

20 February, 1934

Mr. Louis N. Fisher,

C. W. A. Administrator for Macon County, Illinois,  
Schudel Building,  
Decatur, Illinois.

Dear Mr. Fisher:

Re: Remodeling Stack Room Decatur Public  
Library Project #3067

The C.W.A., through you as Purchasing Agent, has ordered structural and reinforcing steel for the above project, at a total price of \$946.00. Materials to be furnished by C.W.A., according to the approved application, were estimated to total \$1680, of which \$734.00 is, as yet, unapplied.

We have need of additional steel work on this job estimated by the architect to cost as follows:

2 Stairs & ornamental railings	\$300.00
1 Balustrade	150.00
15 Window guards	150.00
3 Plain inside rails	150.00
	<u>\$750.00</u>

and we ask that this additional requirement be purchased for us as promptly as possible out of the unexpended balance allowed.

To evidence our need and our good faith in helping ourselves, we present the following facts:

Decreased revenues made current tax receipts wholly unavailable for the building project; in fact this, like most libraries, is starved for current funds at the very time when demands of unemployed citizens have greatly increased the needs; very few new books have been bought for two years.

We, therefore, sought a loan which was allowed in the principal sum of \$9000.00. Because of the time necessary to levy and collect the first installment of special building

Decorative Brick Co

Face brick 450.50

Common brick 107.80

Cement 134.37

lime 27.87

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720.54

#2.

taxes, the net amount of the loan available for buying materials was reduced to \$8422.58 by the following items:

Bank commission for servicing loan	\$135.00
Discounted interest for one year	430.42
Abstract expense	12.00
	<u>\$577.42</u>

Other items of money actually paid out to date by the Library on this project are as follows:

Bennett & Shade - construction	
Liability Insurance	\$ 42.40
Decatur Tent & Awning Co.-Tarpaulin	20.00
Decatur Lumber & Mfg. Co. - Lumber & materials	71.18
B. M. Dennis & Son - Materials	22.77
Decatur Newspapers - Publishing for bids	17.81
Roy R. Wilson - Tools	8.18
Morehouse & Wells - Materials	20.82
B. M. Dennis & Son - Tools & materials	5.07
Decatur Lumber & Mfg. Co. - window frames, \$197.36 and rental on lumber \$27.27	
	224.63
	<u>\$432.86</u>

The following are items for materials already delivered and for which bills have been rendered:

Macon County Coal Co. - coal for temporary bldg. office	\$ 2.65
Morehouse & Wells - supplies	11.13
Decatur Brick Mfg. Co. - Face brick, \$450.50, common brick, \$107.80, Cement \$131.09 & Mason's Lime, \$30.25	719.64
Decatur Lumber & Mfg. Co. - Lumber & Building paper	12.49
Remington-Rand Sales Agency - carbon paper & rental of typewriter to prepare payrolls, etc.	5.54
Decatur Hydraulic Sand & Gravel Co.- concrete mixture gravel \$70.01 & sand \$8.75	78.76
Service Blue Print & Letter Shop - Blue Print paper, etc.	8.64
B. M. Dennis & Son - Material & tools	17.27
Fred W. Schlie plumbing materials & rental on tools	93.81
	<u>\$ 949.93</u>

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Regular Meeting of the Library Board

February 23, 1934

Present: Messrs. Allen and Borchers, Mrs. Gastamn, Mrs. Vincent, Mrs. Evans and Mrs. Miller.

Minutes of the last meeting were read and approved.

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

Mr. S. A. Clausen, the architect, was called in and made a report on the progress of the stack addition, Weather conditions and delay in getting the steel had delayed things. On motion, the matter of compensation for Mr. Clausen will be dealt with equitably when the improvement is completed, and after consideration of amounts received by him and his son, from the C.W.A.

The following committee report was accepted by the Board and was to be made a part of the minutes:

January 30, 1934

COMMITTEE REPORT

The committee consisting of Mr. Allen, Mr. Clausen, and Miss Dill, appointed at the regular meeting, Jan. 29, met the next day to consider the bids held over and to let the contracts.

Electric materials. The Electric Supply & Fixture Co. bid did not meet the specifications in that it provides for 10% discount on returned goods, and did not specify the character of the panels to be furnished. The lowest bid meeting the specifications was Morehouse & Wells for \$215.56, which bid is accepted.

Insulation Board. Lyon Lumber Co.'s bid of  $\frac{1}{2}$  in. board at \$105.00 would require \$12.00 worth of asphalt to stick the boards together making a total cost of \$117.00, whereas Hunter-Pogue Lumber Co.'s bid of \$112.50 for 1 in. board does not require additional material. Hunter-Pogue being low, their bid is accepted.

Paint. Morehouse & Wells' bid of \$48.54 for paint being low is accepted.

February 23, 1934 --- 2

Wall Insulation. We find gypsum block substantially equal in insulation qualities with haydite block, also gypsum will leave more space for wall stacks, and the price is less than half of haydite.

W. G. Traver's haydite bid was 12¢ a square foot. Morehouse & Wells' bid on gypsum block was 5.2¢ a square foot. The Morehouse & Wells' bid being lowest and best is accepted.

A letter from Mr. Allen to Mr. Louis N. Fisher, C.W.A. administrator for Macon county, was read, in which a detailed financial statement of the remodeling of the stack room, to date was given. He presented these facts to show what the library had done, and stated that additional steel work was needed on the job, estimated by the architect to cost \$750.00, and he asked that this be purchased through the C.W.A., there being <sup>A3</sup>\$734.00 left from the \$1680.00, which amount was allowed by the government for structural and reinforcing steel. This letter was to <sup>be</sup>a part of the minutes.

A public liability insurance policy in the Fidelity & Casualty Co. was taken out for the Main library. On motion, a similar one was to be taken out for the Evans Branch library.

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

Bills to the amount of \$2077.68 were passed by the Finance committee and ordered paid. Mrs. Miller was appointed to act on the committee at this meeting.

At the suggestion of Mrs. Gastman, the secretary was to send a note to Mr. Shade to tell him he was missed at the Board meetings.

On motion, adjourned.

Minnie A. Dill

Secretary.

Bills to the amount of \$1180.53, for the stack room project were passed by the Finance Committee and ordered paid from the special building fund.

Librarian's Report for January, 1934

Book Account

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Total vols. 31 Dec. 1933	51108	14932	66040
New books added by purchase	58	18	76
New books added by gift	5	1	6
Magazines bound	2	0	2
Books replaced	1	5	6
Total additions	66	24	90
Books withdrawn	135	118	253
Total vols. 31 Jan. 1934	51039	14837	65877

Registration

	<u>Main Lib.</u>		<u>Evans Br.</u>		<u>Total</u>
	<u>Adult</u>	<u>Child</u>	<u>Adult</u>	<u>Child</u>	
Cards in force 31 Dec. 1933	13831	4989	998	1201	21019
Borrowers registered	318	78	34	22	452
Borrowers cards cancelled	391	103	24	35	553
Cards in force 31 Jan. 1934	13758	4964	1008	1188	20918

Circulation

	<u>Main Lib.</u>		<u>Evans br.</u>		<u>Schools</u>	<u>Total</u>
	<u>Adult</u>	<u>Child</u>	<u>Adult</u>	<u>Child</u>		
Books issued	21429	5659	2847	2422	4269	36626
Largest daily circ. at Main Library-			1894	At Evans br.-		336
Smallest " " " "			693	" " "		105
Average " " " "			1042	" " "		202
Overdue notices sent	-----					402
Reserve notices sent	-----					244
Pictures loaned	-----					927

Binding and Repair

Books sent to bindery	-----	165
Books repaired in library	-----	2907

Classified Report

Book Report

	<u>Main Lib.</u>		<u>Evans branch</u>	<u>E. End branch</u>	<u>Schools</u>	<u>Total</u>
	<u>Adult</u>	<u>Child</u>				
Total vols. 31 Dec. '33	46767	8117	5561	2767	2828	66040
New books added:						
General works	3	0	0	0	0	3
Philosophy	5	0	0	0	0	5
Religion	2	0	0	0	0	2
Sociology	12	0	1	0	0	13
Philology	2	0	0	0	0	2
Science	1	1	0	0	0	2
Useful arts	2	0	1	0	0	3
Fine arts	6	0	0	0	0	6
Literature	9	1	1	0	0	11
History	2	1	1	0	0	4
Travel	0	1	0	0	0	1
Biography	5	2	1	0	0	8
Fiction	2	6	22	0	0	30
Total added	51	12	27	0	0	90
Rental coll. 13						
Books withdrawn	118	95	29	11	0	253
Total vols. 31 Jan. '34	46700	8034	5559	2756	2828	65877

Classified Report  
Circulation

	Main lib.		Evans	Schools	Total
	Adult	Child	branch		
General works	50	3	9	0	62
Philosophy	330	1	3	0	334
Religion	254	38	24	59	375
Sociology	449	422	149	573	1593
Philology	20	0	0	0	20
Science	315	185	44	231	775
Useful arts	584	139	109	91	923
Fine arts	604	108	50	9	771
Literature	828	176	125	239	1368
History	474	120	85	400	1079
Travel	656	275	89	291	1311
Biography	692	128	64	100	984
Fiction	15623	3997	4200	2276	26096
Magazines	331	67	308	0	706
Foreign books	35	0	10	0	45
Rental coll.	184	0	0	0	184
Total	21429	5659	5269	4269	36626

Finance

Receipts:

Expenditures:

Balance on hand 29 Dec. '33 -	\$539.31	Salaries -----	\$1501.20
Fees from non-residents ----	18.00	Janitor service -----	200.00
Fines, damaged & Lost bks --	125.82	Books -----	277.36
Rental collection -----	18.40	Periodicals -----	25.00
Reserve postals sold -----	4.60	Binding -----	115.57
Sale of paper and old		Supplies -----	8.92
furnace -----	8.18	Repairs & improvements ----	16.00
Final balance from 1932-33		Light -----	21.18
tax levy -----	6253.55	Heat -----	120.20
		Furniture & fixtures -----	18.94
		Telephone -----	5.00
		Postage, drayage, etc -----	3.43
		Insurance -----	3.75
		Miscellaneous -----	19.27
Total receipts -----	\$6967.86	Total expenditure -----	\$2335.82
		Balance on hand 29 Jan. '34--	\$4632.04
January 29, 1934- balance due from 1933-34 tax levy -----			\$19,000.00

Respectfully submitted,

*Minnie A. Dill*

Librarian.

SPECIAL BUILDING FUND

Report for February, 1934

Balance in bank January 29, 1934 - - - - - \$8,219.42

Expenditures

✓ B. M. Dennis & Son	Tools & materials	\$22.34
✓ Decatur Lumber & Mfg. Co.	Window frames, lumber, bldg paper & rent on lumber	237.12
✓ Decatur Brick Co.	Cement & bricks	720.54
✓ Fred W. Schlie	Plumbing supplies & rent on tools	93.81
✓ Decatur hydraulic Sand & Gravel Co.	Sand & concrete mix.	78.76
✓ Morehouse & Wells Co.	Plumbing materials	11.13
✓ Service Blue Print & Letter Shop	Blue prints	8.64
✓ Remington Rand Sales Agency	Carbon paper & rent on spe- cial typewriter	5.54
✓ Macon County Coal Co.	Coal for work shack	2.65
		\$1180.53

Balance in bank, February 23, 1934 - - - - - \$7,038.89