

Called Meeting of the Library Board

to open bids for Branch

March 20, 1922.

Present: Messrs. Hardy, Scott, Shade, and Swisher, ^{architect} and ~~Clausen~~

Mr. Clausen, ~~architect~~, and two contractors met with the Board.

Mr. Hardy called the meeting to order, and said the object of the meeting was to open the bids which had been sent in by the different contractors to build the Branch library in the northeast part of town.

Mr. Swisher then opened the bids, and Mr. Hardy read the names of the firms and the prices which they had presented. Bids received were as follows:

<u>Building</u>	
Geo. Kibele	\$7,870.00
George Ellis	8,100.00
W. J. Romans	8,370.00
R. H. Lunn	8,452.00
James J. Swartz	8,493.00
Helmuth & Meek	9,093.00
W. C. Ware	9,288.00
A. W. Hendricks	9,330.00

<u>Plumbing</u>	
W. T. Delahunty & Co.	359.00
T. E. Brinkoetter	485.00
Smith & McDaniels	488.00
T.E. Downing & Co.	491.00

<u>Electricity</u>	
Krigbaum Electrical Co.	295.00

Arrangements were made to hold another meeting for the purpose of letting the contract on Thursday, March 23rd.

On motion adjourned.

Alice G. Evans.
Secretary.

Called Meeting of the Library Board

to let contract for Branch

March 23, 1922.

Present: Messrs. Swisher, Shade, Scott and Hardy.

Mr. Clausen, architect, and the three lowest bidders, E. J. Kibele, W. J. Romans, and George Ellis, had been invited to meet with the Board. When all assembled, Mr. Hardy, president, asked these gentlemen to retire, while the Board talked over the contracts.

Motion was made that the proposition of Mr. Kibele, \$7,870, should be accepted upon his meeting all requirements relating to a surety bond. Mr. Kibele was then interviewed and agreed to do this, and so was awarded the contract.

Mr. Romans and Mr. Ellis were invited in and told that, in case all requirements were not carried out, they were to be considered next.

Motion was made that S. A. Clausen, architect, be employed as superintendent of building at 2% of cost, which motion carried; and that his proposition to give credit of 50% of difference between what he had been paid for plans and actual contract price be also accepted, - carried unanimously.

On motion the contract for plumbing went to W. T. Delahunty at \$359.00.

On motion adjourned.

Alice G. Evans.
Secretary.

Adhous

Regular Meeting of the Library Board

March 31, 1922.

Present: Messrs. Hardy, Shade, Lorenz, Swisher and Mrs. Gastman.

Minutes of the last meeting were read and approved.

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

Two representatives from the Castle Williams Post of the American Legion, Commander Charles E. Lee and Dr. C. Leonard Cassell, chairman of the memorial committee, waited upon the Board and asked permission to place in the library a ^{bronze} tablet in memory of Castle Williams, the first Decatur boy to die in the World war. The Board unanimously granted permission to do this, and adjournment was taken to the lobby for the purpose of deciding upon an appropriate place for the tablet. It was agreed to hang it on the south side of the lobby. The regular business of the Board was then resumed.

On motion the books recommended by the Book Committee were ordered purchased.

The Librarian mentioned the fact that thieves had entered the library on March 13th, had broken open the desk and taken \$13.00 or more.

Attention was called to a leak in the roof, also one in the work-room.

About thirty students from the University of Illinois Library School were expected to visit the library on April 17th.

Bills to the amount of \$2,322.76 were approved by the Finance Committee and ordered paid.

On motion adjourned.

Alice G. Evans.
Secretary

March 31, 1922.

Librarian's Report for February 1922

	<u>Book Account</u>				Total.
	Adult.	Child.	Branch.	School.	
Total vols. 31 Jan. 1922	35,195	5,883	1,931	2,044	45,053
New books added by purchase	143	32	13		188
New books added by gift	23		7		30
Books replaced	2				2
Total additions	168	32	20		220
Books withdrawn	63	42	13		118
Total vols. 28 Feb. 1922	35,300	5,873	1,938	2,044	45,155

	<u>Registration</u>				Total.
	<u>Main Lib.</u>		<u>Branch</u>		
	Adult.	Child.	Adult.	Child.	
Cards in force 31 Jan. 1922	7,333	3,468	152	634	11,587
Borrowers registered	191	78	9	9	287
Borrower's cards cancelled	134	80	7	7	228
Cards in force 28 Feb. 1922	7,390	3,466	154	636	11,646

	<u>Circulation</u>					Total.
	<u>Main Lib.</u>		<u>Branch</u>		School.	
	Adult.	Child.	Adult.	Child.		
Books issued	11,209	4,470	578	766	2,840	20,678
Largest daily circulation at Main library-	1,246.				At Branch-	150
Smallest " " " " " "	-				447.	51
Average " " " " " "	-				682.	89
Books used in reading and reference rooms	-----					1,633
Delinquent postals sent	-----					308
Reserve postals sent	-----					194

<u>Binding and Repair</u>		
Books sent to bindery	-----	94
Books repaired in library	-----	357

Sunday Opening
 Visitors: Men -- 163. Women -- 149. Children -- 20. Total - 332

	<u>Classified Report</u>			Total
	<u>Books Account</u>			
	Adult.	Child.	Branch.	
General works	2			2
Philosophy	6			6
Religion	3			3
Sociology	21	2	2	25
Philology	1			1
Science	20	2		22
Useful arts	7	1	1	9
Fine arts	7	2	1	10
Literature	12	5		17
Travel	7			7
Biography	8	3	1	12
History	5	2		7
Fiction	69	15	15	99
Total	168	32	20	220
Rental coll.	9			9

Librarian's Report for February 1922 --- 2

Classified Report
Circulation

	Adult.	Child.	Branch.	School.	Stations.	Total.
General works	26	9	8			43
Philosophy	105	3	1			109
Religion	108	35	8	31	2	184
Sociology	215	524	124	464	47	1374
Philology	2					2
Science	167	121	19	169	30	506
Useful arts	370	78	25	75	17	565
Fine arts	287	84	16	25	10	422
Literature	822	203	36	190	47	1298
Travel	164	106	20	252	33	575
Biography	199	95	25	70	13	402
History	230	124	37	192	43	626
Fiction	8082	3081	996	1372	531	14062
Foreign bks.	25					25
Magazines	88	7	29		42	166
Rental coll.	319					319
Total	11209	4470	1344	2840	815	20678

Finance

Receipts:

Balance due from appropriation 31 Jan. 1922	-----\$15,644.28
Fees for non-residents	-----13.00
Fines, damages & lost books	-----119.56
Rental coll.	-----19.55
Other sources	-----9.89

Total receipts -----\$15,806.28

Expenditures:

Salaries	-----\$1,221.60
Books	-----506.32
Periodicals	-----7.80
Binding	-----145.97
Supplies	-----78.58
Repairs & improvements	-----9.00
Light & heat	-----177.95
Postage, freight & exp.	-----3.56
Miscellaneous	-----36.29

Total expenditures ---\$2,187.07

Balance due from appropriations 28 Feb. 1922 ---\$13,619.21

Respectfully submitted,

Alice G. Evans.

Librarian.