical use made of this department,- Construction of hot-beds; How to build an ice-house for home use; Industrial laws on grading corn; Construction of incubators; How to restring a tennis racket; Placer mining; Manufacture of sauces; Construction of cold-frame; Statistical record of the world situation of flaxseed; Chemical processes in the extraction and refining of gold and silver.

Other interesting subjects searched for were,- The dame school; Privately owned art collections in the U.S.; Legend of "The fourth nail"; Old Italian violin makers; Migration of peoples; Illinois poets; Painters of Indians and cowboys; History of the psychological novel during the last thirty years.

Because of the lack of funds few new books were added, but our large collection of pamphlets and clippings, which are in constant use, has seen considerable mending and the addition of much new material.

WORK WITH CHILDREN

The year has been a successful one for the children's room, as attested by the number of new borrowers and the fact that 73,569 books were issued to 5,106 borrowers,- an average of 14 books to each child.

Several publicity ^{features} were arranged at various times throughout the year, notably: Boys' week; Boy scouts' week; with posters, special displays of books, information and lists of books in the newspapers; Good book week, which is observed nationally,- the theme this year was "America's book parade" stressing American books. To carry out this idea, large maps of the United States and Illinois, on which were pasted scenes from books depicting typical American life, were used. There were on display a pioneer village, a miniature spinning wheel, and old-fashioned lamps. As it was the centenary of Louisa

LIBRARIAN'S REPORT
1932 - 1933

May Alcott a special table was devoted to her books and pictures concerning her life.

The close of the library year, the last of April, was designated Children's library week. This is held annually to attract both old and new readers. Visits were made to the principal of each school to secure cooperation in stressing the value of books, the use of the library, the importance of returning books promptly, of paying fines, and of taking better care of books. A circus idea was carried out with a big top, clowns, animals, balloons, and a pirate side-show, with books relating to these subjects on display. Holiday and special story hours were well attended, the Washington-Lincoln story hour having the largest crowd. Slides of both men and of events pertaining to them, were shown. A circulation of 806 books that day topped all previous records.

Several hundred school children visited the children's room in groups,- among these were five grades from Garfield, four from Roach, three grades from Warren and three from St. James, three grades from Kenney and about five hundred children from the county rural schools, Millikin kindergarten, and others.

Talks were given by the children's librarian before Parent-Teacher organizations at Ullrich, Pugh, Riverside and Johns Hill schools, at the Seventh street Christian church to a group of teachers, to the children of St. James school, at the Woman's club; also in Lovington and Mount Zion at Patent-Teacher meetings. Stories were told at Westminster Bible school, at the Roach school, the Evans branch library, and several times at the Main library. A broadcast on books and magazines for children was made over WJBL.

Not only are we pleased with the increase of 6,628 in circulation but the fact that parents and teachers are really taking a definite interest in children's books.

LIBRARIAN'S REPORT
1932 - 1933

ALICE G. EVANS BRANCH

The Alice G. Evans branch library has had a busy year serving its 2,206 patrons with 55,419 books. While the gain of 1,023 in the circulation for this year is not as large in proportion as in the two departments at the Main library, this little branch lends far more books per borrower. It served out 26 books per borrower, - 8 more than the adult department at the Main library and 12 more than were loaned from the children's room; it is open only from 2:00 to 6:00 P.M. except two evenings each week when it closes at 8:30. Surely branch libraries are greatly appreciated and much needed.

PUBLICITY

The Herald and Review in its Sunday issue of November 20, had a full page story with pictures, - "Surging Stream of Books" - showing the library in operation on a busy day, and measuring the printed material handled by tons. Several librarians throughout the state have commented upon this article as one of the best which has ever appeared in a newspaper showing the work of a library. We feel most grateful to the press for helping to put our local institution before the people in this way.

The huge pile of books in the school collection which were repaired during the summer was pictured and described; other stories and lists of new books and special lists appeared frequently. The library placed several large posters in the Relief headquarters, inviting the unemployed to use their free library.

MISS JANE E. HAMAND

The tragic death of Miss Jane E. Hamand, donor of the Lincoln Memorial collection, February 15, at her home in Schaller, Iowa, saddened her library associates and acquaintances throughout the city. The cause of her death was the explosion of an oil burning furnace.



LIBRARIAN'S REPORT
1932 - 1933

Miss Hamand presented her collection of Lincolniana to the library in 1921, and continued to make additions until the one room and hall on the second floor were filled, and she had plans for further contributions. By her will Miss Hamand leaves to the library her collection of Lincoln books, from which she had not been able to part, also other Lincoln items.

The STAFF

Members of the staff attended the annual conference of the Illinois Library Association, held in Springfield in October, and the regional meeting in Mattoon in April.

I cannot commend too highly the loyal and efficient service of the staff for the way in which each and every one stood up under the stress and strain of the volume of work, and kept well and cheerful, and alert to the responsibilities and opportunities of her position.

To the Library Board I wish to express my ^{deep} appreciation for the cooperation and interest always shown.

Respectfully submitted,

Librarian.

LIBRARIAN'S REPORT
1932 - 1933
Appendix

Contents of Library

May 1, 1932-	books on hand -----	66,883
Additions:		
Purchase (new)	-----	506
Purchase (replacements)	-----	457
Donation	-----	229
Bindery	-----	200
Books found (previously missing)	-----	40
Total added	-----	1432
Losses:		
Worn out and missing ⁽⁹⁸⁷⁾	-----	2048
Lost and paid for ⁽¹⁰⁶¹⁾	-----	47
Lost and not paid for	-----	101
Total loss	-----	2196
April 30, 1933-	books on hand -----	66,119

LIBRARIAN'S REPORT
1932 - 1933
Appendix

Accessions According to Classification

No. vols. in Lib'y May 1, 1932	Additions (new, replaced, found and transferred)	Withdrawals (worn out transferred and missing)	No. Vols. in Lib'y April 30, 1933
General works	5309	124	
Philosophy	913	9	23
Religion	1793	20	47
Sociology	7481	160	47
Philology	201	1	176
Science	3400	43	17
Useful arts	5093	64	147
Fine arts	3487	68	124
Literature	7103	103	97
History	4644	55	169
Travel	3756	48	76
Biography	3991	73	101
Fiction	19507	659	78
Foreign books	205	8	1080
			17
Total	66883	1435	2199
			5410
			875
			1766
			7465
			185
			3296
			5033
			3458
			7037
			4623
			3703
			3986
			19086
			196

Accessions by Departments

Main Library				
Adult dept:				
Circulating	33031	652	1333	32350
Reference	2900	102	110	2892
Bound period.	7551	191	17	7725
Public docs.	3778	27	60	3745
Child dept.	8255	196	291	8160
Trans branch:				
Adult dept.	2956	130	67	3019
Child. dept.	2546	140	117	2569
East End branch:				
Adult dept.	1431	0	68	1363
Child dept.	1523	0	91	1432
School coll.	2912	44	92	2864
Total	66883	1482	2246	66119

LIBRARIAN'S REPORT
1932 - 1933
Appendix

Circulation by Classes

	Main Lib. Adult	Child	Evans branch	Schools	Stations	Total	Per cent
al works	508	64	90				
osophy	2999	16	34	0	0	662	.16
tion	2719	412	233	0	0	3049	.75
ology	4967	6276	1873	594	2	3960	.97
ology	208	1	20	3660	38	16814	4.13
ee	3659	2102	696	0	0	229	.06
al arts	5493	1328	1062	1542	33	8032	1.97
arts	5813	1415	687	458	0	8341	2.05
ature	9165	3192	1327	115	37	8067	1.98
ry	5220	1612	995	1585	72	15341	3.77
al	6568	2549	651	2097	4	9928	2.44
raphy	6553	1168	644	2332	39	12139	2.98
tion	187010	52533	44095	1130	34	9529	2.34
aines	2831	901	2951	14846	2541	301025	73.95
ign books	534	0	61	0	0	6683	1.64
al coll.	2683	0	0	0	0	595	.15
						2683	.66
	246930	73569	55419	28359	2800	407077	

Circulation by Months

	17079	5307	3871	0	0	26257
	17914	5778	3717	0	880	28289
	18690	5372	3568	0	0	27630
	20685	5956	3823	0	927	31391
	20167	4771	3803	0	0	28741
	21561	7102	5164	1846	0	35673
	21735	7750	5493	5621	475	41074
	21086	6063	5170	3403	0	35722
	24652	6292	6007	4476	0	41427
	21151	6150	5011	4478	518	37308
	22640	6516	5393	4708	0	39257
	19570	6512	4399	3827	0	34308
	246930	73569	55419	28359	2800	407077

Main Library

Evans branch

er of days open
age daily circulation
est daily circulation
est daily circulation
edicals currently received

	305	305
	1051	182
	2255	424
	518	63
	204	13

Registration

	Main Lib. Adult	Child	Evans br. Adult	Child	Total
					20121
					5294
					4408
					21007
	12797	5062	942	1320	
	3659	1115	271	249	
	2761	1071	231	345	
	13695	5106	982	1224	

in force May 1, 1932
wers registered
ers cards cancelled
in force April 30, 1933

FINANCIAL STATEMENT
1932 - 1933

To the Honorable Mayor and Commissioners:

I herewith submit the following report of the financial condition of the Public Library for the year ending April 30, 1933.

Amount appropriated by the City Council - - - - - \$36,000.00

RECEIPTS

From appropriation	\$23,400.00
balance from 1931 - 1932 tax levy	3,032.97
fines, damaged and lost books	1,473.44
fees for non-residents	135.00
rental collection	134.15
interest	20.75
other sources	72.41
Total - - - - -	\$28,268.72

EXPENDITURES

salaries	\$18,555.40
janitor service	2,455.00
books	1,740.19
periodicals	548.35
binding	1,460.91
supplies	444.36
repairs	109.79
light	259.95
heat	925.16
furniture	65.47
telephone	60.30
postage, freight, express	62.21
insurance	313.88
paving	337.00
interest	50.40
miscellaneous	117.25
Total - - - - -	\$27,505.62

April 30, 1933 - balance on hand \$763.10
 April 30, 1933 - balance due from Library Appropriation \$12,600.00

CAROLINE S. LOEB FUND

Caroline S. Loeb Fund	\$500.00
Interest	37.27
Total - - - - -	\$537.27

FINANCIAL STATEMENT
1932 - 1933

I, Minnie A. Dill, secretary of the Board of
Directors of the Decatur 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, Board of Directors.

Subscribed and sworn to before me this day of May, 1933.

Notary Public.

LIBRARY BUDGET, 1933-1934

	<u>1932-1933</u>	<u>1933-1934</u>	<u>Decrease</u>
Salaries	\$18,852.00	\$18,010.00	\$842.00
Janitor service	2,460.00	2,400.00	60.00
Books	4,000.00	3,600.00	400.00
Periodicals	650.00	575.00	75.00
Binding	2,000.00	1,800.00	200.00
Supplies	600.00	500.00	100.00
Repairs	400.00	400.00	
Light	700.00	80.00	620.00
Heat	800.00	800.00	
Furniture & fixtures	200.00	100.00	100.00
Telephone	60.00	60.00	
Postage, freight, etc.	100.00	100.00	
Insurance	428.20	250.00	178.20
Paving & interest	420.62	375.00	45.62
Miscellaneous	200.00	150.00	50.00
Total	\$31,870.82	\$29,200.00	\$2,670.82

DECATUR PUBLIC LIBRARY
FIFTY-NINTH ANNUAL REPORT
1933 - 1934

Library of

To the Mayor and Commissioners of
the City of Decatur, Illinois

The Board of Directors of Decatur Public Library, in accounting for its stewardship during the past year, must first pause to report a major loss in the passing of the faithful, dynamic and lovable President, Warren F. Hardy. His years of careful interest and his tolerant, inspiring and unifying leadership have done much to make possible a widely availed of service to the great mass of our citizens during both prosperity and adversity. To the individual members of the Board, Warren F. Hardy was not only a respected leader, but also a warm personal friend whose going will always be deeply and sincerely regretted.

Our librarian, Miss Minnie A. Dill, and her staff have satisfied a heavy demand with inadequate funds, in their desire to balance the demands of patrons on the one hand and the necessities of the taxpayer on the other. We regret to report that the reduction of funds available during the past few years has required such retrenchment as to literally starve the reading public of new books and sources of timely information, as well as reduce salaries of the staff to a wholly inadequate basis. Decatur should anticipate a return to a more useful basis of Library facilities at the very first opportunity.

Due to the warm personal cooperation of the Mayor and each one of the Commissioners of Decatur, we are able to report substantial progress in the erection of much needed additional stack room for the Library. Civil Works Administration and Emergency Relief officials have contributed willingly and liberally from their resources. Premature termination of the whole national CWA program has left us with a

serious problem of obtaining skilled workmen for finishing our project. Work Relief officials will do their best to meet our needs, but some heretofore unexpected expense will probably fall upon our resources in meeting this problem.

We thank the Mayor and all Commissioners for their courtesy, interest and cooperation.

Respectfully submitted,

Chairman.

LIBRARIAN'S REPORT
1933 - 1934

To the Board of Directors,
Decatur Public Library

Herewith is submitted the fifty-ninth annual report of the library for the year ending April 30, 1934.

The year just closed will always be memorable for two reasons- the death of Mr. W. F. Hardy, president of the Library Board, December 20th; and the stack room addition begun under the C.W.A.

The passing of Mr. Hardy was a great shock to the entire community and a severe loss to the multitude of civic interests with which he was connected, but nowhere has he been more greatly missed than in the public library.

He had been a member of the Library Board since 1912 and president continuously since 1916, and during his years of service he had played an important part in the development of the library. To mention a few milestones- the Alice G. Evans branch was built on North Jasper street in 1922; the fiftieth anniversary of the founding of the library was celebrated with music and addresses in 1925,- the attractive brochure issued for this occasion was planned and written by Mr. Hardy; the East End branch library was opened in a store building on East William street in 1926; deposit stations in the northwest and southeast sections of the city were opened, and a collection of books placed in the Decatur and Macon County hospital for patients.

His last official act was giving his approval to the stack room addition- now under construction.

Always a leader with forceful personality and vision, he was a valuable member of the Board, and made an ideal president. He was big in every way and inspired those with whom he worked to do their best. He expected results but never quibbled over details. He had a deep interest in all things pertaining to the library,-

LIBRARIAN'S REPORT
1933 - 1934

the building and equipment, the books, the personnel, and the extension of its usefulness to all citizens.

Mr. Hardy made constant use of all the resources of the library both by personal visits and telephone calls for information needed quickly. He was dynamic and his presence was felt as soon as he entered the building. His reading was both wide and deep and covered anything that interested him from the old-fashioned stories by Jacob Abbott in the children's room- reread to recall his childhood favorites- to Spengler's "Decline of the West"- a philosophy of civilization. Occasionally in his browsings he would happen on some antiquated or curious volume about which he would gleefully write a story for his column; and then conversely, the next week he would review with enthusiasm "Out of my Life and Thought", by Albert Schweitzer, the many-sided modern genius, or talk about "Anthony Adverse" or Sigrid Undset's latest novel. He was a book buyer as well as a library patron, and frequently had read new books before the library was able to buy them.

Abrupt and masterful in voice and manner, at times, his requests often caused a panic to the younger staff members- which amused him very much when he heard of it, for in reality he was most considerate and kindly and every one employed in the library considered him a personal friend.

The library was indeed fortunate to have had the impress of such a vital personality, brilliant mind, constructive vision, and human understanding for more than twenty years.

Building an addition to the stack room under C.W.A. permit was and is the outstanding event of a material kind. After many interviews with proper authorities, much correspondence, and the approval of the City Council, the work was begun under S. A. Clausen, architect. But all would not have moved on to the

LIBRARIAN'S REPORT
1933 - 1934

desired object so smoothly had not our president, Mr. Allen, from the inception of the project followed up each step, and taken care of an infinite amount of legal details which were most necessary, besides saving the library this expense. We owe him a debt of gratitude.

The actual work on the building began December 29, 1933. All went well in January but February and March work slowed down owing to a reduction in the number of workers and hours; also because of the weather which was inclement. Then the work under W.A. ceased, March 31, and nothing was done in April.

The west wall of the stack room has been boarded up all winter, shutting out daylight and air, and reducing the aisle space. For several weeks, at the beginning, the noise and dirt were almost unbearable, and books and periodicals had to be shifted to new locations. "As every woman knows" (and some men) there is nothing more nerve wracking than a torn-up, unsettled house or place of business,- but the library work went on as usual despite the inconveniences to patrons and staff.

It is hoped now that the building may be completed, equipment installed, and the books shifted before the summer is over. Delays were unavoidable under this plan of building; however the satisfaction of having plenty of shelf space, good light, etc. will more than compensate for the inconveniences of several months,- for it must be remembered that without this donation from the government of labor and steel, we would still be in cramped quarters with no prospect of financial aid for an addition. The loan from the bank for materials will be repaid from a special levy from city funds- covering a period of five years.

Other building repairs were made at the beginning of the fiscal year, May 12-27, when the windows of the entire building were reputtied and sash painted under Work Relief.

LIBRARIAN'S REPORT
1933 - 1934

The total number of books in the library system is but slightly more than last year, owing to the light purchase of new books and duplicate titles, and the withdrawal of hundreds of worn out and discarded books- only a small portion of which were replaced. Partly because of this handicap, and for other reasons to be noted later, the total circulation is only 381,940 volumes- a decrease of 25,137 from the previous year. Receding to a figure in the 300,000 class after attaining over 400,000 in two preceding years is a great disappointment, although not unexpected as the monthly statistics had indicated a gradual loss. Comparing with last year the adult department of the main library recorded the largest drop in circulation - 20,105, but of this number 18,595 were fiction, which left only the slight decrease in non-fiction of 1510. This was much better than the other way round, according to accepted library usage.

In trying to account for the loss several guesses were made:

1. The lack of enough late publications to attract and hold the omniverous readers of current books.
2. Not enough titles of popular books.
3. The need of more technical and scientific books and later editions of those in the library, and more histories, art, music, literature and other non-fiction.
4. Standard books withdrawn which should be replaced, but cannot because of insufficient funds.
5. More commercial rental libraries are used.
6. Fewer unemployed.
7. and probably the most important reason. The lack of extension work. The main library is too far away for residents of outlying districts to make the effort to come here. Many at a distance do not have car fare, and traffic hazards are great for pedestrians, especially small children. The crying need is for more branches.

LIBRARIAN'S REPORT
1933 - 1934

and deposit stations. It is almost as necessary and important to have libraries in the four quarters of the city as junior high schools and it is earnestly hoped that next year our appropriation will permit the reopening of the East End branch, in the vicinity of the Roach school and near the old location. That part of town has readers of all ages, and the percentage of use was larger here, in proportion to its size and resources, than any library in the system. These residents protested the closing of the branch and only a few followed the books down town. The library should reach out and give more service where it is needed. Springfield, Rockford, Evanston and other Illinois cities have many branches and stations- hence their phenomenal circulation amounting to almost a million.

Class room groups of children from various schools, conducted by their teachers, visited the children's room at the Main library and also the Evans branch. Talks were given the children explaining the arrangement of the books, the use of the catalogs and vertical files, and children became borrowers if not already card holders.

Boy scouts and Girl scouts have frequented the library and more books were purchased for their use; also lists and bibliographies were compiled for further reading. Special days and weeks have been observed- especially Good Book Week, which is a national affair observed in November each year.

Talks have been given by various members of the staff at many meetings of the P.T.A., Woman's Club and other organizations. Many bibliographies and lists have been prepared,- among which may be mentioned "Books for the Home Library" selected by the library and the list multigraphed and distributed by the Home Bureau at their monthly meeting, when nice editions of some of the books were loaned for exhibit. On request of the principal, the library compiled a selected list for purchase for the Woodrow Wilson Junior high school library.

LIBRARIAN'S REPORT
1933- 1934

The library received donations of books from many residents ranging from one to a dozen volumes. Two more extensive gifts were, - one hundred books selected from the library of the late Eugenie M. Bacon; and several boxes of books, pamphlets, clippings, etc. received from the Jane E. Hamand estate. She was the donor of the Lincoln Memorial collection, and the books and other material received deal with Abraham Lincoln.

The library appreciates the friendly service of the Herald and Review in giving valuable space for publicity stories, news notes, and lists of books.

The annual conference of the American Library Association was held in Chicago, last October, and was attended by the Librarian and four members of the staff. It is a pleasure to commend my staff to the Board, for faithful and efficient service given by each and every one at all times.

To the Library Board my sincere gratitude is here expressed for cooperation in all regular library affairs, and especially for the interest shown and extra time spent in securing and furthering the stack room project.

Respectfully submitted,

Librarian.

Lib. good cop.

LIBRARIAN'S REPORT
1933 - 1934
Appendix

Contents of Library

May 1, 1933-	books on hand -----	66,119
Additions:		
Purchase (new)	-----	1033
Purchase (replacements)	-----	454
Donation	-----	118
Bindery	-----	178
Other sources	-----	244
	Total added -----	2027
Losses:		
Worn out and withdrawn	-----	1489
Lost and paid for	-----	27
Lost and not paid for	-----	94
	Total loss -----	1610
April 30, 1934-	books on hand -----	66,536

Library
 with
 during
 time
 period
 to date
 dept.
 branch
 dept.
 dept.
 dept.
 dept.
 dept.
 dept.

66,119
 1033
 454
 118
 178
 244
 2027
 1489
 27
 94
 1610
 66,536

LIBRARIAN'S REPORT
1933 - 1934
Appendix

Accessions According to Classification

	No. vols. in Lib'y May 1, 1933	Additions (new, replaced, found and transferred)	Withdrawals (worn out transferred and missing)	No. vols. in Lib'y April 30, 1934
General works	5410	156	121	5445
Philosophy	875	29	13	891
Religion	1766	29	22	1773
Sociology	7465	199	102	7562
Philology	185	12	4	193
Science	3296	69	47	3318
Useful arts	5033	167	103	5097
Fine arts	3458	115	115	3458
Literature	7037	162	114	7085
History	4623	56	15	4664
Travel	3703	95	41	3757
Biography	3986	83	35	4034
Fiction	19086	862	882	19066
Foreign books	196	0	3	193
Total	66119	2034	1617	66536

Accessions by Departments

Main Library				
Adult dept:				
Circulating	32350	996	482	32864
Reference	2892	90	8	2974
Bound period.	7725	380	388	7717
Public docs.	3745	4	0	3749
Child dept.	8160	252	467	7945
Men's branch:				
Adult dept.	3019	117	57	3079
Child. dept.	2569	187	124	2632
West End Branch:				
Adult dept.	1363		49	1314
Child. dept.	1432		0	1432
School coll.	2864	2	36	2830
Total	66119	2028	1611	66536

LIBRARIAN'S REPORT
1933 - 1934
Appendix

Circulation by Classes

	Main Lib. Adult	Child	Evans branch	Schools	Stations	Total	Per cent
General works	607	62	44				
Philosophy	3100	37	21	0	0	713	.19
Religion	2689	445	200	0	2	3160	.83
Biography	4327	5823	1744	493	3	3830	1.00
Geology	197	1	7	4154	42	16090	4.21
Science	3389	2148	505	0	0	205	.05
Visual arts	5610	1971	945	1726	65	7833	2.05
Decorative arts	5671	1694	645	588	17	9131	2.39
Literature	9665	3079	1285	146	25	8181	2.14
History	4723	1426	942	1736	46	15811	4.14
Travel	6346	2775	833	2765	19	9875	2.60
Geography	6490	1190	551	2299	32	12285	3.22
Cartography	168415	48236	40704	946	61	9238	2.42
Magazines	3227	1036	3278	16530	1777	275662	72.17
Foreign books	371	0	16	0	0	7541	1.97
Special coll.	1998	0	0	0	0	387	.10
						1998	.52
Total	226825	69923	51720	31383	2089	381940	

Circulation by Months

	18071	5328	4020	2905	0	30324
	16018	5139	3267	0	903	25327
	17971	5394	3431	0	167	26963
August	18605	5736	3455	0	261	28057
September	17820	4623	3559	0	0	26002
October	19435	5858	4505	3714	0	33512
November	19894	7385	5147	5231	758	38415
December	19419	6104	4589	2871	0	32983
January	21429	5659	5269	4269	0	36626
February	19765	5784	4901	4849	0	35299
March	21528	7268	5162	3575	0	37533
April	16870	5645	4415	3969	0	30899
Total	226825	69923	51720	31383	2089	381940

Main Library Evans Branch

Number of days open	306	305
Page daily circulation	970	170
Best daily circulation	2103	355
Worst daily circulation	356	66
Periodicals currently received	268	15

Registration

	Main Lib. Adult	Child	Evans Br. Adult	Child	Total
Books in force May 1, 1933	13695	5106	982	1224	21007
Books registered	3037	1052	252	325	4666
Books cards cancelled	2947	1232	213	352	4744
Books in force April 30, 1934	13785	4926	1021	1197	20929

FINANCIAL STATEMENT
1933 - 1934

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, 1934.

Amount appropriated by the City Council - - - - - \$35,000.00

RECEIPTS

From appropriation	\$18,000.00	
balance	7,892.99	
finer, damaged and lost books	1,311.97	
fees from non-residents	139.00	
rental collection	178.85	
other sources	152.97	
Total - - - - -		\$27,675.78

EXPENDITURES

salaries	\$17,972.75	
janitor service	2,410.00	
books	2,946.94	
periodicals	539.05	
binding	896.03	
supplies	559.48	
repairs	233.53	
light	63.75	
heat	784.33	
furniture	53.17	
telephone	61.35	
postage, freight, express, drayage	42.79	
insurance	291.13	
paving and interest	367.18	
Miscellaneous	173.98	
Total - - - - -		\$27,395.46

		\$280.32	
April 30, 1934- Balance on hand		\$17,000.00	
April 30, 1934- Balance due from Library Appropriation			

Caroline S. Loeb Fund

Caroline S. Loeb gift	\$500.00	
Interest	50.76	
Total - - - - -		\$550.76

FINANCIAL STATEMENT
1933 - 1934

SPECIAL BUILDING FUND FOR REMODELING THE STACK ROOM

January 9, 1934- Amount borrowed from Millikin National Bank - \$9,000.00

Bank deducted:

Bank commission for servicing loan	\$135.00
Discounted interest for one year	430.42
Abstract expense	12.00
Total - - - - -	\$577.42

January 9, 1934- Amount placed to Library's credit - - - - - \$8,422.58

EXPENDITURES

Liability insurance	\$42.40
Lumber, rent on lumber, roofing, window frames, etc	528.86
Tools, hardware, paint	89.29
Notices for bids	17.81
Plumbing & electric supplies	119.16
Brick	558.30
Lime and cement	533.18
Sand & concrete mixture	205.71
Rent on equipment	71.84
Blue prints	14.49
Insulation material	107.10
Tarpaulin	20.00
Salaries	48.00
Miscellaneous	24.15

Total - - - - - \$2,380.29

July 30, 1934- Balance on hand - - - - - \$6,042.29

FINANCIAL STATEMENT
1933 - 1934

I, Minnie A. Dill, secretary of the Board of Directors of the Decatur 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, Board of Directors.

Subscribed and sworn to before me this day of May, 1934.

Notary Public.

BUDGET SUGGESTED FOR 1934 - 1935

ESTIMATED RECEIPTS

Balance on hand April 30, 1934	- - - - -	
Receipts from 1933-34 tax levy (after interest and loss from uncollected taxes are deducted)	- - - - -	\$280.32
Receipts from fines, etc	- - - - -	\$10,000.00
1934-1935 tax levy of \$35,000	- - - - -	1,500.00
	- - - - -	22,750.00
Total	- - - - -	\$34,530.32

BUDGET

	<u>1933-1934</u>	<u>1934-1935</u>	<u>Increase</u>	<u>Decrease</u>
Salaries	\$18,010.00	\$18,910.00	\$900.00	
Service	2,400.00	2,530.00	130.00	
Medicals	3,600.00	4,000.00	400.00	
Printing	575.00	575.00		
Utilities	1,800.00	1,500.00		\$300.00
Repairs	500.00	550.00	50.00	
Travel	400.00	400.00		
Supplies	80.00	80.00		
Structure & fixtures	800.00	1,000.00	200.00	
Telephone	100.00	100.00		
Drayage, etc	60.00	65.00	5.00	
Insurance	100.00	75.00		25.00
Printing & interest	250.00	250.00		
Miscellaneous	375.00	176.00		199.00
	150.00	250.00	100.00	
	\$29,200.00	\$30,461.00	\$1,261.00	
Balance left for emergencies or application on stack room	- - -			\$4,069.32

Mr. Clausen's estimate of cost of hiring skilled workmen to hasten the completion of the stack room addition; these men to be used in addition to those furnished from Relief Headquarters

Layer - for gypsum block	152 hrs @ \$1.25 per hr.	190.00
Concrete worker - for first floor	32 " @ \$1.30 " "	41.60
" for coping	24 " @ \$1.30 " "	31.20
	48 " @ \$1.20 " "	57.60
	48 " @ \$1.10 " "	52.80
	96 " @ \$1.25 " "	120.00
		<u>\$493.20</u>

Estimated Expenditure for Other Items

Mr. Clausen salary 5 weeks @ \$36.00 per week	\$180.00
Painting & painting the entire building	600.00
Electric lead	250.00
Tables & chairs	1200.00
	300.00
	<u>\$3023.20</u>