

DECATUR PUBLIC LIBRARY

SIXTIETH

ANNUAL REPORT

1934-1935

SIXTIETH ANNUAL REPORT
1934 - 1935

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

The Board of Directors of the Decatur Public Library submits herewith its Annual Report of stewardship for the past year. The advice and support given by the Mayor and Commissioners has been invaluable, and we solicit their further interest and help.

The premature termination of the CWA program before the final completion of the additional stack room resulted in an unexpected expense of about \$3000.00. Even with this additional expense the Library has been operated so as to serve a greatly expanded need with drastically reduced taxes, but nevertheless has managed to live within its current income.

Next year rising prices of necessary supplies, together with the insurmountable need of unusual repairs to the heating system and roof and the necessity for re-decorating the major part of the interior of the Library, require an increased budget, which has been requested only after very serious analysis and consideration.

Our librarian, Miss Minnie A. Dill, together with her assistant, Miss Mabel Wayne, and the Library staff, have worked conscientiously to serve the needs of the community. We desire to commend their services.

A copy of the report of the Librarian for the year 1934-1935, together with the financial and circulation

statistics, is submitted for your information. We trust
that we may have your continued cooperation.

Respectfully submitted,

President.

LIBRARIAN'S REPORT
1934 - 1935

To the Board of Directors,
Decatur Public Library

Herewith is submitted the sixtieth annual report of the library for the year ending April 30, 1935.

It is a pleasure to report the completion of the stack room- begun in January 1934 as a CWA project and continued as such throughout March. When work was resumed in May it was under the Illinois Emergency Relief Commission. A procession of workmen came and went and the work dragged on through the summer and fall into the first week of October. It devolved upon the library to carry some of the financial burden, as certain kinds of skilled labor could not be furnished by the Relief office. This cut into our general fund to an amount of more than \$3,000. The addition on the whole is quite satisfactory even though done in piece-meal fashion.

The walls were painted but there were not sufficient funds for linoleum. When the steel stacks were installed on the two floors and in the balcony, and the books were shifted to this ample shelf space the general appearance of the library was greatly improved. There is spaciousness, light and convenience, with room for future growth as needed. Many favorable comments have been made by patrons, and staff members find much satisfaction in shelving books.

A recent improvement was the construction of a new concrete walk-way at the front entrance of the building. During the coming year other repairs and improvements are to be made. the most important being the remodeling of the heating system, and re-roofing the two-story part of the building; the walls of the main floor and the upper hall are to be painted and if funds permit, linoleum replaced on the main floor. More steel stacks are to ordered for the bound newspapers. The Evans branch needs painting and plaster repairs.

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Contents and Accessions

There is a decrease in the total number of books in the library from last year. The purchase of current publications and replacements could not keep pace with the accumulation of books worn out and withdrawn for several years, owing to the small book fund. Recently an effort has been made to replace some hundreds of books long needed. Even with the most careful selection and rejection of these titles, consultation of bibliographies and aids for new and best editions, and latest information on subjects, many desirable works were found to be out of print either before or after ordering. Through second hand and remainder catalogs these can often be obtained but frequently old publications may take years of searching to run down. Latest editions of technical and scientific books are desired when replacing, but their cost usually prevents adding a new edition if the library contains an older one still in good condition.

In many classes of books older standard authorities are necessary on the shelves of any library, as the most advertised recent work, even though not often consulted. The book budget must be carefully proportioned, allowing about half for replacements. The fifty per cent left for new books must cover additions to the main library and Evans branch, with allowance for building up the school collection every few years. The proportion of new non-fiction is usually about 75%. This must cover many expensive reference works and other needed sets, besides publications in general demand, specific requests for club and school use, or for individuals.

People are reading book reviews and hearing about new books over the radio more than in former years, and seem keen for the latest word on current affairs. In checking over the best aids in book selection, we find that in the main our library has added the outstanding ones of the year, or that these have been ordered and will soon be on the shelves.

Important annuals and continuations and other valuable

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reference works have been added such as, American year book, 1934; Dictionary of American biography, vol. 13-14; Encyclopaedia of the social sciences, vol. 13-14; National cyclopedia of American biography- Current volume D; Essay and general literature index; Federal codes- Handbook of NRA; Keller- Dictionary of dates, 2v; Doughhead- Dictionary of given names; Stevenson- Home book of quotations; Thomas' register of American manufacturers, 1935; Kirkus- Abridged compendium of American genealogy, vol. 3-5.

Circulation Department

There has been a loss in this department both in the number of borrowers and in the circulation for home use. The number of borrowers is 760 less than a year ago, and the circulation in the adult dept. dropped 28,825,- of this amount 25,106 was fiction, while the loss in non-fiction was only 3,719. The children's room loaned 11,967 fewer books than last year. The only gain in the system was at Evans branch- 1,177. Many other libraries throughout the country report similar losses. The reasons are much the same as given last year- reduction in book purchases and less unemployment.

People are reading good books along many lines but there seems to ^{be} a steady demand for information on world conditions of today. A check-up of the circulation ^{file} at the loan desk reveals that these much talked of books are now scattered over the city in homes of borrowers of all classes and occupations, showing an intelligent interest in current affairs and trying to find the opinions of these various writers. There is space to list only a very few of these titles:

Thomas	As I see it	Chase	Your money's worth
Coover	Challenge to liberty	Hodes	It's your money
Richter	Towards stability	Warburg	Money muddle
Jokes	New democracy	Fitch	What everybody wants to
Kellace	New frontiers		know about annuities
Headle	No more unemployed	Child	Battling the criminal
Wole	Guide through world chaos	Dougherty	Criminal as a human being
Case	Men and machines	Gillin	Criminology and penology
Wounds	Is capitalism doomed?	Fisher	Booms and depressions
Wounds	Can Europe keep the peace?	Riegel	Mobilizing for chaos

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Questions and requests come in daily over the telephone or at the loan desk such as

Book reviews and sketches of authors
Orations for contests
Sinking of the Maine, Titanic and Lusitania
Chinese dictionary
Setting of tables for formal dinners
Quilt patterns
Historic trees
Choir conducting
Pronunciation of names
Pictures of state flags
Lateran treaty
Synthetic diamonds
Costumes of various countries and periods
Poet laureate of England
Names of Decatur school principals
Famous pictures for tableaux
List of Edison's inventions
Strength of cables
Map of airways

A woman brought her crocheted rug to show the girls. It had been made from books and pictures taken from the library. She called it a real "library product" and said she sold it for \$8.00

Questions requiring more research are turned over to the reference department.

Children's Department

The children's room had several attractions during the year: a puppet show by Miss Hugenberger's 3A pupils of the Gastman school; and Indian program given by Jess Vagus; Christmas story hour with Miss Hogle as story teller and music furnished by the Emil Shepanski orchestra; and Easter story with Miss McCulloch, the story teller.

Book week was observed Nov. 12-17, the theme being hobbies, with a special display of hobby books and an exhibition of the hobbies of some of the children who use the library.

Children from various grades, from the deaf oral room at the Gastman school, and from a rural school visited the children's room with their teachers. Miss Welch came from Millikin with her students. The children's librarian gave several talks on children's reading at schools during Book week, and before the Mother's club of the Central

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Christian church in February, and conducted a story hour at Ullrich school. During Girl Scout week, March 11-16, some girls were assigned to the children's room, others to the adult department to help in various ways, as part of their project in civic work.

Evans Branch Library

The Evans branch has the honor of being the only department to show a gain in both circulation and number of borrowers. It has become a regular custom for teachers in nearby schools to take their pupils to this library each year to have them instructed in how to use it.

A new front door has added much to the appearance of the library and the style of it will prevent the frequent replacing of glass.

Records of the various departments give the following figures for the year:

Total number of cards filed in catalogs	7,323
Volumes sent to bindery	1,055
Books mended in library	26,295
Overdue notices sent	4,214
Reserve postals sent	1,729
Pictures loaned	8,951

Library Meetings

The annual conference of the Illinois Library Association was held in Decatur, October 31-November 2,- the Hotel Orlando being headquarters where all meetings were held except one afternoon session in the Millikin auditorium. More than 400 librarians and trustees attended. The weather was fine and the program good. Guest speakers included Mr. Lyman Bryson of Columbia University, Mr. Charles H. Compton, of St. Louis, president of the American Library Association, and Mr. Spencer Ewing of Bloomington who gave an illustrated lecture on his travels in Bali.

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Miss Allin, librarian of the O. B. Gorin library, and the Millikin
assisted the Board and staff members of the public library in
for the entertainment of delegates. Some of the visitors
time to come to the library, and many favorable comments were
about the new stack room.

Miss Mabel Wayne, assistant librarian, attended the annual
conference of the American Library Association, which was held in
Montreal, June 25-30.

A regional library meeting held in Springfield in February
was attended by the librarian and three of the staff. The former
spoke on two recent books of fiction that any library should have.
Another regional meeting held several weeks later in Peoria, was
attended by two other members of the staff.

Gifts

April 16, the library received a check from the Millikin
Trust company, for \$150 from the Trust fund of Sarah Ellen Glore,
for the benefit of the Alice G. Evans branch library. This library
was named to honor Miss Glore's sister, Mrs. Alice G. Evans, who had
been connected with the library fifty years and librarian most of
her time.

The library was given one of the collection of paintings
made by artists on relief. These were the property of the United
States government and some were sent to the Decatur schools. The
one selected with the help of Edward Powers is called "The red
cross", and the artist is Avery Johnson, of Batavia, Illinois. It
was framed and hung in the reading room.

Staff

There were few changes on the staff during the past year.
Miss Mabel Kowalsky was granted a year's leave of absence to attend
Millikin University, and Miss Charlotte Oakes, a graduate of Millikin

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1934, was taken on the staff to fill the vacancy. Mrs. Margaret M. Davidson resigned as children's librarian, after four years of successful work, to join her husband in Hibbing, Minnesota. This position was filled by Miss Maxine McCulloch, a graduate of Western Reserve library school, as was Mrs. Davidson.

The staff responded in fine spirit to the added responsibilities and work during the long months of confusion when the stack room was constructed, and later in the arduous task of shifting books. On the occasion of the meeting of the Illinois Library Association here in the fall the girls showed ability and enthusiasm in helping with convention business and entertainment. It is a pleasure to commend my staff for faithful and efficient service at all times.

The death of James Adams, head janitor for nearly eight years, must be recorded and his faithful service mentioned.

The librarian expresses appreciation to the library board for the cooperation and interest always shown, and for the time and thought given while the stack room was under construction.

Respectfully submitted,

Librarian.

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Contents of Library

May 1, 1934-	books on hand - - - - -	66,536
Additions:		
Purchase (new)	- - - - -	1025
Purchase (replacements)	- - - - -	882
Donation	- - - - -	157
Bindery	- - - - -	154
Books found- previously missing	- - - - -	22
	Total added - - - - -	2247
Losses:		
Worn out and missing	- - - - -	2941
Lost and paid for	- - - - -	53
Lost and not paid for	- - - - -	41
	Total loss - - - - -	3035
April 30, 1935-	books on hand - - - - -	65,748

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Accessions According to Classification

No.vols.in Lib'y May 1,1934	Additions (new, replaced, found and transferred)	Withdrawals (worn out transferred and missing)	No.vols.in Lib'y April 30,1935	
General works	5445	79	7	5517
Philosophy	891	26	44	873
Religion	1773	35	47	1761
Biography	7562	290	261	7591
Language	193	5	3	195
Science	3318	132	117	3333
Visual arts	5097	163	126	5134
Decorative arts	3458	106	95	3469
Literature	7085	137	200	7022
History	4664	86	73	4677
Novel	3757	120	125	3752
Geography	4034	107	71	4070
Education	19066	963	1859	18170
Foreign books	193	7	16	184
Total	66536	2256	3044	65748

Accessions by Departments

Library				
Adult dept:				
Circulating	32864	1011	1678	32197
Reference	2974	86	40	3020
Bound period.	7717	150	12	7855
Public docs.	3749	11	50	3710
Child dept.	7945	485	575	7855
Home branch:				
Adult dept.	3079	104	112	3071
Child dept.	2632	173	234	2571
High school branch:				
Adult dept.	1314	0	121	1193
Child dept.	1432	0	0	1432
High school coll.	2830	231	217	2844
Total	66536	2251	3039	65748

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Circulation by Classes

Main Lib.	Evans branch	Schools	Stations	Total	Per cent
Adult	Child				
453	42	105	0	600	.18
2639	34	34	0	2707	.79
2626	304	226	461	3622	1.06
4378	4913	1886	3784	14991	4.40
222	0	7	0	229	.07
2841	2782	876	1609	8139	2.39
5255	1736	1057	705	8765	2.57
5314	1447	764	101	7655	2.25
8951	2610	1410	1548	14544	4.27
4890	1047	981	2066	8999	2.64
6114	1604	821	2650	11224	3.29
5997	904	585	1078	8605	2.52
143309	39172	40532	16529	240761	70.64
2785	1361	3600	0	7746	2.27
355	0	13	0	368	.11
1871	0	0	0	1871	.55
198000	57956	52897	30531	340826	

Circulation by Months

14351	4064	3884	1938	0	24237
14674	4815	3614	0	175	23278
15437	5118	3227	0	296	24088
16129	4979	3378	0	243	24729
15892	4653	4090	0	0	24635
17646	5712	4843	3451	728	32380
18151	5854	5042	4829	0	33876
16174	4370	4516	3230	0	28290
19124	4621	5365	4390	0	33500
17008	4712	5340	4734	0	31794
17193	4599	5141	4230	0	31163
16221	4459	4447	3729	0	28856
198000	57956	52897	30531	1442	340826

Main Library

Evans Branch

of days open	306	305
daily circulation	836	173
daily circulation	1823	400
daily circulation	520	53
currently received	270	15

Registration

Main Lib.	Evans Br.	Total			
Adult	Child				
in force May 1, 1934	13785	4926	1021	1197	20929
registered	3049	913	262	312	4536
cards cancelled	3436	1287	244	289	5256
in force April 30, 1935	13398	4552	1039	1220	20209

FINANCIAL STATEMENT
1934 - 1935

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, 1935.

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

RECEIPTS

Appropriation	\$18,500.00
Balance	13,267.75
Fines, damaged and lost books	1,278.87
Fees from non-residents	141.00
Rent collection	162.65
Other sources	32.48
Total - - - - -	\$33,382.75

EXPENDITURES

Salaries	\$18,609.40
Janitor service	2,331.50
Books	3,670.64
Periodicals	576.68
Binding	1,189.92
Supplies	606.69
Repairs	448.60
Light	67.88
Heat	852.01
Furniture	164.74
Telephone	71.36
Postage, freight, express, drayage	39.44
Insurance	454.43
Paving & interest	175.96
I.L.A. conference held in Decatur	76.12
Remodeling stack room	3,219.96
Miscellaneous	224.53
Total - - - - -	\$32,779.86

April 30, 1935-	Balance on hand	\$602.89
April 30, 1935-	Balance due from Library Appropriation	\$16,500.00

Caroline S. Loeb Fund	\$500.00
Caroline S. Loeb gift	61.82
Interest	\$561.82
Total - - - - -	\$561.82
Sarah Ellen Glore Fund	\$150.00
Gift from Sarah Ellen Glore - - - - -	\$150.00

FINANCIAL STATEMENT
1934 - 1935

SPECIAL BUILDING FUND FOR REMODELING THE STACK ROOM

May 1, 1934- Balance on hand - - - - - \$6,042.29

EXPENDITURES

Lumber, rent on lumber, roofing, window frames, etc	\$745.20
Tools, hardware, paint	117.31
Notices for bids	33.76
Plumbing and electric supplies	283.22
Lime, cement, plaster	401.78
Sand and concrete mixture	89.30
Insulation material	194.40
Electric fixtures	776.00
Steam heating material	505.83
Window guards	193.60
Steel stacks	823.16
Rent on equipment	50.75
Blue prints	2.64
Miscellaneous material	12.94
Salary of superintendent	414.00
Labor-	
truck driver	89.05
hodcarrier	86.25
plasterer	630.00
steamfitter	480.00
concrete worker	54.00
roofer	22.50
miscellaneous	36.60
Total - - - - -	\$6,042.29

FINANCIAL STATEMENT
1934 - 1935

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, 1935.

Notary Public.

BUDGET SUGGESTED FOR 1935 - 1936

ESTIMATED RECEIPTS

on hand April 30, 1935	- - - - -	\$600.00
from 1934-35 tax levy	(after interest & loss from un-	
	collected taxes are deducted)	\$10,000.00
receipts from fines, etc	- - - - -	1,500.00
1935-36 tax levy of \$35,000	- - - - -	22,750.00
Total	- - - - -	\$34,850.00

BUDGET

	<u>1934-1935</u>	<u>1935-1936</u>	<u>Increase</u>	<u>Decrease</u>
service	\$18,910.00	\$19,452.00	\$542.00	
	2,410.00	1,930.00		\$480.00
	4,000.00	5,000.00	1,000.00	
icals	575.00	575.00		
	1,500.00	1,500.00		
	550.00	600.00	50.00	
	400.00	400.00		
	80.00	80.00		
	1,000.00	1,000.00		
ture & fixtures	100.00	100.00		
hone	65.00	70.00	5.00	
ge, drayage, etc	75.00	75.00		
ance	250.00	300.00	50.00	
g & interest	176.00			176.00
llaneous	250.00	250.00		
	\$30,341.00	\$31,332.00	\$991.00	
left for emergencies or special work	- - - - -	- - - - -	- - - - -	\$3,518.00

Special Work

Complete overhauling of heating system	\$815.00
Repairs on roof	163.00
Steel stack for historical room	262.00
Painting- main floor, stairway and upper hall	600.00
Total	\$1,840.00

Note-

When discussing this budget at the regular meeting April 26, 1935, the Library Board voted to ask the City Council for an additional levy of \$1,500 in order to make possible other needed repairs.

DECATUR PUBLIC LIBRARY

Sixty-first Annual Report
1935 - 1936

DECATUR PUBLIC LIBRARY
FIFTY-FIRST ANNUAL REPORT
1935 - 1936

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

The Board of Directors of the Decatur Public Library submits herewith its report for the year 1935-1936. We wish first to express our appreciation of the help and interest given us by the Mayor and Commissioners. The Library is a function of City government which rightly has your interest and support.

The physical plant of the Decatur Public Library has had the careful attention of the Board, which has followed a rather consistent program for at least the past three years. With the cooperation of the Mayor and Commissioners and with the financial support from the CWA administration, the Board was in the year 1934-1935 able to complete an addition to the main building, permitting greatly increased stack room for the books and bound periodicals at its disposal. In the year 1935-1936 the physical improvement was extended to revamping the much deteriorated heating system, painting the inside walls, and making rather fundamental repairs to the roof of the main building of the Library. In the year 1936-1937 it is hoped that new linoleum may be had to replace the present worn out floor covering.

Curtailement of financial resources due to the necessities of the depression had prevented replacements and purchase of new books for the greatly expanded circulation of the Library. It was fortunate, therefore, in the year 1935-1936 that \$2775.50 was made available to the Decatur Library out of the state aid fund for the purchase of books. With this money many of the fundamental volumes

sets necessary to an adequate library have been replaced, and the Library is assured of an equal amount available during the year 1936-1937. The fact that this State Aid, if perpetuated, will tend toward state control of local libraries, has been considered, but in view of the emergency character of the relief legislation, this source of additional funds has been eagerly utilized by the Board in refilling the rapidly depleted shelves, so that within another year the Library should regain its former status with respect of books commonly called for in this community.

Skilled help of a highly technical nature is required for operating our Library. During the critical period of the depression all employees acquiesced in rather severe wage cuts which have not yet been substantially restored. The near future will bring gradual replacement of more nearly adequate compensation.

The depression was also directly responsible for a discouraging contraction of service through the necessity of closing sub-stations making circulation more available to people living some distance from the main building. Re-establishment of sub-stations at the very earliest practical time is very close to the Library Board and to the Library Staff, for in this manner the usefulness of the Library will be greatly enhanced.

The Board is under the impression that this community does not avail itself to the maximum extent of the relaxation and stimulation available from the printed page. The best literature and the most thought provoking books are not used with the desired frequency. Leadership in the interest of good books in the community should be increasingly provided, and while the functions of a Library do not admit direct activity of this sort, it is the desire of the Board

Staff that its resources be used toward greater interest in
books and reading in the community.

A copy of the report of the Librarian for the year 1935-
36, together with the financial and circulation statistics, is
herewith submitted for your information. We trust that we may
re your continued cooperation.

Respectfully submitted,

President.

LIBRARIAN'S REPORT
1935 - 1936

To the Board of Directors,
Decatur Public Library

Herewith is submitted the sixty-first annual report of the library for the year ending April 30, 1936.

Outstanding in the twelve months just passed is the aid received from the Library Relief fund, \$2,775.50,- our share for this year of the \$600,000 appropriation for books, passed by the General Assembly of Illinois in June 1935. This bill for the benefit of tax supported libraries, authorizing the purchase of books and magazines for the biennium 1935-1937, became effective July 1, 1935. The allocation to libraries was made according to population.

It was late in the fall before the organization in the office of the Secretary of State was in full operation, and notification of our allocation received. We immediately got up full speed in the selection and preparation of lists to be submitted. It was no small job to decide upon the best and most needed books for own community. With hundreds of order cards for "books wanted", requests, etc. on file, and scores of bibliographies, special lists, catalogs and book reviews to be consulted, much time and careful consideration was given by the librarian, assistant librarian and heads of departments, in making the final selection.

The procedure included the approval and signatures of the Library Board, forwarding the lists to Springfield for authorization, and only after this was given with the Gold Seal affixed were the books ordered of the dealers. All of this took time, but the books were received more promptly than usual.

Handling the large and continuous shipments of books has made more work for everybody, but there has been much pleasure

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and enthusiasm shown by the whole working force, including pages and janitors, in doing their part to get the books ready for the patrons. However, the books were received and prepared too late in this library year to make much impression on the circulation,- the first order not being received until late in January. This coming year the purchases will be spread out to better advantage both for library clientele and the staff workers.

New titles added from the Library Relief fund were all non-fiction, many of them reference sets and other books of permanent value including books about various countries and people; scientific, technical and historical works; and books on world affairs, music, literature and art. This fund was also used for replacement of worn out and withdrawn volumes which for sometime it had been impossible to replace because of the reduced book budget.

In addition to this state aid many new books and replacements were added from our regular book fund, but even with the new books received it is difficult to reach a high total in number of volumes, as the constant wear and tear on books makes withdrawals almost balance accessions. Perhaps with another year of the Library Relief fund we may catch up.

Accessions and Circulation

Each month's report shows a decided decrease both in the number of borrowers and of books loaned compared with the corresponding month of the previous year, which is discouraging. However, this seems to be the universal report from public libraries throughout the country. The peak circulation of 407,402 was reached the first year of the depression when many were idle and government agencies had not yet begun the recreational and educational activities which now take care of leisure time. As more employment and entertainment have been furnished, our circulation has steadily decreased until this year it registers only 290,995.

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An examination of the statistics shows that the total loss in circulation in the adult department of the main library was 30,767 and of this number 29,121 was fiction, leaving a loss of only 1,646 for volumes of a more useful and cultural type. We find an increased appreciation of what we can offer in technical books. We have new readers, men especially, who are using books on useful arts more and more frequently, and getting help from them in their daily work. Books on radio, aeronautics, industrial chemistry and business problems of all kinds, are being constantly consulted.

Interest continues in "100,000,000 guinea pigs", "Skin deep", "Eat, drink and be wary", "Partners in plunder", and others of that type. There was quite an unprecedented run on civil service manuals this year and, even though more copies were added, we did not have enough to supply the demand. With the unusual amount of replacements owing to state aid, many old book favorites in new dress were avidly seized upon by the regular borrowers.

In fiction "Anthony Adverse" still keeps well to the fore, also the "Green light" and "Magnificent obsession", as well as Aldrich's "Spring came on forever", and "It can't happen here" by Sinclair Lewis. Such books as Anne Morrow Lingbergh's "North to the Orient" have had well deserved popularity; also Carrel's "Man the unknown", Day's "Life with father", Freeman's "Life of Robert E. Lee", Lawrence's "Seven pillars of wisdom", and Sheehan's "Personal history". Duranty's "I write as I please" and other books on Russia by such well known authorities as Hindus, Chamberlin, Fischer, Skariatini and Tchernavin ^{have} ^{been} much in demand; also books about Stalin, Hitler and Mussolini. Owing to its present war with Italy, books on Ethiopia had to be rushed through for eager readers, - Boake Carter's "Black shirt, black skin" leading off in popularity.

Due to the Decatur Community lecture course, which brought ^{people} ^{noted here} during the winter, the library endeavored to add some of

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their books,- if not already on the shelves. Likewise it tried to keep abreast with the books reviewed by Mrs. Frank Funk in her Tuesday morning talks, and to check up our resources with the publications of speakers who came to Millikin university.

The Evans branch library which gained in last year's circulation suffered a decrease this year with other departments.

School collections show an increase in circulation of 4,275, and the Staley deposit station had a gain of 175.

Reference Department

During the year this department had increased patronage due, perhaps, to the various groups working on WPA projects. Those employed on the Federal Writers' project have been given much help and spent many hours seeking facts about Macon county history and description. This preliminary work is passed on to supervisors of the region and state where it is edited and finally sent to Washington where all such work is to be assembled in volumes sometimes called the "American Baedeker".

Supervisors and teachers of WPA have been daily patrons, using reference books in planning their programs. One group of ten teachers came to be instructed in the arrangement and use of the library. A reserve shelf was set aside for books on Adult education.

Reading Room.

Among the new magazines added are Billboard, Engineering news-record, Fortune, National aeronautics magazine, Popular aviation, Printer's ink, and Radio weekly.

A subscription to Reader's digest in Braille was the gift of Mr. Adolph Mueller.

LIBRARIAN'S REPORT
1935 - 1936

Children's Department

A summer reading club was conducted for ten weeks, June 24-September 1, which was called "See America first book tour". The travel books were selected by the children's librarian, and 86 children registered for the course with 50 completing the tour.

Book week was observed Nov. 18-23. The children's room was decorated with a frieze of Mother Goose cut-outs, and special exhibits of Newbery medal books, a Mark Twain display, and other new and attractive books were shown with recommended lists for parents and teachers distributed. The week closed with a puppet show given by Miss Freda Combs, which was attended by several hundred children. During the week ten teachers visited the room bringing their pupils.

The children's librarian gave talks at various schools and at the WPA recreational center, and had several story hours.

WPA and Other Projects

In addition to the Writers' project previously mentioned, use of the library has been made by the "Historical Records survey". Cooperating with the National Youth Administration the library is employing two young girls who help in various mechanical processes such as preparing books for circulation, mending books, clipping pictures for mounting, stamping and pasting, ruling statistic sheets, etc. Each one gives 44 hours a month, time records are kept and these sent to the district director every two weeks.

Boy scouts selected by the principals and teachers of the high and junior high school, are giving service to the library by the delivery of books to blind persons who read Braille and to "shut-ins!"

Cataloging Department

This department has been swamped by the deluge of books pouring in, after the order and accessions assistants have done their part. Having just one cataloger since reducing the staff at the

LIBRARIAN'S REPORT
1935 - 1936

beginning of the depression and the necessary closing of the East End branch, the welcome gift of thousands of books has added enormously to the exacting and detailed work of the cataloging, - not only of new titles but the recataloging of replacements in new and revised editions. But in this emergency the assistant librarian came to the rescue giving all the time she could spare from other work, to helping route certain books through. In addition, she cataloged the Lincoln collection left to the library by the late Jane Hamand. The extension librarian helped materially in ordering L.C. cards and in cataloging branch books.

Records of the various departments give the following figures for the year:

Total number of cards filed in catalogs	8,821
Volumes sent to bindery	1,437
Books mended in library	20,917
Overdue notices sent	4,238
Reserve postals sent	1,928
Pictures loaned	7,897

Exhibits and Bulletins

November seemed to be the month for celebrating centenaries. Andrew Carnegie, the patron saint of libraries, had his 100th anniversary celebrated November 25 by all libraries which were recipients of his generosity. We received a large framed portrait of him from the Carnegie Corporation of New York, which was hung on the south wall of the lobby. A set of posters containing quotations from his work was sent, also a portfolio of various pictures of him, and a copy of the book "Benefactions of Andrew Carnegie". The Herald and Review carried a story about him with especial reference to the history of his gift of \$60,000 for our library building.

Mark Twain's 100th anniversary was November 30. This author beloved of both young and old, was remebered by exhibits and book displays in both adult and juvenile departments. Much material for display was received from the Chamber of Commerce in Hannibal, Missouri, his early home. There were also other loans including his autograph.

LIBRARIAN'S REPORT
1935 - 1936

The 400th anniversary of the first printed English Bible was commemorated by a display of facsimile pages of famous Bibles, obtained through the American Bible Society.

A rather extensive exhibit of new pictures for the picture file was held during October and November in the rear room of the main floor stack. It proved to be very popular and was visited by many teachers and their pupils. The story of this exhibit appeared in the January number of "Illinois libraries".

The large bulletin board has had many interesting displays from time to time: Currier and Ives prints, Indian pictures, with selected list of books, Illustrations of "Songs that live forever", Dickens characters, etc.

Buildings and Grounds

Our last year's report mentioned the proposed repairs on the main building. Most of these plans have been carried through and the building is in better condition than in some years. The heating system was remodeled and extended to give adequate heat in all parts of three floors. This past winter being one of the coldest on record, tested the ability of the system and it proved to be satisfactory when the power plant gives the pressure required. The roof was re-covered and gutters repaired over the two-story part of the building.

The redecoration of the walls and ceilings of the lobby, vestibule, reading and reference rooms, stairway leading to the second floor and the hall upstairs, lightened and made attractive these rooms, giving a cheerful atmosphere for readers, borrowers and library staff. This was done under contract and, in addition, the janitors washed and painted the walls in the Board and catalog rooms, the two study rooms and librarian's office.

Steel stacks for bound newspapers were installed in the historical room,- using up all the space available except room for one table.

LIBRARIAN'S REPORT
1935 - 1936

Doors were placed on the bookcases in the Lincoln room, and the Lincoln books donated by Miss Hamand were shelved here; also, doors were added to some sections of wall cases in the north study room in which were shelved some special reference works. Additional cupboards were added to those in the basement hall to give more room for current newspapers.

The lawn has had some attention by a landscaper,- being raked, filled where necessary, grass seed sown, and rolled, and the shrubs and hedge trimmed.

Plans for improvements next year include the laying of linoleum over the entire first floor of the main library, except the stack room; purchase of a filing cabinet, desk, typewriters and shades. The Evans branch walls are to be redecorated, new shades bought, and basement plastering repaired, if sufficient funds are available.

Library Meetings

The annual conference of the American Library Association held in Denver, June 24-29, was attended by the librarian.

The State meeting held in Rockford, October 29--November 1, was attended by Misses Dill, Baker, Hogle and Keyl, who drove up in the latter's car. Miss Wayne, treasurer of the Association, being unable to go, delegated Miss Hogle to care for the work and read her report. Miss Wayne's report was highly commended by the auditors as being a "work of art in figures".

The librarian and five members of the Staff attended the all-day regional meeting in Clinton, April 9.

LIBRARIAN'S REPORT
1935 - 1936

In spite of the fact that three members of the staff underwent operations and the janitor at Evans branch suffered a broken hip, the library has kept running as usual. Every one of my staff rallied to the occasion and worked over hours to help when needed, and stood up well under the hazards of weather and the strain of extra work. Many kindly comments on our staff have drifted to me.

With genuine appreciation to all members of the Library Board for their friendly interest and cooperation in every way and at all times

Respectfully submitted,

Librarian.

LIBRARIAN'S REPORT
1935 - 1936
Appendix

Contents of Library

May 1, 1935 - books on hand - - - - - 65,748

Additions:

Purchase	(new)	- - - - -	1276
Purchase	{replacements)	- - - - -	1569
Donation	(Illinois library relief fund)	- - - - -	501
Bindery		- - - - -	279
Books found	- previously missing	- - - - -	24
Total added-			3649

Losses:

Worn out and withdrawn	- - - - -	1529
Lost and paid for	- - - - -	26
Lost and not paid for	- - - - -	81
Total loss		1636

April 30, 1936 - books on hand - - - - - 67,761

LIBRARIAN'S REPORT
1935 - 1936
Appendix

Accessions According to Classification

No. vols. in Lib'y May 1, 1935	Additions (new replaced found and transferred)	Withdrawals (worn out transferred and missing)	No. vols. in Lin'y April 30, 1936
General works	5517	131	
Philosophy	873	48	8
Religion	1761	56	4
Sociology	7591	360	21
Language	195	18	91
Science	3333	210	6
Useful arts	5134	278	44
Fine arts	3469	223	31
Literature	7022	283	30
History	4677	187	88
Travel	3752	199	54
Biography	4070	191	66
Fiction	18170	1465	35
Foreign books	184	3	1159
			2
Total	65748	3652	1639
			5640
			917
			1796
			7860
			207
			3499
			5381
			3662
			7217
			4810
			3885
			4226
			18476
			185
			67761

Accessions by Departments

Main library				
Adult Dept.				
Circulating	32197	1975	866	33306
Reference	3020	206	17	3209
Bound period.	7855	154	1	8008
Public docs.	3710	114	1	3823
Child. dept.	7855	495	305	8045
Evans branch				
Adult dept.	3071	198	59	3210
Child. dept.	2571	256	98	2729
East End branch				
Adult dept.	1193	0	84	1109
Child. dept.	1432	0	0	1432
School coll.	2844	260	214	2890
Total	65748	3658	1645	67761
Rent collection-	76			

LIBRARIAN'S REPORT
1935 - 1936
Appendix

Circulation by Classes

	Main Lib. Adult	Child	Evans branch	Schools	Stations	Total	Per cent
General works	378	30	82				
Philosophy	2414	14	68	0	0	490	.17
Religion	2441	252	194	0	10	2506	.86
Sociology	4547	827	586	548	4	3439	1.18
Fairy tales	0	2849	852	2242	15	8217	2.82
Language	187	4	12	2529	0	6230	2.14
Science	2623	1675	794	0	0	203	.07
Useful arts	5455	1326	859	1816	18	6926	2.38
Fine arts	5321	1141	547	762	3	8405	2.89
Literature	8396	1873	1087	97	21	7127	2.46
History	4757	837	729	1801	13	13170	4.53
Travel	5489	1426	790	2651	9	8983	3.09
Biography	5050	718	451	2942	12	10659	3.66
Fiction	114188	31915	31812	1067	37	7323	2.51
Magazines	2988	951	2636	18351	1475	197741	67.95
Foreign books	356	0	2	0	0	6575	2.26
Mental coll.	2643	0	0	0	0	358	.12
						2643	.91
Total	167233	45838	41501	34806	1617	290995	

Circulation by Months

Month	Main Lib.	Child	Evans Branch	Schools	Stations	Total
May	14560	3784	4087	4236	736	27403
June	13280	4118	3208	0	0	20606
July	13162	3856	2723	0	221	19962
August	13036	3822	2675	0	83	19616
September	13088	2993	3017	0	0	19098
October	15449	3905	3728	4986	0	28068
November	15698	5167	4247	4716	0	29828
December	12858	3428	3460	3120	577	23443
January	14931	3508	3859	4637	0	26935
February	14159	3831	3732	4914	0	26636
March	13658	3690	3608	4440	0	25396
April	13354	3736	3157	3757	0	24004
Total	167233	45838	41501	34806	1617	290995

Main Library

Evans Branch

Number of days open	307	306
Average daily circulation	694	135
Largest daily circulation	1536	289
Smallest daily circulation	216	19
Periodicals currently received	279	13

Registration

	Main Lib. Adult	Child	Evans Br. Adult	Child	Total
Cards in force May 1, 1935	13398	4552	1039	1220	20209
Borrowers registered	3036	974	221	260	4491
Borrowers cards cancelled	3678	1459	254	344	5735
Cards in force April 30, 1936	12756	4067	1006	1136	18965

FINANCIAL STATEMENT
1935 - 1936

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, 1936.

Amount appropriated by the City Council - - - - - \$36,500.00

RECEIPTS

From appropriation		\$16,500.00
" balance from 1934-35 tax levy, and forfeited tax collected- 1933 and prior years		14,817.82
" fines, damaged and lost books		1,222.27
" fees from non-residents		142.00
" rent collection		132.15
" other sources		48.58
	Total regular receipts	\$32,862.82
From special appropriation for retirement of loan		2,398.00
	Total	\$35,260.82

EXPENDITURES

For salaries		\$19,433.35
" janitor service		2,040.00
" books		3,728.88
" periodicals		492.25
" binding		1,510.46
" supplies		627.53
" repairs		309.01
" light		90.29
" heat		955.78
" furniture		170.21
" telephone		60.00
" postage, drayage, etc.		43.90
" insurance		355.91
" miscellaneous		273.14
" extraordinary expenses,- remodeling heating system, interior decoration, etc.		2,502.55
	Total	\$32,593.26
For retirement of loan		2,405.00
	Total	\$34,998.26
		\$262.56
April 30, 1936- Balance on hand		\$20,000.00
April 30, 1936- Balance due from Library Appropriation		\$20,000.00

FINANCIAL STATEMENT

Special Funds

Caroline S. Loeb Fund	\$500.00
Interest on fund	65.08
Total	\$565.08

Sarah Ellen Glore Fund	\$150.00
Interest on fund	.87
Total	\$150.87

FINANCIAL STATEMENT
1935 - 1936

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, 1936.

Notary Public.

BUDGET SUGGESTED FOR 1936 -1937

ESTIMATED RECEIPTS

Balance on hand April 30, 1936	- - - - -	\$262.56
Balance from 1935-36 tax levy	- - - - -	
Estimated receipts from fines, etc	(after interest & loss from delinquent taxes are deducted)	\$13,500.00
of 1936-37 tax levy of \$36,500	- - - - -	1,500.00
Total	- - - - -	\$38,987.56

BUDGET

	<u>1935-1936</u>	<u>1936-1937</u>	<u>Increase</u>
Salaries	\$19,452.00	\$19,572.00	\$120.00
Director service	1,930.00	2,050.00	120.00
Books	5,000.00	5,000.00	
Periodicals	575.00	575.00	
Printing	1,500.00	1,500.00	
Supplies	600.00	675.00	75.00
Repairs	400.00	400.00	
Postage	80.00	80.00	
Furniture	1,000.00	1,000.00	
Telephone	100.00	150.00	50.00
Stage, drayage, etc	70.00	70.00	
Insurance	75.00	75.00	
Miscellaneous	300.00	375.00	75.00
	250.00	275.00	25.00
Total	\$31,332.00	\$31,797.00	\$465.00
Extraordinary expenses	2,840.00	2,000.00	
Grand total	\$34,172.00	\$33,797.00	

EXTRAORDINARY EXPENSES

Main library	
Linoleum (main floor, where now covered)	\$1,000.00
Two typewriters	225.00
Desk for M. A. Dill	50.00
Filing cabinet for pictures	50.00
Shades	25.00
Evans branch	
Plaster repaired in basement room	65.00
Painting, main floor, office and stairway	225.00
Shades	25.00
Total	\$1,665.00

Balance left for emergencies - - - - - \$5,190.56

DECATUR PUBLIC LIBRARY

Sixty-second Annual Report
1936 - 1937

DECATUR PUBLIC LIBRARY
SIXTY-SECOND ANNUAL REPORT
1936 - 1937

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

As president of the Board of Directors of the Decatur Public Library, it is my pleasure to transmit herewith to your honorable body the detailed annual report of Miss Minnie A. Dill, Librarian. This report of the Librarian covers in a very fine way, in our opinion, the activities of one of the main functions of city government.

The Board of Directors desires to call your special attention to the decrease of anticipatory powers used during the past fiscal year, and to state the desire of the present Board to be able to establish finances on a wholly cash basis within the course of the next two years. The Board further trusts that every member of the City Council will continue the splendid co-operation rendered to the Library during the past year.

Respectfully submitted,

President.

Library copy

LIBRARIAN'S REPORT
1936 - 1937

To the Board of Directors
Decatur Public Library

Herewith is submitted the sixty-second annual report of the library for the year ending April 30, 1937.

A survey of the year's work as shown in the statistics gives little evidence of the "storm and stress" of these twelve busy months, in all departments of the Main library and the Evans branch. The selection, ordering, cataloging and otherwise preparing nearly 1,000 books received from the Library Relief Fund, through library's second allocation of \$2,875.50, was one large factor in the year's work. The books which came through the state aid were non-fiction and included all classes. Many valuable and useful sets were obtained, some being replacements or new editions. In addition to books, nineteen wall maps were obtained through this fund. These were of different countries and of Illinois, some being political, others physical. The regular book budget furnished new titles and replacements to the amount of \$4,597.06.

The fund created by the Library Emergency Relief bill expires with June of this year. The Illinois Library Association is sponsoring a bill for the continuation of this fund- House Bill 758. The same amount, \$600,000, is asked for the biennium for the purchase of books for existing libraries, and an additional \$200,000 for the establishment of a system of library service in rural communities, and \$40,000 to pay^{for} the expenses incurred in the administration of the Act. Another bill is for certification of librarians.

This state aid has helped materially in building up the depleted book stock which was greatly reduced from lack of funds during the depression period. Libraries that received this help are asked to support the new bill

LIBRARIAN'S REPORT
1936 - 1937

Accessions and Circulation

The total number of volumes in the system is now 69,120,- of this number 6,089 are in the Evans branch. The total circulation was 261,185- a loss of 29,810- and brings the figures down to those of the pre-depression period. The adult department which contains 34,173 volumes had a circulation of 154,308. The loss here was 12,925 over last year, but of this amount non-fiction shrunk by only 358, showing that fiction readers have not kept pace with those who borrow the so-called solid literature. The majority of library reports show a similar decrease following the peak circulation of the first depression years. The improvement in business conditions generally and WPA work do not leave as much leisure time for reading. The radio, recreational programs, playgrounds, movies, cars, rental libraries, etc. all contribute a part to the decrease in circulation. However the library is very busy with patrons who need the kind of books it contains and the reference aids both from books and personal assistance of the staff.

Books requested or recommended by individuals, classes or clubs are added to the shelves. Special care was taken to supply books written by various lecturers who came during the season, if the books were not already on the shelves. The following books among non-fiction have been unusually popular:

Brandes	Wake up and live
Brooks	Flowering of New England
Carrel	Man the unknown
Chase	Rich land, poor land
Childs	Sweden the middle way
Coogan	Money creators
DeKruif	Why keep them alive
Farson	Way of the transgressor
Gunther	Inside Europe
Harrison	My great wide beautiful world
Heiser	American doctor's odyssey
Hillis	Live alone and like it
Lawrence	Seven pillars of architecture
Link	Return to religion
Pearson & Allen	Nine old men
Sheean	Personal history
Wolfe	How to be happy though human

Fiction favorites were numerous but Margaret Mitchell's "Gone with the wind" led all the rest with 278 reserve cards for 14 regular copies and 2 rentals.

LIBRARIAN'S REPORT
1936 - 1937

Reference Department

The reference room now contains 3,291 volumes, and other reference works include bound periodicals 8,158 volumes, and public documents 3,843. Among the books added this year were:

Dictionary of American biography.	v.20
Fitzhugh	Concise biographical dictionary
Kunitz	British authors of the nineteenth century
Lowell	Index to handicrafts
Parker	Who's who in the theatre

Requests from students, club members and other library patrons show a lively interest in current events, recent legislation, vocational guidance, and technical subjects as television, air-conditioning, electricity, etc. As usual assistance has been given to club members in planning programs, to students by looking up debate material, etc. Besides the usual reserve shelves, books for the Illinois State Normal University extension course were placed on reserve. Some of the interesting reference questions were:

Salary of the Archbishop of Canterbury
Jewish religion and life in China from early to modern times
Farming without soil
Women in government the world around
Land grants to Illinois soldiers of Revolutionary war
Dutch emigrants who have become famous in America
Sodium vapor lamps
Map showing an old road between Pittsburgh and St. Louis
in the early nineteenth century
Statistics showing growth of population in Decatur and
the per cent of negro and foreign population
Date of patent on Ivory soap

Reading Room

Among the new periodicals added this year may be mentioned: American forests magazine, Contest magazine, Editor, Education digest, Field and stream, Hearing news, Hobbies, Illustrated London news, Monthly evening star map, National horticultural magazine, National republic, Occupations, Radio stars, RCA review, Scholastic, Successful farming, Vital speeches, Volta review. Several of these were taken by the library in previous years. Subscription to the Braille edition of Reader's digest was continued by Mr. Adolph Mueller.

LIBRARIAN'S REPORT
1936 - 1937

Children's Department

This department contains 8,232 volumes and 40,564 were loaned to the 3,857 juvenile card holders, teachers and a few other adults. The books in the room are selected with care, and the children's reading is guided when necessary and reference help is given. As a rule the boys and girls know how to use the catalog and find their own books. Because of the puppetry work being done in the schools that subject was much in demand.

Book Week, November 15-21 was observed, - the theme this year being "Books to grow on". The room was attractively decorated, the focal point being an immense blue umbrella under which were placed the newest books. The idea came from a book entitled "Told under the blue umbrella".

The Doll house, made and furnished by the crippled children of the Gunhild Johnson room in the Gastman school, was loaned to the children's room for two weeks, and was much enjoyed by young and old. The Girl reserves of the French school exhibited the scrapbooks made by their group. Afterwards they were given to the Christmas store.

Catalog Department

Nowhere was the pressure of extra work felt more than in this department, because of the large and continuous shipment of books received. It was impossible for one cataloger to put through the unusual number, and aid was given by several members of the staff, at different times. The total number of cards filed in the various catalogs was 10,120, of these 8,665 were new cards and 1,455 were revised.

Brief Records

Periodicals subscribed for	186
Volumes sent to bindery	1,371
Books mended in library	19,331
Overdue notices sent	4,381
Reserve postals sent	2,070
Pictures loaned	7,008
Camp Kiwanis- collections sent	5
CCC camps- boxes of discarded books	5
NYA girls given part time work	3
Burglars- number of visits	6

LIBRARIAN'S REPORT
1936 - 1937

Evans Branch

The building received its share of attention this year. The walls were redecorated and the woodwork refinished on the main floor. A basement room had plastering repaired and the walls painted. New shades were hung at all the windows on first floor, and those in the basement turned or supplied with better ones discarded from above. Extra shelves were added on both adult and juvenile sections. New light fixtures were placed at the entrance, to replace one stolen and the other damaged.

The Evans branch now contains 6,089 books,- 3,256 for adults and 2,833 for children. There is a good reference collection, and thirteen magazines are currently received. The circulation was 31,725 volumes to the 1,993 borrowers. Classes from the Durfee school visited the library regularly for a reading period and reported on the books to their teachers. Through the winter months a story-hour club was held in the basement, each Thursday afternoon, with an attendance of about 20.

Special Collections

Both the pamphlet and picture collections expanded to the limit of their containers. Three new steel vertical files of four drawers each were purchased for the pamphlets, and the wooden files were added to the ones used for pictures giving a total of fifteen drawers. Doors with locke were placed on the north wall in the new stack section. Expensive and valuable technical, scientific, and art books are kept here. These are loaned when called for.

Exhibits and Bulletins

Columbus week was observed by an exhibition of pictures given by the Dominican Chamber of Commerce. Navy day was recognized October 27, by bulletins and books displayed. Armistice day was observed by a display of pictures and objects, such as helmets.

A small but interesting exhibit in the main lobby during

1936-
37
624

LIBRARIAN'S REPORT
1936 - 1937

Book Week was a "Pioneer family library". The books were loaned by Miss Baker, head of the loan department- many being 100 years old. "Little books on big subjects" consists of pamphlets on current national and world affairs.

Displays of books on the following subjects were made through the year, according to season and demand; Better homes- outside and inside plans and furnishing; Gardening, with attractive catalogs from various nurseries and florists; Travel, with colorful posters of railway and steamship lines; Child study and care, with the very suggestive poster "To spank or not to spank". Book jackets of new books are utilized all over the loan department, in reading room, etc. to advertise the books in the library and to help brighten up the rooms.

Visitors

The University of Illinois Library School came here in March, on the inspection visit to libraries in Decatur, Springfield and St. Louis. Besides this library, the Evans branch, the high school library and the O. B. Gorin library at Millikin were visited.

The Macon County school children and teachers visited Decatur institutions all day April 16, and the library had its share of the 3,000 or more.

Library Meetings

The annual conference of the American Library Association held in Richmond, Virginia, was attended by the librarian. The trip was made by motor with a group of Illinois librarians.

The state meeting was held in Peoria, October 28-30, and was attended by the librarian. Five members of the staff came over for one day.

The regional meeting held in Urbana, April 8, was attended by Mrs. Buckner, Board member, and the Misses Dill, Wayne and Pollock. Miss Dill was on the program at the afternoon session, presenting non-fiction of the past six months, and reviewed briefly three books.

LIBRARIAN'S REPORT
1936 - 1937

Staff

The only change on the staff was the resignation of Miss Margaret Hogle who was married, September 19, to Mr. Charles Hobbs. A breakfast was given in her honor by her associates, at which time a case of silver knives and forks was presented. Miss Dora Hewitt, a Millikin graduate, who was here as an NYA worker, was given a regular position at the loan desk. Because of continued illness on the staff, Mrs. Hobbs substituted part of the time.

Talks on the library and books were given by the following:

Miss Wayne, before the P.T.A. of the Oglesby school on "How the modern library serves the public".

Miss Keyl, to the Adult education supervisors on the "Use of the library"; and before the Library club of Mt. Pulaski on "Enjoyment of books".

Miss Pollock, before the P.T.A. of the Warren school, showed fine editions of children's books with comments, and distributed lists of recommended books for young people.

Miss McCulloch, at the Y.W.C.A. to the Girls stay-at-home camp on "Recent books for older girls".

Miss Leek, to a group of women in the Adult education class on "Use of the children's room"; and to parents of the Cub scouts, at the Presbyterian church, on "Use of the library" and comments on the Cub scout list.

For the continued confidence and interested response of the Board to everything that concerns the library, and for the loyalty and co-operation of the staff, sincere appreciation is here expressed.

Respectfully submitted,

Librarian.

LIBRARIAN'S REPORT
1936 - 1937
Appendix

Contents of Library

May 1, 1936 - books on hand - - - - - 67,761

Additions:

Purchase	(new) - - - - -	1162
Purchase	(replacements) - - - - -	1740
Donation	(Illinois library relief fund) -	1052
Bindery	- - - - -	171
Books found -	previously missing - - - - -	46
Total added - - - - -		4171

Losses:

Worn out and withdrawn	(including those missing in inventory) -	2765
Lost and paid for	- - - - -	20
Lost and not paid for	- - - - -	27
Total loss - - - - -		2812

April 30, 1937 - books on hand - - - - - 69,120

LIBRARIAN'S REPORT
1936 - 1937
Appendix

Accessions According to Classification

	No. vols. in Lib'y May 1, 1936	Additions (new replaced found and transferred)	Withdrawals (worn out transferred and missing)	No. vols. in Lib'y April 30, 1937
General works	5640	122	25	
Philosophy	917	66	48	5737
Religion	1796	62	29	935
Psychology	7860	456	201	1829
Language	207	6	5	8115
Science	3499	131	113	208
Visual arts	5381	307	143	3517
Music arts	3662	231	88	5545
Literature	7217	294	180	3805
History	4810	122	78	7331
Travel	3885	198	104	4854
Biography	4226	234	65	3979
Genealogy	18476	1943	1721	4395
Foreign books	185	1	14	18698
				172
Total	67761	4173	2814	69120

Accessions by Departments

General library				
Adult dept:				
Circulating	33306	2288	1421	34173
Reference	3209	108	26	3291
Bound period.	8008	153	3	8158
Public docs.	3823	21	1	3843
Child dept.	8045	655	468	8232
Men's branch				
Child dept.	3210	233	187	3256
Child. dept.	2729	380	276	2833
West End branch				
Child dept.	1109	0	88	1021
Child. dept.	1432	0	0	1432
School coll.	2890	342	351	2881
Total	67761	4180	2821	69120
Pat collection	140			

LIBRARIAN'S REPORT
1936 - 1937
Appendix

Circulation by Classes

	Main Lib. Adult	Child	Evans branch	Schools	Stations	Total	Per cent
	268	20	46				
	2682	24	51	0	0	334	.13
	2054	286	93	0	0	2757	1.05
	4513	532	334	486	0	2919	1.12
		2703	733	2411	6	7796	2.99
	146	0	11	2360	7	5803	2.22
	2435	1496	404	0	0	157	.06
	5452	1329	686	1732	51	6118	2.34
	5394	937	482	696	7	8170	3.13
	8452	1741	841	110	13	6936	2.66
	4182	664	522	1605	46	12685	4.86
	5093	1110	581	2362	21	7751	2.96
	5269	575	305	2789	18	9591	3.67
	101621	28466	24751	1043	14	7206	2.76
	3160	681	1883	18015	796	173649	66.49
	202	0	2	0	0	5724	2.19
	3385	0	0	0	0	204	.08
				0	0	3385	1.29
	154308	40564	31725	33609	979	261185	

Circulation by Months

12083	2632	2475	3774	0	20964
11770	3286	1935	0	281	17272
11608	3175	1832	0	154	16769
11593	2965	1931	0	0	16489
12237	2717	2379	0	544	17877
14663	4111	3558	2505	0	24837
12920	4767	3274	5051	0	26012
12386	3283	2717	3767	0	22153
14130	3375	3057	3862	0	24424
13718	3424	2941	5168	0	25251
14333	3614	3001	5095	0	26043
12867	3215	2625	4387	0	23094
154308	40564	31725	33609	979	261185

Main Library

Evans Branch

of days open	306	306
daily circulation	637	104
daily circulation	1295	229
at daily circulation	310	28
als currently received	301	13

Registration

	Main Lib. Adult	Child	Evans br. Adult	Child	Total
force May 1, 1936	12756	4067	1006	1136	18965
registered	3094	905	159	211	4369
cards cancelled	3582	1115	271	248	5216
force April 30, 1937	12268	3857	894	1099	18118

FINANCIAL STATEMENT
1936 - 1937

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, 1937. Amount appropriated by the City Council - - - - - \$37,500.00

RECEIPTS

From appropriation	\$10,500.00
" balance from 1935-36 tax levy, and forfeited tax collected	19,541.67
" fines, damaged and lost books	1,295.10
" fees from non-residents	148.50
" rent collection	169.25
" other sources	47.15
Total regular receipts	\$31,701.67
From special appropriation for retirement of loan	2,503.72
Total	\$34,205.39

EXPENDITURES

For salaries	\$19,385.65
" janitor service	2,055.00
" books	4,597.06
" periodicals	512.20
" binding	1,077.68
" supplies	761.59
" repairs	546.18
" light	46.40
" heat	905.48
" furniture	597.27
" telephone	60.65
" postage, drayage, etc	49.50
" insurance	315.61
" miscellaneous	279.16
Total regular expenditures	\$31,189.43
For retirement of loan	2,505.00
Total	\$33,694.43
April 30, 1937 - balance on hand	\$510.96
April 30, 1937 - balance due from Library Appropriation	\$27,000.00

J. J. J.
Comptroller.

FINANCIAL STATEMENT
1936 - 1937

Special Funds

Caroline S. Loeb Fund	\$500.00
Interest on fund	73.58
Total	\$573.58
Sarah Ellen Glore Fund	\$150.00
Interest on fund	3.13
Total	\$153.13

FINANCIAL STATEMENT
1936-1937

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, 1937.

Notary Public.

[Signature]
Comptroller.

BUDGET SUGGESTED FOR 1937-1938

ESTIMATED RECEIPTS

Balance on hand April 30, 1937 - - - - -		\$	510.96
Receipts from 1936-37 tax levy (after \$4,000 loss from interest & delinquent taxes are deducted) - - - - -			23,000.00
Receipts from fines, etc - - - - -			1,500.00
1937-38 tax levy of \$38,000 - - - - -			28,500.00
Total receipts - - - - -		\$	53,510.96

BUDGET

	<u>1936-1937</u>	<u>1937-1938</u>	<u>Increase</u>	<u>Decrease</u>
Library service	\$19,572.00	\$20,952.00	\$1,380.00	
	2,050.00	2,160.00	110.00	
	5,000.00	3,825.00		\$1,175.00
Medicals	575.00	550.00		25.00
		200.00	200.00	
	1,500.00	1,500.00		
	675.00	700.00	25.00	
	690.00	800.00	110.00	
	80.00	80.00		
	1,000.00	1,000.00		
Structure	525.00	415.00		110.00
Telephone	70.00	65.00		5.00
Trayage, drayage, etc	75.00	65.00		10.00
Finance	375.00	375.00		
Miscellaneous	275.00	275.00		
	\$32,462.00	\$32,962.00	\$500.00	

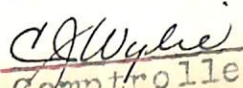
UNUSUAL EXPENSES
(Included in above estimate)

Woodwork in vestibule, also front doors, refinished	}	\$200.00
Stairway refinished		
New treads on stairway		
Mosaic floor in vestibule, repaired.		\$200.00
Driveway to enlarge parking space at rear of building		215.00
Catalog cases		50.00
Desk for librarian		<u>50.00</u>
		\$665.00

PUBLIC LIBRARY
 -0-
CITY OF DECATUR, ILLINOIS.
 -0-
TAX COLLECTION REPORT
 -0-
1935 LEVY

	\$		36,555.35
Abatements & Objections			
Forfeited to the State	\$	742.66	
		<u>3,082.48</u>	<u>3,825.14</u>
<u>Total Collection</u>			\$ 32,730.21
Collectors Commission			
Clerks Extension Fee	\$	654.60	
		<u>64.69</u>	<u>719.29</u>
<u>COLLECTION - From 1935 Levy</u>			\$ 32,010.92
Payments To Date			
Participation Warrants Retired	\$	16,500.00	
Interest Paid		425.23	
May 25, 1936		2,500.00	
Sept. 24, 1936		2,500.00	
Oct. 27, 1936		2,800.00	
Nov. 24, 1936		2,300.00	
Dec. 29, 1936		<u>3,300.00</u>	<u>30,325.23</u>
<u>Balance due final settlement 1935 Levy</u>			\$ 1,685.69
Forfeited Tax Collected	\$	3,736.81	
and Tax		<u>394.91</u>	<u>4,131.72</u>
<u>Balance due Library Fund</u>			\$ 5,817.41
<u>Special Levy</u>			
Abatements & Objections	\$	55.07	
Forfeited to the State		<u>228.56</u>	<u>283.63</u>
<u>Total Collection</u>			\$ 2,428.85
Collectors Commission	\$	48.58	
Clerks Extension Fee		<u>6.72</u>	<u>55.30</u>
<u>COLLECTION - 1935 Special Levy</u>			\$ 2,373.55
Sept. 1, 1936		<u>1,975.00</u>	
<u>Balance due final settlement</u>			\$ 398.55
Forfeited Tax Collected	\$	97.23	
and Tax		<u>26.43</u>	<u>123.66</u>
<u>Balance due Special Library Fund</u>			<u>522.21</u>
<u>TOTAL BALANCE DUE LIBRARY FUND</u>			\$ 6,339.62
<u>Participation Warrants - Outstanding Against 1936 Levy.</u>			
Warrant # 800		\$ 4,900.00	
" 801		<u>2,700.00</u>	
Dated July 29, 1936			
" Aug. 28, 1936			
<u>TOTAL</u>			\$ 7,600.00

Respectfully submitted,


 Comptroller.

PUBLIC LIBRARY

-0-

CITY OF DECATUR, ILLINOIS

-0-

TAX COLLECTION REPORT

1936 Levy As Spread

\$ 37,854.35

Errors, Abatements & Objections

\$ 630.78

Tax Forfeited to the State

2,695.85

3,326.63

Total Tax Collected

\$ 34,527.72

County Collectors Commission

\$ 690.55

County Clerks Extension Fee

64.37

754.92

Collection 1936 Levy

\$ 33,772.80

Collection 1935 & Prior Years

\$ 2,928.94

Added Tax Collection

313.91

1935 Objections Overruled

29.05

3,271.90

Amount Due Library Fund

\$ 37,044.70

Amount Paid to Date

5-10-37 # 12082 Warrants Retired \$ 10,500.00

5-10-37 12082 Interest on Warrants 296.52

5-28-37 12228 Millikin Bank-Library 2,200.00

6-23-37 12418 " " " 2,300.00

7-27-37 12633 " " " 2,500.00

8-27-37 12829 " " " 2,500.00

9-27-37 13001 " " " 2,000.00

10-28-37 13141 " " " 3,000.00

11-26-37 13335 " " " 2,500.00

12-17-37 13563 " " " 1,000.00

12-29-37 13501 " " " 1,500.00

30,296.52

\$ 6,748.18

Amount Due Pinal Settlement

DECATUR PUBLIC LIBRARY

SIXTY-THIRD ANNUAL REPORT

1937 - 1938

DECATUR PUBLIC LIBRARY
SIXTY-THIRD ANNUAL REPORT
1937 - 1938

Mayor and Commissioners of
City of Decatur, Illinois

As president of the Board of Directors of the Decatur
Library, it is my pleasure to transmit herewith to your
able body the detailed annual report of Miss Minnie A. Dill,
Librarian. May I state for the second time that this report of
Librarian covers in a very fine way, in our opinion, the activ-
of one of the main functions of city governments.

The Board of Directors desire to advise you that during
coming fiscal year, the library will be operated on a strictly
basis, which we understand will be the first time since the
establishment of a Library Board in 1875.

The present Board further concurs in the expressed hope
of the Librarian that before the close of 1938,- it will be possible
to open the East End Branch, that was closed for lack of funds
by a former Board.

In conclusion, we desire to express our appreciation for
continued splendid co-operation rendered the Library by the entire
Council.

Respectfully submitted,

President

LIBRARIAN'S REPORT
1937 - 1938

To the Board of Directors
Decatur Public Library

Herewith is submitted the sixty-third annual report of the library for the year ending April 30, 1938.

We have no startling innovations to report during the year just completed, but every department of the library has been busy serving patrons and in carrying out the administrative, technical and clerical duties entailed.

The main objective to those in charge has been not only to keep within the budget but to save along the way in order to get on a cash basis. If this has been accomplished as we have figured, we hope to be able to open the East End branch again, closed in March 1932 because of lack of funds. To open a branch in this section will be an exciting and happy event for all library workers, as the regrets on closing were great. The people in that community near the former location, we hope will welcome a real branch near them, as both adults and children made constant use of it before. It was a great aid to pupils in nearby schools.

Adult education, or self-education, is the watch-word in one of the programs for general improvement today. This can not be carried on without books, and public libraries must be used as information centers where books, periodicals, pamphlets, pictures, maps, etc. can be obtained for informative and recreational reading.

Branch libraries should be located in various sections of the city near the people, as the main library is too far away for many to use,- it means traffic hazards or bus fare. The schools in outlying districts need more than the small collections sent out each year from the library for recreational reading in the elementary grades.

LIBRARIAN'S REPORT
1937 - 1938

A branch library should be equipped as is the main with own reference books, standard and current books in all classes, periodicals, a card catalog, picture file, etc. It should be a pleasant room in which to stay and read books and magazines, examine the collection on the shelves, and where aid would be given the choice of reading and help in the use of reference books and catalog by a trained and experienced librarian, who becomes acquainted with the tastes and hobbies of her patrons.

As a forerunner of a branch, a few deposit stations should be opened in other sections for adults, as the children have the school collections. All public libraries in the country that are getting the best results- both in figures and in giving satisfaction to their citizens- have branches and more branches when possible, and many deposit stations.

Contents and Accessions

In round figures we have now passed the 70,000 mark in the total number of volumes in the library system. The number of books added- new, replacements, gifts, etc. was 3,127, but the net amount was only 1,156, as those worn out and withdrawn from hard usage or other reasons totalled 1,971.

While we have had no state aid this year as in the biennium preceding, the financial statement shows that the amount spent for books was \$3,825.00. Many valuable and useful books and sets were added for the main library, Evans branch and the school collection.

It was a pleasure for the librarian, assistant librarian and heads of departments to select and order books, but no easy job when endeavoring to get the best and most needed ones for our own community, to build up weak classes, add important reference works, get at least a minimum of current best-sellers and other popular books, and always that requests of the public have first consideration.

The flood of publications in the United States alone in one year is about 10,000 volumes. For the evaluation of these the library

LIBRARIAN'S REPORT
1937 - 1938

the best bibliographical aids, catalogs for older books, lists of recommended books, library bulletins, review for current books, in addition to the bewildering array of publishers catalogs, but the final decision from among the of very desirable titles is difficult. Many things must considered and weighed in the balance as to the desirability of book or that, if the book fund is to be carefully proportioned with while volumes added for the benefit of all ages and classes citizens.

Not only do we select books for the library but often are for suggestions for patrons' own libraries. Frequently our has been asked as to the value of certain subscription books If it is a work about which we know nothing we have a very use- publication issued by the American Library Association entitled "Subscription Books Bulletin" to which we gladly referred them. use of this reference periodical would save many householders who for having been persuaded by a glib book agent to purchase inferior work.

Periodicals

Periodicals subscribed for number 186 and 118 are gifts. of these are filed currently in the reading room but some are distributed where useful in reference, catalog, children's room, or the office.

New magazines added this year are:

- American observer
- Antiques
- Canadian forum
- Commentator
- Consumers' digest
- Journal of geography
- New Yorker
- World horizons
- Writer

Loan Department

The Adult circulation department, serving as it does library patrons ranging in age from fourteen to ninety, tries to satisfy

LIBRARIAN'S REPORT
1937 - 1938

variety of tastes and interests. There are perennial calls for certain types of books, - western for one reader, love stories for religious books for a third, spicy adventure for young people, and stories for older readers. The seasonal trend seldom varies - and poultry-raising books in the spring, and house plans; in winter and checkers and all the other hobbies. There is always the procession of "high^{days} and holy days", each bringing calls for certain and almost treading on each other's heels. The new pamphlets and community entertainments have proved life-savers many in the past year, and especially it was a joy to have adequate stock for the Christmas demand.

The P-T. A. and the W. P. A. and other alphabets come to us for aid that. We journey through the year with students from all the schools, toiling as they do, sometimes more than they do, over reports, term papers, and commencement programs. The boys and girls graduated with honors are almost invariably those who have used the library most actively.

Colorful jackets of the new books are posted where people may see them even though the book itself has already been taken out. By a conservative estimate, some 1700 book jackets were trimmed and posted. The new large bulletin boards add much to the appearance of the reading room and are of texture which takes thumb tacks easily.

As every week with us is a book week, we make not much observance of it in the adult department. Neither is it practicable to get up a display for each of the innumerable "Weeks" that overlap one another in the year. Many of them however, such as Music week, Boy scout week, better homes week, Business women's week, we have recognized by many posters and collections. Posters on Safety, Choice of movies, radio programs, and other subjects have been kept in the reading room, and one large bulletin board has carried posters and pictures on current themes. We have had new large travel posters on England, the United States, London, Australia, Japan, etc.

LIBRARIAN'S REPORT
1937 - 1938

Loan Department (Cont'd)

Lincoln's birthday and Washington's birthday, and Armistice made memorable by pictures, and Christmas by a wooden model conventional crèche, copied by one of the janitors from the cover magazine and put up with a deep blue background. Pictures of the Shakespeare plays being given by radio last summer were posted under caption "Shakespeare on the air", and another display which caused interest and comment was made from a last year's calendar, reproductions of old American prints in soft and beautiful colors. Our displays, changed more frequently, have been such as the following: "Lenten reading, Making the most of yourself, Good companions," and many others. One which was put up with some misgivings was "Disappointing not for the average reader". But the cleverly implied challenge emptied the shelf, though the books were all of the type once designated as "deep" reading.

There has been considerable increase in the use of technical books and those on the social sciences and, although the fiction circulation has dropped, there was gain in non-fiction, making the total for the year very small. The constant endeavor has been to fit books to the reader and the reader to the book, to answer queries, telephone and otherwise, as well as possible, and to keep the necessary records accurately. We have lost by death some valued patrons, some have moved away, but new borrowers become friends of the library. Special attention has been given to young people who come to us from the children's room. A junior high school teacher recently brought a class to the library explained to them, and is to come again soon with study groups.

While most of the pictures in the picture file have been obtained from discarded books, magazines and newspapers and then mounted on heavy cardboard, and occasionally pictures have been given the library, a portfolio of Famous Pictures was purchased. These consist of study groups, each separate envelope containing four pictures with a

LIBRARIAN'S REPORT

Loan Department (Cont'd)

leaflet "Lessons in Art Appreciation". A card index of the
 local pictures has been started and is now installed in a catalog
 near the picture file where the public may use it.

Reference Department

The reference department has had the following helpful
 to its book content:

Audubon	Birds of America
Bond	Encyclopedia of American antiques
Douglas	American book of days
Encyclopedia of Canada.	6v.
Harper's encyclopedia of art.	2v.
Home book of Shakespeare quotations	
Humphreys	Weather proverbs and paradoxes
Hutchinson's technical and scientific encyclopedia.	4v.
Partridge	Dictionary of slang and unconventional English
Roos	Illustrated handbook of art history
Shankle	American nicknames
Spicer	Book of festivals
Stedman	Practical medical directory
Price & Ticen	Index to vocations
Paulmeier	Index to holiday plays for schools
Logasa	Biography in collections

The department now includes 3,339 volumes in the reference
 4,320 bound periodicals and 3,830 public documents, also about
 political and physical maps of the different continents.
 together with the 35,125 volumes in the circulating department
 material furnished by the picture and pamphlet files, have
 to answer a great variety of interesting requests, a few of
 are listed:

Remodeling apartment houses
 Interior decoration for a home wedding
 Information about soil in Fort Bend Co., Texas
 How orphans are cared for by the different churches
 Fads and fancies in American costume
 Hobbies of famous people
 Cosmetics and the drug law
 Baguerreotypes
 The world as a community
 Martha Berry School
 Legends and stories of the strawberry
 Creeping bent grass
 Names & locations of Macon Co. rural schools
 Women as diplomats, artists, aviators, scientists

There have calls for material on industrial unions, for
 age benefit, Minnesota nuisance laws, Social security act,
 affecting women and children, etc, also for book reviews
 of books to review.

LIBRARIAN'S REPORT
1937 - 1938

Reference Department (Cont'd)

At the request of the High school teachers, shelves of
have been reserved for the students to use here in the li-
This has also been done for several clubs and for debate

Children's Department

The children's department had a successful year with the
collection picking up to the extent that there was a gain each
for the last five months.

Seventeen rooms of children from the city schools and three
schools visited the children's room during the year- this does
include the eleven rooms of children who visited during Book Week.

"Reading- the magic highway to adventure" was the Book Week
for 1937. The children's room was decorated with pirate cut-outs.
A pirate ship in full sail complete with skull and cross-bones
was a display table for attractive new books of adventure.

A doll collection was started this year. During Book Week
representing Lucinda, the main character in Ruth Sawyer's
award medal book, "Roller skates", was on display. During the
regional library conference held in Decatur in March, "Heidi" joined
the collection, to
hope to add at least one doll a year to the collection, to
represent famous juvenile book characters.

The Children's librarian gave talks to several P-T. A. groups
in the city and in Bement. She also spoke at Millikin University to a
group on child training, her subject being Children's literature. She
participated in the programs of the regional library conferences in Decatur
and in Bement, speaking on Recent children's books.

Christmas story hours were held at the main library and at
the branch. The Children's librarian also told Christmas stories
at the annual children's party given by the Mueller Company.

LIBRARIAN'S REPORT
1937 - 1938

Children's Department (Cont'd)

The parochial schools of the city made use of the children's a noticeable degree this year. For the first time about eleven have cards and have been taking out twenty books each at one school use.

Catalog Department

The classification, cataloging and other records necessary preparing books for the shelves should not omit the personal equa- which includes among other qualities, knowledge of books, tech- and administrative ability, and the capacity for taking infinite These figures give very little idea of the work entailed.

Total number of new cards made	9,549
Total number of cards revised	1,429
Total number of cards filed in catalogs	10,976
Of the cards-	
Printed Library Of Congress cards used were	6,593
Typed cards	2,954

Brief Records

Volumes sent to bindery	1,494
Books mended in library	15,697
Overdue notices sent	4,015
Reserve postals sent	1,938
Pictures loaned	5,783
Staley deposit station- books loaned	806
Non-resident cards purchased	140
Camp kiwanis- books loaned	374
Girl scouts camp- books loaned	51
N.Y.A. girls given part time work	2
Burglars visits	3

Evans Branch

A new departure at the Branch was the increased number of opening. Beginning February 1, the library was open every at one o'clock instead of two, and in the first month 84 adults children came during this hour.

From September through April, 27 visits of teachers with their were made and explanation of the use of the books and catalog was by the branch librarian. A story hour was held every Friday after- since January, with a special Christmas story hour, December 17,

LIBRARIAN'S REPORT
1937 - 1938

Evans Branch (Cont'd)

tree by the children's librarian from the main library.
now has 6,097 volumes and the circulation was 31,819-
increase over last year.

Building and Furnishings

The woodwork in the vestibule, the outside doors, and the
from the first to the second floors were refinished, and new
heads added to the stairs and rubber mats at the landings.
were repaired at the front and at the rear of building. Storm
placed at five windows.

A new desk with matching catalog cabinet was bought for
Librarian's office. Two other catalog cabinets were purchased-
one for the catalog room and the other for the index to the picture
Two large bulletin boards were placed in the reading room over
the shelving on north wall. These improve the appearance of the
greatly. Other minor repairs were made to keep the building in
good condition.

Library Meetings

The annual conference of the Illinois Library Association
was held in Chicago at the Palmer House, November 3-5 and was attended
by Misses Dill, Wayne and White. It was very well attended, as
the exhibits, and the meetings and special dinners were interesting.
Miss Dill was chairman of the Resolutions committee.

A Regional Library conference was held in the children's
library on Monday, March 30, with an attendance of about ninety including
librarians, Board and staff members, Mr. Shilling president
of the Board welcomed the group and he and four other members went to
a luncheon at the Congregational church.

Miss McCulloch, children's librarian, talked on "Recent
children's books" and had lists to give. The next day she accompanied
Miss Shilling of Springfield, who was in charge of all the meetings, to
Springfield where she repeated her talk.

LIBRARIAN'S REPORT 1937 - 1938

Visitors

Five people drove from St. Louis on Armistice Day to the Lincoln Memorial collection. The Lincoln room attracted a large number of visitors on February 12, as usual.

Cooperation and the Schools

The high school and junior high school librarians, and a group of the high school faculty met here with the librarian and another librarian to talk over problems of mutual interest. There were ^{talks} previous with several high school department heads. Mr. Wrench of the Central Junior high school later brought one of his classes to the library and introduced into the arrangement and use of the library.

Printed Reports

A small folder with brief facts on the history of the library from 1875-1938 and its resources, together with current financial statements, was published in January. Copies of these were mailed to all librarians, and a selected list of others in the United States was sent in charge for reports they had sent.

One of these was also mailed, with a copy of the A. L. A. Bulletin "Remember the library" to each attorney and trust officer in the city. It is hoped that the library might be suggested to clients when wills are made. Many libraries over the country have endowments and the American Library Association recommends that libraries seek additional funds which to expand and promote necessary library work, for many municipal levies do not bring in enough income.

Our library reports will be distributed in town to the teachers and given to any patrons who wish them. They have already been given to the members of the Women's Club at the time they met in the library.

Staff

There were five resignations on the staff- an unprecedented number for one year.

LIBRARIAN'S REPORT
1937 - 1938

Miss Bernice Osborn, a part-time assistant, left to take a position in the Public School Health department.

Miss Charlotte Oakes resigned to enter the Library School at the University of Michigan, but will return to our library in August as assistant cataloger.

Miss Louise Keck and Miss Dora Hewitt both resigned to be married. The former is now Mrs. Lloyd Roy of Champaign and the latter is Mrs. George Vermillion of Chicago.

Miss Lorena Keyl, assistant reference librarian, left in August to enter Millikin University to complete her college work and receive her degree.

Mrs. Margaret H. Hobbs, Mrs. Vera W. Schoby and Miss Mabel Smith, all former members of the staff filled in with substitute work. Miss Mildred Johnson and Miss Frances Dawson came on the staff in August as apprentices. Mary Ellen Shulke does page work at Evansville. There was fine cooperation and ready response to all calls for help and some overtime work when necessary.

The Board on all occasions have shown interest and genuine support to plans for library improvement, looked after library affairs and made good suggestions; my appreciation is duly expressed.

Respectfully submitted,

Librarian.

LIBRARIAN'S REPORT
 1937 - 1938
 Appendix

Contents of Library

1937 - books on hand - - - - - 69,120

Acquisitions:

Purchase (new) - - - - -	1533
Purchase (replacements) - - - - -	763
Donation (Ill.lib.relief fund, & others) - - - - -	619
Bindery - - - - -	185
Books found- previously missing - - - - -	27
Total added - - - - -	3127

Losses:

Worn out and withdrawn - - - - -	1884
Lost and paid for - - - - -	30
Lost and not paid for - - - - -	57
Total loss - - - - -	1971

1938, 1938 - books on hand - - - - - 70,276

LIBRARIAN'S REPORT
1937 - 1938
Appendix

Accessions According to Classification

No.vols.in Lib'y May 1,1937	Additions (new replaced found and transferred)	Withdrawals (worn out transferred and missing)	No.vols.in Lib'y April 30,1938
5737	109		
935	56	45	5801
1829	72	21	970
8115	303	33	1868
208	8	168	8250
3517	94	4	212
5545	221	40	3571
3805	175	100	5666
7331	197	50	3930
4854	174	91	7437
3979	167	62	4966
4395	192	91	4055
18698	1225	73	4514
172	134	1185	18738
		8	298
69120	3127	1971	70276

Accessions by Departments

34173	1906	954	35125
3291	111	63	3339
8158	163	1	8320
3843	15	28	3830
8232	330	356	8206
3256	137	108	3285
2833	90	111	2812
1021	0	35	986
1432	0	0	1432
2881	380	320	2941
69120	3132	1976	70276

LIBRARIAN'S REPORT
1937 - 1938
Appendix

Circulation by Classes

	Main Lib.		Evans branch	Schools	Stations	Total	Per cent
	Adult	Child					
General works	406	11	31	0	0	448	.17
Philosophy	2634	24	74	0	3	2735	1.05
Religion	1938	277	95	376	0	2686	1.04
Anthology	5220	596	352	2114	8	8290	3.20
Fairy tales	172	0	8	0	28	6445	2.49
Language	2542	1007	358	1587	0	180	.07
Science	6113	1251	694	1042	20	5514	2.13
Useful arts	6070	787	461	328	6	9106	3.51
Fine arts	7853	1769	697	1396	15	7661	2.96
Literature	3962	814	501	2605	30	11745	4.53
History	4811	978	472	3029	12	7894	3.05
Travel	5142	617	259	993	26	9316	3.60
Biography	98425	27940	24608	17777	7	7018	2.71
Fiction	3507	472	2304	0	1076	169826	65.52
Magazines	389	0	7	0	0	6283	2.42
Foreign books	3639	0	0	0	0	396	.15
Cent coll.						3639	1.40
Total	152823	39363	31819	33946	1231	259182	

Circulation by Classes

	Main Lib.	Evans branch	Schools	Stations	Total	
May	11267	2513	2115	4020	0	19915
June	11086	3238	2164	0	234	16722
July	11391	3009	1949	0	476	16825
August	10509	2818	1952	0	140	15419
September	10911	2492	2391	0	0	15794
October	12744	3316	3006	4241	0	23307
November	13536	4104	3179	4936	0	25755
December	12825	3297	2682	3066	0	21870
January	15259	3833	3211	4167	381	26851
February	14663	3302	3103	4335	0	25403
March	15256	3893	3357	5004	0	27510
April	13376	3548	2710	4177	0	23811
Total	152823	39363	31819	33946	1231	259182

Main Library

Evans Branch

Number of days open	306	306
Average daily circulation	628	104
Largest daily circulation	1379	245
Smallest daily circulation	350	35
Periodicals currently received	304	13

Registration

	Main Lib.		Evans Br.		Total
	Adult	Child	Adult	Child	
Cards in force May 1, 1937	12268	3857	894	1099	18118
Borrowers registered	2922	887	203	219	4231
Borrowers cards cancelled	3037	1072	251	325	4685
Cards in force April 30, 1938	12153	3672	846	993	17664
Patron borrowers	140				

FINANCIAL STATEMENT
1937 - 1938

To the Honorable Mayor and Commissioners:

Members:

I herewith submit the following report of the financial condition of the Public Library for the year ending April 30, 1938. Amount appropriated by the City Council- - - - -

\$38,000.00

RECEIPTS

from balance from 1936-37 tax levy, and forfeited tax collected		
tax levy for 1937-38	\$26,759.14	
finer, damaged and lost books	2,200.00	
non-resident fees	1,267.33	
rent collection	149.00	
other sources	181.95	
	41.72	
	Total	\$30,599.14
from special appropriation for retirement of loan		2,523.11
	Total receipts	\$33,122.25

DISBURSEMENTS

for salaries	\$19,149.43	
janitor service	2,160.00	
books	3,822.69	
periodicals	540.45	
printing	52.12	
binding	1,495.00	
supplies	709.48	
repairs	308.46	
light	70.90	
heat	959.88	
furniture	289.46	
telephone	83.82	
postage, drayage, etc	66.23	
insurance	362.45	
miscellaneous	212.17	
	Total	\$30,282.54
for retirement of loan		2,595.00
	Total disbursements	\$32,877.54
April 30, 1938 - balance on hand		\$244.71

FINANCIAL STATEMENT
1937 - 1938

Special Funds

Caroline S. Loeb Fund	
Interest	\$500.00
	79.32
Total	\$579.32
Sarah Ellen Glore Fund	
Interest	\$150.00
	4.65
Total	\$154.65

FINANCIAL STATEMENT
1937 - 1938

1937-
38
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I, Minnie A. Dill, secretary of the Board of
Directors of the Decatur Public Library of Decatur, Illinois
hereby certify that the foregoing statement of the con-
dition 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, 1938.

Notary Public.

SUGGESTED BUDGET, 1938 - 1939

ESTIMATED RECEIPTS

Balance April 30, 1938 - - - - -			
Income from 1937-38 tax levy (after \$2,200 anticipation and est. \$2,000 loss from uncollected taxes, have deducted) - - - - -			\$ 244.71
Income from fines, etc - - - - -			33,800.00
			1,500.00
Total receipts - - - - -			\$35,544.71

BUDGET

	<u>1937-1938</u>	<u>1938-1939</u>	<u>Increase</u>	<u>Decrease</u>
Service	\$20,952.00	\$21,000.00	\$48.00	
	2,160.00	2,160.00		
	3,825.00	6,350.00	2,525.00	
	550.00	575.00	25.00	
	200.00	200.00		
	1,500.00	1,800.00	300.00	
	700.00	725.00	25.00	
	800.00	500.00		\$300.00
	80.00	80.00		
	1,000.00	1,000.00		
	415.00	300.00		115.00
	65.00	95.00	30.00	
Drayage, etc	65.00	75.00	10.00	
	375.00	375.00		
	275.00	300.00	25.00	
	\$32,962.00	\$35,535.00	\$2,573.00	

DECATUR PUBLIC LIBRARY
SIXTY-FOURTH ANNUAL REPORT
1938 - 1939

DECATUR PUBLIC LIBRARY
SIXTY-FOURTH ANNUAL REPORT
1938 - 1939

Mayor and Commissioners of
City of Decatur, Illinois

Attached hereto, you will find the detailed annual report
Librarian and Secretary of the Board of Trustees, covering the
day activities of one branch of the city government.

You will note that \$2,460.00, the final payment on the
mortgage, was made during the year, and further that there are
standing anticipation warrants; thus the library for the first
in Decatur Library history is operating on a strictly cash basis.

The Board is agreed to a planned policy of rendering the
possible library service and facilities commensurate with cash

Your President and the following members of the Board de-
to express their sincere appreciation of the splendid cooperation
red the library ^{by} the City Council of Decatur.

Respectfully submitted,

President.

LIBRARIAN'S REPORT
1938 - 1939

Board of Directors
Public Library

Herewith is submitted the sixty-fourth annual report of
Library for the year ending April 30, 1939.

It is gratifying to report the increase of 8,736 in circu-
over last year, after several years of gradual decrease.
This small encouragement we shall be hopeful of eventually
ing back to the high record of 1932 when everybody read. There
are more counter attractions as well as more employed. However
Circulation is not the only measuring stick for service rendered;
Class references are furnished for use in the library, also many
Questions answered over the telephone. All departments are kept
at all times,- selecting books, preparing them for circulation,
helping patrons to find what they want, attending to the necessary
business routine, and planning ahead- always with the goal of better
Library service to more people, in mind.

The library experienced the pleasure of receiving a Christmas
gift in the form of a check for \$150.00 from Mr. W. E. Mueller, member
of the Board of Trustees. In the accompanying letter Mr. Mueller said
that "This check is to be used for any purpose you may desire. Hav-
ing youngsters in my family I, of course, am more or less partial to the
women's department. You may even want to put it in a separate fund
for some definite purpose." Part of this fund has been used for two
magazine racks for the children's room. These useful pieces of
furniture add much to the appearance of the room.

A photograph of the late Commander W. N. Hodge was presented
at the library by the Reynolds Circle, Ladies of the G. A. R., at a
meeting of this group in the Y.W.C.A. on Armistice day. Senior Com-
missioner F. B. Kemp made the presentation and Miss Dill accepted for the

LIBRARIAN'S REPORT
1938 - 1939

Accessions and contents

The library now contains 71,930 volumes in the whole system, these being in the Evans branch and 3,114 in the school collection. \$5,636.60 was spent for books- 2,039 of these were new and 639 replacements. Many books added were the requests of especially groups needing a number of books on certain subjects, the Study class requiring material on South America; the A.A.U.W. was making a study of Family life; two missionary societies, and divisions of the Woman's Club. Other requests came from teachers, students, church workers, recreation leaders, business and professional people, and individuals desiring books for personal reading.

Community lecturers and other important guest speakers often create a demand for certain books or subjects, likewise radio reviews, lectures, etc.

While the library endeavors, as far as possible, to take into account requests, it anticipates them, and keeps a continuous card index of books wanted and needed, from the careful scanning of dozens of the most reliable bibliographies, library lists and book review magazines. Valuable reference books and other non-fiction form the backbone of the purchases. Fiction has a place, but it is difficult to keep enough copies to supply the demand for popular titles without creating a surplus of "dead wood" on the shelves after the rage is over, and a new "best seller" looms large. We try to strike a happy medium. More than the usual number of new children's books were added, and an effort is being made to weed from the collection, books no longer useful or in poor physical condition.

Circulation Department

The Adult circulation department is glad to report a gain this year, also that the increase is scattered through almost all classes- the largest gain, over 900, being made in History, followed by Fine arts, Useful arts, Biography and Travel.

LIBRARIAN'S REPORT
1938 - 1939

Circulation Department (Cont'd)

The curve of our routine records, as usual, follows pretty much the upward trend of the circulation; more reserve postals issued and mailed, more new borrowers cards issued, and more picture books loaned. The total picture circulation of 4,578 was the largest we ever had. Many of the more than 300 a month telephone calls were references questions which were answered directly from the loan department. The bulletin boards have been kept full of book jackets and booklets, and the display rack full of books, with some special displays including Social hygiene bulletins and literature, and Oil and Gas from the Illinois Geological Survey.

This is surely an era of pamphleteering, as paper-backs on current questions and world affairs are now issued by presses from New York down. The library has standing orders for several well known series, as Headline Books and World Affairs, both issued by the Foreign Policy association; Public Affairs Pamphlets; Round Table from the University of Chicago; Town Meeting- bulletin of the National Meeting of the Air. These are prepared for immediate use, but are not listed but not cataloged, and are shown in a wire case stand-stand on a table in the lobby.

"Gone With the Wind" continues to be the most popular fiction with 119 reserves having been put in for it during the year. Next is "All This and Heaven Too", by Rachel Field, with 69 reserves, followed by Du Maurier's "Rebecca". Two older books, "The Citadel" and "The Yearling" come next. In non-fiction, Anne Lindbergh's "Gone With the Wind" comes first and Halsey's "With Malice Toward Some", followed by Carnegie's "How to Win Friends and Influence People" and Hertzler's "The Buggy Doctor" come next in popularity.

The reserves for "Mein Kampf" by Hitler, are mounting rapidly; Carnegie's "How to Win Friends and Influence People" and Hertzler's "The Buggy Doctor" come next in popularity. This seems to have been a year for visitors in groups, - eight from the Centennial Junior high school were brought by their teacher, who assisted a member of the staff to show them around

LIBRARIAN'S REPORT
1938 - 1939

Circulation Department (Cont'd)

main the use of the library. Groups of N.Y.A. girls and Adult classes are mentioned elsewhere.

For Boy Scouts, a carefully selected list on a variety of subjects compiled, and these books were collected and shelved conveniently in the stack. This was done on the request of a Boy Scout but as the books had little circulation, we believe that Boy Scouts must be more interested in physical activities than in reading.

During the Antique exhibit, held in the Orlando Hotel, in 1937, the library distributed an attractive folder containing a selected list of books compiled by an assistant. It carried the slogan "How to be an informed collector through books in the Decatur Library". The promoters were from all over the state, but the majority were towns-people, some were not library users but may be.

Antiques and Hobbies were collected in the library, with the aid and provided another interesting display in the lobby. We do more outside advertising of our wares.

Reading Room

Readers- mostly men- fill the reading room daily, using newspapers and current magazines. The total number of current periodicals was 354, some of them being gifts. New magazines subscribed

ere:
Amerasia
Architectural forum
Canadian bookman
Character
Forbes
Foreign policy reports
Prairie farmer
Queen's quarterly
Religious digest
Rudder
Virginia quarterly

Reference Department

The reference room has seen much activity this year. During the afternoons of the school term all of the chairs in both rooms have

LIBRARIAN'S REPORT
1938 - 1939

Reference Department (Cont'd)

occupied, with an overflow into the periodical stack room, and space at the rear of the stacks on the main floor.

Lists have been compiled for clubs and other organizations, books ordered for programs; lists on various subjects have been compiled for the Housing Committee, Y.W.C.A., N.Y.A., and P.T.A., for several missionary societies, as well as for of junior high school students.

As usual, many requests for help have been received from individuals, either in person or over the telephone. The following are the subjects asked for by men:

Gardening without soil
Robinson Patman Act
Hobbies of well-known people
Gunite
Marriage laws of Indiana
Bakery statistics
Ragweed and hay fever
Patronizing home industry
Manufacture of beer from corn

Topics of interest to women are:

Youths' hostels in America and Europe
How inventions have changed society
MacDowell Memorial colony
Music by Illinois Composers
Flowers of the Bible
Preparation for future war
Playground equipment for the home
Equal rights amendment

In addition to the almanacs and other year books purchased early, the following volumes were among those added to the reference section:

Kelly's Directory of Merchants, Manufacturers and Shippers of the World, 1938. 2v.
Thomas' Register of American Manufacturers, 1939
Champion- Racial Proverbs
Hart- Chinese Proverbs
Scholes- Oxford Companion to Music
Thompson- International Encyclopedia of Music and Musicians
Whelbourn- Standard Book of Celebrated Musicians
Wier- Macmillan Encyclopedia of Music and Musicians
Bible- The Apocrypha; translated by Goodspeed
Crippen- Christmas and Christmas Lore
Holt- American Place Names
Kunitz- American Authors, 1600-1900

LIBRARIAN'S REPORT
1938 - 1939

Reference Department (Cont'd)

Through a system of interlibrary loans we are able to borrow in our own collection, for those patrons who wish them for courses or other special purposes, and are willing to pay transportation charges. This year, for one^{of} our business men doing industrial research work, many government and society reports borrowed from the Illinois State Library. We have also borrowed from the University of Illinois, University of Chicago, Harper Library, Chicago Public Library, and from the various departments of the U. S. government. Altogether this year, a total of books were loaned to us.

Children's Department

The children's department had a most successful and busy year with a gain in circulation of over 3,000. There was also an increase in the total number of cards in force.

Fifteen rooms of children from the city schools and eight schools visited the children's room during the year. One Girl Reserve group and five groups of junior high school students also visited the department.

"New Books- New Worlds" was the Book Week theme for 1938. The children's room was decorated with Mother Goose and pirate figures. Twelve new books were displayed on a book ladder topped with a globe, on either side of which appeared the Book Week slogan in red wooden letters. The Newberry and Caldecott medal books, which were won at the last A.L.A. meeting, were exhibited.

Christmas and Easter story hours were held in the children's room. The children's librarian also told stories at Dennis school during Book Week. During the month of October the children's librarian visited all the junior high schools in the city with the exception of one. She visited each home room and talked to the children, giving them about the library and giving them application cards. The response was most gratifying.

LIBRARIAN'S REPORT
1938 - 1939

Children's Department (Cont'd)

Several lists were prepared for patrons, including a list on for a summer camp project, Nature books for junior high school reading, books on World friendship through children's books, for P.A. council, and list on Americanism for an essay contest, ordered by the Junior Association of Commerce. The children's li- gave talks to several P.T.A. groups in the city and in Maroa Brush College school. She also gave talks to Girl reserve groups, a study group of the Congregational church.

Mr. Mueller's gift of two magazine racks has been much ap-
ted.

Catalog Department

The high light of the year in the catalog department was the to the staff of Miss Charlotte Oakes, to devote most of her time to department. Such assistance was badly needed.

The classification and cataloging of the large number of new currently received for all departments, including the children's ment and branch library, do not form the total of the work done. work of removing records of books withdrawn, which it would be im- le or unwise to replace, is an important and necessary task. ent revision must be made in an attempt to maintain uniformity catalogs and other files. Effort is being made to catalog gifts and government documents, and to carry on other post- work, as time permits.

	L.C. cards	Typed cards
Main library	5554	2074
Children's dept.		1418
Evans branch	769	565
School collection		24
Mental collection		149
Total	6323	4230
Total no. new cards	10553	
Total no. cards revised	1462	
Grand total	12015	

LIBRARIAN'S REPORT
1938 - 1939

Brief Records

Volumes sent to bindery	1,259
Books mended in library	19,484
Overdue notices sent	3,749
Reserve postals sent	2,058
Pictures loaned	6,770
Non-resident cards purchased	146
" " " student's summer cds.	22
Telephone calls	3,600
Staley deposit station- books loaned	1,175
Camp Kiwanis- books loaned	181
Girl Scouts camp- books loaned	64
N.Y.A girls given part time work	3

Evans Branch

The Evans Branch library serving the northeast community, and three nearby schools, had a circulation of 31,431, and now has 6,387 books for adults and children.

Teachers with their pupils from Durfee school made 30 visits to the branch, to have its arrangement and resources explained, and to help each child become a borrower. A story hour is held every Friday afternoon with an average attendance of 25.

Early in January large posters were placed in stores within the area of the branch library. These had a heading "Why not read? Free Public Library - Evans Branch", and told the hours of operation. Some results have been observed.

Lincoln Room and Exhibits

The Lincoln room has acquired several Court records of Macon which were written or signed by Abraham Lincoln. These records were presented to the library by courtesy of Judge John H. McCoy and Sarah Foster. The frame in which they are displayed was given by W. Borchers, library trustee. It is said the wood was taken from a portion of the cabin in which the Lincoln family lived for about a year.

Mr. Robert B. Ernest, of the Roosevelt junior high school, has a framed picture of Lincoln, with a series of Lincoln stamps from 1838, on either side.

LIBRARIAN'S REPORT
1938 - 1939

Lincoln Room and Exhibits (Cont'd)

During the observance of Lincoln's birthday, there was a display in the lobby of a replica of the Lincoln memorial building at Louisville, Ky. The replica was made of cubes of sugar and starch, the cabin inside was of whittled wood. The whole exhibit was the property of the rural Lakeview school.

N.Y.A., W.P.A. Projects

Three girls sponsored by the N.Y.A. have assisted at times during the year, on book mending, clipping, pasting and other mechanical projects.

Groups of girls with their supervisor, Miss Agnes Long, met in the extension room on different evenings and, after a talk given by a staff member, were conducted over the library and had arrangement of books and service explained. Cards were issued to all not having them, so that they might become borrowers. Lists of suitable authors prepared by a library assistant and made into small booklets by the N.Y.A. were distributed.

For Negro Achievement week an elaborate poster was prepared at the N.Y.A. office and arranged by staff assistants on the large bulletin board in the lobby. A member of the staff had compiled a lengthy list of books in the library by and about "Negroes Prominent in American Life" and from this, brief lists were mimeographed and made into folders for distribution.

Citizenship classes for foreign born, sponsored by the W.P.A. and an adult education course, visited the library with their instructor, Miss Sullivan, and were conducted over the library by a staff member who made arrangements and answered questions. Many of these visitors showed an eagerness to get books on certain subjects and were very appreciative of attention given.

LIBRARIAN'S REPORT
1938 - 1939

N.Y.A., W.P.A. Projects (Cont'd)

Under the auspices of the W.P.A. the library cooperated in the Imprint Inventory project. This survey was made in libraries throughout the country to check up the holdings in libraries of books published previous to 1876. The card records made were sent to Chicago where they were assembled with others from Illinois, and ultimately the catalog of such works will be deposited in the Library of Congress. Assigned to Decatur was Robert Allen, who spent about two months investigation.

Meetings Held in the Library

County Historical Society.

The Macon County Historical society met in the children's room on the evening of June 23, to reorganize after being defunct for several years or more. A small group was present with Mr. A.W. Borchers, temporary chairman. It was decided to organize and meet quarterly in the room, - the library having no auditorium. Three other meetings were held, - at the second Mr. Paul M. Angle, librarian of the Illinois Historical library, was guest speaker, with more towns people

Council.

The Home-making group and the Juvenile protection group used the extension room on several occasions for their meetings. At the meeting a collection of books were placed for their inspection and the speaker gave a brief talk.

Book Leaders.

This group held a series of evening meetings during November in the extension room. At the meeting during Book Week the group was taken to the children's room to see the decorations and displays, and the children's librarian suggested books for girls 12 years old, and distributed selected lists of books.

LIBRARIAN'S REPORT
1938 - 1939

Library Conferences

The annual conference of the Illinois Library Association held at Springfield, October 26-28, was attended by the librarian during the time. Twelve of the staff divided up the time on the three days. W. Shilling, president of the Library Board, went over for the luncheon and meeting one day. Miss McCulloch, children's librarian, was elected chairman of the Junior section.

The Regional institute, held in Bloomington, April 13, was conducted by Miss Baker and Miss White. Miss Baker prepared a paper on "Displays With Books" which was well received, and is to be used in Illinois Libraries.

Building and Grounds

Repairs were made on the scagliola in the vestibule, de-
corative hall, and at front of stacks. The walls in the documents
basement hall, and janitors room, were washed and painted by the
staff. Walls on the main floor and some of those on the second
floor were washed. The lawn was sodded, trees and shrubs trimmed and
new shrubs planted, in April.

At Evans branch, storm sash was placed at windows back of desk.
A mimeograph, two new typewriters and desk chair were purchased;
a lawn mower and three dozen folding chairs for use when small meet-
ings are held in the children's room or extension room.

Staff

Miss Charlotte Oakes, former member of the staff, returned
to become assistant in the cataloging department, after gradu-
ation from the University of Michigan Department of Library Science.
Margaret A. Harrison, a graduate of the University of Illinois,
began work as general assistant, September 1. Miss Frances Dawson re-
turned April 26, and went to the Michael Reese Hospital in Chicago, to
attend a course in X-ray work.

It is a pleasure to commend my staff for efficient and loyal

LIBRARIAN'S REPORT
1938 - 1939

1938-
39
64th

Appreciation to the Board is hereby acknowledged for co-
operation, and the time given and interest shown in all library affairs.

Respectfully submitted,

Librarian.

LIBRARIAN'S REPORT
 1938 - 1939
 Appendix

Contents of Library

1938 - books on hand - - - - - 70,276

Acquisitions:

Purchase (new)	- - - - -	2039
Purchase (replacements)	- - - - -	639
Donation	- - - - -	192
Bindery	- - - - -	205
Books found- previously missing	- - - - -	36
Total added	- - - - -	3111

Losses:

Worn out and withdrawn (including those missing in inventory)	- - - - -	1392
Lost and paid for	- - - - -	14
Lost and not paid for	- - - - -	51
Total loss	- - - - -	1457

30, 1939 - books on hand - - - - - 71,930

LIBRARIAN'S REPORT
1938 - 1939
Appendix

Accessions According to Classification

No.vols.in Lib'y May 1,1938	Additions (new replaced found and transferred)	Withdrawals (worn out transferred and missing)	No.vols.in Lib'y April 30,1939
5801	135		
970	37	11	5925
1868	55	13	994
8250	319	26	1897
212	6	98	8471
3571	85	6	212
5666	250	72	3584
3930	157	135	5781
7437	168	107	3980
4966	137	102	7503
4055	193	36	5067
4514	176	63	4185
18738	1381	50	4640
298	13	736	19383
		3	308
70276	3112	1458	71930

Accessions by Departments

35125	1367	887	35605
3339	88	22	3405
8320	196	5	8511
3830	16	0	3846
8206	692	234	8664
3285	162	41	3406
2812	252	83	2981
986	0	20	966
1432	0	0	1432
2941	341	168	3114
70276	3114	1460	71930
135			

LIBRARIAN'S REPORT
1938 - 1939
Appendix

Circulation by Classes

Main Lib. Adult	Main Lib. Child	Evans branch	Schools	Stations	Total	Per cent
499	18	64	0			
2821	26	99	0	0	581	.22
1980	280	86	564	3	2949	1.10
5518	678	397	1571	4	2914	1.09
	2945	798	2990	12	8176	3.05
147	3	13	0	14	6747	2.52
2689	1121	479	1593	0	163	.06
6972	1476	904	1226	17	5899	2.20
6969	777	505	473	4	10582	3.95
7564	1863	738	1564	0	8724	3.26
4884	874	582	1893	19	11748	4.38
5439	1166	608	3091	7	8240	3.08
5841	832	343	1192	17	10321	3.85
98589	29783	23541	18922	16	8224	3.07
3728	545	2269	0	1307	172142	64.25
401	0	5	0	0	6542	2.44
3560	0	0	0	0	406	.15
					3560	1.33
157601	42387	31431	35079	1420	267918	

Circulation by Months

12166	2689	2298	2910	0	20063
12328	3572	2115	0	105	18120
11436	3132	2015	0	34	16617
11316	3170	2006	0	702	17194
11897	2831	2057	0	0	16785
13369	3832	2754	4613	0	24568
13663	4721	3053	5149	0	26586
12469	3439	2771	3094	0	21773
15652	3639	3241	3753	0	26285
14413	3394	3108	4890	0	25805
15241	3947	3201	6021	579	28989
13651	4021	2812	4649	0	25133
157601	42387	31431	35079	1420	267918

	Main Library	Evans Branch
days open	304	304
daily circulation	658	103
daily circulation	1510	268
daily circulation	758	142
materials currently received	354	16

Registration

	Main Lib. Adult	Main Lib. Child	Evans Br. Adult	Evans Br. Child	Total
force May 1, 1938	12153	3672	846	993	17664
registered	3062	978	184	250	4474
cards cancelled	3049	913	262	312	4536
force April 30, 1939	12166	3737	768	931	17602

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purchased by out-of-town students for use during the summer 22

FINANCIAL STATEMENT
 1938 - 1939
 Appendix

To the Honorable Mayor and Commissioners:

I herewith submit the following report of the financial
 of the Public Library for the year ending April 30, 1939.

Appropriated by the City Council - - - - - \$38,438.69

RECEIPTS

Balance on hand May 1, 1938	\$ 244.71
Appropriation	33,634.62
Fines, damaged and lost books	1,298.57
Non-resident fees	149.50
Patron collection	178.00
Other sources	43.93
Total	\$35,549.33
Special tax levy for retirement of loan	2,444.33
Total receipts	\$37,993.66

DISBURSEMENTS

Salaries	\$19,589.78
Sanitor service	2,340.00
Books	5,636.60
Periodicals	591.18
Printing	3.60
Binding	1,306.20
Supplies	690.59
Repairs	209.21
Light	58.66
Heat	904.90
Furniture	333.13
Telephone	91.90
Postage, drayage, etc	44.47
Insurance	310.15
Miscellaneous	204.47
Total	\$32,314.84
Total disbursements	2,460.00
Retirement of loan	\$34,774.84
Total disbursements	\$ 3,218.82

April 30, 1939 - balance on hand

FINANCIAL STATEMENT
1938 - 1939

Special Funds

Caroline S. Loeb Fund	
Interest	\$500.00
	85.12
Total	\$585.12
Sarah Ellen Glore Fund	
Interest	\$150.00
	6.19
Total	\$156.19
W.E. Mueller Gift	\$150.00
Expenditures:	
For periodical racks for children's room	76.00
Balance on hand	\$ 74.00

FINANCIAL STATEMENT
1938 - 1939

I, Minnie A. Dill, secretary of the Board of
Directors of the Decatur Public Library of Decatur, Illinois,
hereby certify that the foregoing statement of the con-
dition 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, 1939.

Notary Public.

DECATUR PUBLIC LIBRARY

Anticipated Income
1939 - 1940

Tax levy	\$39,500.00
Miscellaneous,- Fines, etc	<u>1,000.00</u>
	\$40,500.00

Budget

Salaries	\$21,000.00
Janitor service	2,400.00
Books	7,000.00
Periodicals	600.00
Printing	200.00
Binding	2,000.00
Supplies	1,300.00
Repairs & improvements	1,100.00
Light	80.00
Heat	1,000.00
Furniture & equipment	2,800.00
Telephone	170.00
Postage, drayage, etc	75.00
Insurance	375.00
Miscellaneous	<u>400.00</u>
	\$40,500.00

PUBLIC LIBRARY

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CITY OF DECATUR, ILLINOIS

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TAX COLLECTION REPORT

1937 Levy As Spread		\$ 38,438.69
Errors & Abatements	\$ 1,276.46	
Railroad Objections	877.62	
Tax Forfeited to the State	<u>1,943.84</u>	<u>4,097.92</u>
Total Tax Collected		\$ 34,340.77
County Collectors Commission	\$ 686.82	
County Clerks Extension Fee	<u>65.57</u>	<u>752.39</u>
Net Collection 1937 Levy		\$ 33,588.38
Net Collection 1936 & Prior Years	\$ 2,050.75	
Net Added Tax Collection	<u>206.73</u>	<u>2,257.48</u>
Net Amount Due Library Fund		\$ 35,845.86
Less Amount Paid to Date		
5-23-38 # 14387 Millikin Bank-Lib.	\$ 2,700.00	
6-16-38 14426 Warrant Retired	2,200.00	
6-16-38 14426 Int. on Warrant	11.24	
6-24-38 14575 Millikin Bank-Lib.	2,000.00	
7-30-38 14783 " " "	2,600.00	
8-26-38 14971 " " "	3,000.00	
9-26-38 15174 " " "	2,200.00	
10-29-38 15348 " " "	3,200.00	
11-25-38 15496 " " "	2,700.00	
12-14-38 15526 " " "	1,000.00	
12-28-38 15678 " " "	<u>2,100.00</u>	<u>23,711.24</u>
Amount Due Final Settlement		\$ <u>12,134.62</u>

PUBLIC LIBRARY

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CITY OF DECATUR, ILLINOIS

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TAX COLLECTION REPORT

1937 - Special Levy As Spread		\$ 2,550.82
Errors & Abatements	\$ 84.71	
Tax Forfeited To The State	128.99	<u>213.70</u>
Total Tax Collected		\$ 2,337.12
County Collectors Commission	\$ 46.64	
County Clerks Extension Fee	4.35	<u>50.99</u>
Net Collection - 1937 Levy		\$ 2,286.13
Net Collection 1936 & Prior Years	\$ 143.71	
Net Added Tax Collection	14.49	<u>158.20</u>
Net Amount Due Special Library Fund		\$ 2,444.33
Less Amount Paid 8-26-38 Voucher # 14971		<u>1,860.00</u>
<u>Amount Due Final Settlement</u>		\$ <u>584.33</u>

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Amount Due Final Settlement Regular Levy	\$ 12,134.62
Amount Due Final Settlement Special Levy	<u>584.33</u>
<u>Total Amount Due Library Fund</u>	\$ <u>12,718.95</u>