

Regular Meeting of the Library Board

July 27, 1945

Present: Mrs. Knuth, Mr. Imboden and Mrs. Huff.

No regular reports were read.

Unfinished business,- Mr. Imboden reported that he had received a letter from Mr. Groves in regard to termites at Evans branch. The termites are in one of the ^{basement} doors and door frames and Mr. Groves advised that these be taken out and replaced with new door and frames. Also, a trench should be dug around the entire building close to the foundation, and partially filled with termite exterminator, to prevent further trouble. Mr. Imboden was given power to act in the matter.

The estimate from B. M. Dennis & Son on installing new gutters and downspouts at Evans branch, was read. The present spouting is of copper and it is completely worn out. The estimate recommended using the same material for replacement, and a quotation of \$473 was made on 16 oz. copper, crimped to care for expansion, erected complete. If replaced with galvanized iron, the price would be \$318. After some discussion, it was decided, on motion of Mr. Imboden, seconded by Mrs. Huff, to replace with copper.

Some of the tiles on the roof at Evans branch are coming loose and falling into the gutter,- there has been no leak because of a heavy felt base beneath the tile. Mr. Longhons, of Dennis & Son, advised repairing the present roof, and on motion of Mr. Imboden, ^{it was decided} that the repairs be made as suggested. There is a small supply of extra tile in the branch library basement.

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On motion of Mr. Imboden, seconded by Mrs. Huff, Myer & Son were awarded the job of washing the walls, and ceilings of the main room, the office, ~~st~~ hall and stairway at Evans branch.

Mention was made of the Library Development Fund, a movement under the direction of the American Library Association, on library development. The purpose ~~is~~ to promote recognition of libraries through the maintenance of a representative and staff in Washington, for four years. Libraries, staffs and trustees are being asked for contributions for this cause. The members of our library staff had already contributed four per cent of one month's salary as suggested by the A.L.A. On motion of Mrs. Huff, a contribution of \$25.00 was to^{be} made by our library.

The list of new books was ordered purchased.

Bills to the amount of \$3224.19 were approved by the Finance committee and ordered paid. Mrs. Huff acted on the committee for this meeting.

Adjourned.

Mabel A Wayne

Secretary.

Librarian's Report for June, 1945

Book Account

	Adult	Juvenile	Total
Total vols. 31 May'45	65321	18090	83411
New books added by purchase	171	80	251
New books added by gift	15	5	20
Magazines bound	1	0	1
Books replaced	2	1	3
Total additions	189	86	275
Books withdrawn	135	216	351
Total vols. 30 Je'45	65375	17960	83335

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 My'45	10481	3304	506	781	15072
Borrowers registered	196	164	5	18	383
Borrowers cards cancelled	191	111	5	3	310
Cards in force 30 Je'45	10486	3357	506	796	15145

Circulation

	Main lib.		Evans br.		Stations	Total
	Adult	Child	Adult	Child		
Books issued	7891	3762	603	790	75	13121
Largest daily circ. at Main lib.-			652	At Evans branch-		99
Overdue notices sent	-----					473
Reserve postals sent	-----					102
Pictures loaned	-----					108
Telephone calls	-----					352

Binding and Repair

Books sent to bindery	-----	142
Books repaired in library	-----	553

Classified Report

Book Account

	Main lib.		Evans	E. End	Schools	Total
	Adult	Child	branch	branch		
Total vols. 31 May'45	60517	9705	7362	2336	3491	83411
New books added:						
General works	6	0	0	0	0	6
Philosophy	3	0	0	0	0	3
Religion	13	0	2	0	0	15
Sociology	23	2	1	0	0	26
Language	2	0	0	0	0	2
Science	9	0	0	0	0	9
Useful arts	16	1	1	0	0	18
Fine arts	7	1	2	0	0	10
Literature	8	0	1	0	0	9
History	17	1	5	0	0	23
Travel	6	1	2	0	5	14
Biography	13	5	2	0	24	44
Fiction	45	15	28	0	8	96
Total added	168	26	44	0	37	275
Rental coll.-14						
Books withdrawn	125	47	25	3	151	351
Total vols. 30 Je'45	60560	9684	7381	2333	3377	83335

Classified Report
Circulation

	Main lib		Evans	Stations	Total
	Adult	Child	branch		
General works	12	5	0	0	17
Philosophy	135	1	1	0	137
Religion	74	28	6	0	108
Sociology	211	65	14	0	290
Fairy tales	0	109	28	4	141
Language	0	0	0	0	0
Science	146	96	21	0	263
Useful arts	438	127	39	0	604
Fine arts	375	64	22	0	461
Literature	232	65	22	2	321
History	191	36	16	0	243
Travel	254	39	5	0	298
Biography	264	57	17	4	342
Fiction	5106	3039	1089	65	9299
Magazines	170	31	113	0	314
Foreign books	21	0	0	0	21
Rental coll.	262	0	0	0	262
Total	7891	3762	1393	75	13121

Volumes used for reference in Main adult dept.

226

Finance

RECEIPTS:

Bal. on hand 1 Je'45 -----	\$6985.09
Fines, lost & dam. bks. -----	211.59
Non-resident fees -----	26.00
Rental collection -----	13.10
Reserve postals -----	2.38
Memorial book -----	3.00

Total receipts ----- \$7241.16

DISBURSEMENTS:

Staff salaries -----	\$2065.20
Janitor salaries -----	295.00
Books -----	792.19
Binding -----	5.50
Supplies -----	4.95
Light -----	5.42
Heat -----	67.60
Telephone -----	15.25
Postage, drayage, etc. ---	3.00
Insurance -----	95.53
Miscellaneous -----	9.68
Total disbursements ---	\$3359.32
Bal. on hand 2 J1'45 ----	\$3881.84

Respectfully submitted,

Librarian.

“DEPEND
ON
DENNIS”

B. M. DENNIS & SON

SHEET METAL WORKERS & BUILDERS OF QUALITY ROOFS
WARM AIR HEATING - AIR CONDITIONING

140-144 E. CERRO GORDO ST., DECATUR 48, ILLINOIS

July 6, 1945

Decatur Public Library
457 N. Main St.
Decatur, Illinois

Att: Miss Mabel Wayne
Re: Evans Branch Library

Dear Miss Wayne:

In accord with your request we have taken measurements and have prepared the following estimates for replacing the gutters and down pipes on the above building.

The present spouting is made of copper and is worn completely out. We would recommend that the new material also be copper and we are quoting you as follows to replace the entire job with 16 oz. copper, crimped to care for expansion and contraction.

Our price for this job erected complete is Four Hundred Seventy-three Dollars (\$473.00). This price is based on our taking the old materials for salvage and we have allowed you salvage price in the above bid.

If the job were replaced with #26 ga. galvanized iron gutters and down pipes our price would be Three Hundred Eighteen Dollars (\$318.00).

All work to be done in a complete and workmanlike manner and all debris caused by this work to be removed from the premises.

Respectfully submitted,

B.M. Dennis & Son

V. G. Longbons