

Called Meeting of the Library Board

June 16, 1939

Present: Messrs. Shilling, Knuth, Mrs. Evans and Mrs. Garman.

The meeting was called to consider bids on linoleum for the main floor of the library,- vestibule, lobby, reading and reference rooms, 2 study rooms, back of loan desk, coat room, 2 two offices and small hall.

The following firms submitted estimates on the best grade Armstrong linoleum, of which various samples were loaned for examination and selection of design:

Gebhart-Gushard Co.-	420 sq.yds. + coverage of vestibule- Armstrong 1/8" inlaid linoleum, cemented on felt,- including sales tax -----	\$1,111.50
Linn & Scruggs Co.-	461 sq.yds. + coverage of vestibule- Armstrong 1/8" embossed linoleum, laid on 1 lb. felt, both linoleum and felt to be pasted down,- including sales tax -----	\$1,075.27
Bachman Company-	Approximately 500 sq.yds. Armstrong 1/8" embossed linoleum, double pasted over felt, using remnants,-- exclusive of sales tax -----	\$ 975.00

The use to be made of remnants referred to in the estimate of the Bachman Co., not being clear, Mr. Kekeisen of their carpet dept. was requested to appear before the Board to explain. He said that remnants were short lengths of linoleum, usually about three to a roll, caused by imperfections which had to be cut off from the full roll, leaving the remainder short but in perfect condition. His quotation was for the use of remnants to cover the entire space,- ~~that~~ with the modern method of laying linoleum the seams can scarcely be detected.

The members of the Board, after some discussion, decided it was preferable to have at least enough full length rolls to cover the lobby, so Mr. Kekeisen was asked to have the Bachman Co. submit another bid which was to include three full length rolls and seven rolls of remnants, the number estimated by him to meet the requirements of the Board. He was also asked to include in this second bid, an estimate of the cost of taking up the old linoleum.  
Adjourned.

Mabel A. Wayne

Acting secretary.

Called Meeting of the Library Board

June 21, 1939

Present: Mr. Shilling and Mr. Knuth.

The meeting was called for the further consideration of bids for linoleum for Main floor.

Because of the lack of a quorum, no action was taken, but after again examining the bids, it was decided to ask for new estimates. The measurements mentioned in each bid differed greatly, so it was agreed to ask the various firms to state the exact rooms to be covered, instead of the yardage.

Mr. Kekeisen had reported that the remnants upon which he had figured were no longer available, so all firms were to bid on full length rolls,- also to state price of taking up the old linoleum, rolling it up and tying it so that it could be stored.

Adjourned.

Mabel A. Wayne

Acting secretary.

Regular Meeting of the Library Board

June 30, 1939

Present: Messrs. Shilling and Borchers.

Because there was not a quorum no regular business was transacted, but it was decided to take some action in regard to awarding the contract for the linoleum; it seemed advisable to have the work done before the next school term.

The bids, with estimates according to specifications, were opened and read, from the following firms:

Gebhart-Gushard Co.	\$1239.20
Linn & Scruggs Co.	1118.58
Bachman Company	1090.00

It was decided to award the contract to Bachman Company after the bid had been approved and signed by a quorum of the Board. Mr. Borchers suggested that Miss Wayne be given authority to close the library for a few days, if necessary, when the linoleum was being installed. Mr. Shilling approved.

Bills to the amount of \$2817.21 were approved by those present and ordered paid after the vouchers had been signed by the required number.

Adjourned.

Mabel A. Wayne

Acting secretary.

Librarian's Report for May, 1939

Book Account

	Adult	Juvenile	Total
Total vols. 30 Apr.'39	55739	16191	71930
New books added by purchase	216	32	248
New books added by gift	17	2	19
Magazines bound	3	0	3
Books replaced	154	1	155
Total additions	390	35	425
Books withdrawn	249	100	349
Total vols. 31 May '39	55880	16126	72006

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 30 Apr.'39	12166	3737	768	931	17602
Borrowers registered	187	71	5	10	273
Borrowers cards cancelled	217	33	16	12	278
Cards in force 31 May '39	12136	3775	757	929	17597

Circulation

	Main lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	11458	3087	935	1094	3229	19803
Largest daily circ. at Main library-			823	At Evans branch-		117
Overdue notices sent	-	-	-	-	-	395
Reserve postals sent	-	-	-	-	-	175
Pictures loaned	-	-	-	-	-	650
Telephone calls	-	-	-	-	-	372

Binding and Repair

Books repaired in library	- - - - -	1270
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Classified Report

Book Account

	Main lib.		Evans	E. End	Schools	Total
	Adult	Child	branch	branch		
Total vols. 30 Ap.'39	51367	8664	6387	2398	3114	71930
New books added:						
General works	21	0	2	0	0	23
Philosophy	11	0	2	0	0	13
Religion	8	0	0	0	0	8
Sociology	32	3	4	0	0	39
Language	3	0	0	0	0	3
Science	7	0	1	0	0	8
Useful arts	51	3	2	0	0	56
Fine arts	23	0	1	0	0	24
Literature	16	2	3	0	0	21
History	17	1	1	0	0	19
Travel	13	0	0	0	0	13
Biography	25	0	1	0	0	26
Fiction	140	10	22	0	0	172
Total added	367	19	39	0	0	425
Rent coll.- 15						
Books withdrawn	237	64	42	6	0	349
Total vols. 31 My.'39	51497	8619	6384	2392	3114	72006

Classified Report  
Circulation

	Main lib.		Evans	Schools	Total
	Adult	Child	branch		
General works	26	0	6	0	32
Philosophy	252	3	11	0	266
Religion	164	10	1	75	250
Sociology	529	62	26	151	768
Fairy tales		201	56	274	531
Language	7	0	0	0	7
Science	225	73	44	135	477
Useful arts	608	147	75	105	935
Fine arts	556	51	32	38	677
Literature	674	142	55	176	1047
History	332	40	39	171	582
Travel	347	82	49	292	770
Biography	442	76	26	140	684
Fiction	6582	2164	1470	1672	11888
Magazines	345	36	139	0	520
Foreign books	16	0	0	0	16
Rent coll.	353	0	0	0	353
<b>Total</b>	<b>11458</b>	<b>3087</b>	<b>2029</b>	<b>3229</b>	<b>19803</b>

Vols. used for reference in library - - - - - 840

Finance

RECEIPTS:

Bal. on hand 30 Ap.'39 -----	\$3218.82
Fines, damaged & lost bks.-	93.63
Non-resident fees -----	16.25
Rent collection -----	17.65
Reserve postals -----	2.56
Sale of old books, etc ----	4.91

Total receipts ----- \$3353.82

DISBURSEMENTS:

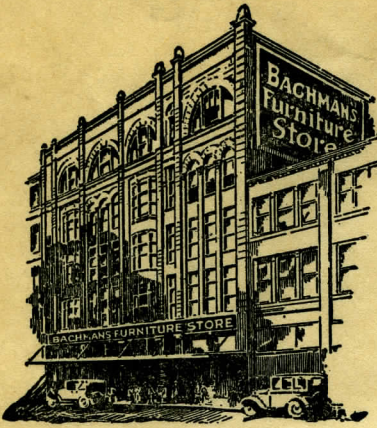
Salaries -----	\$1686.10
Janitor service -----	200.00
Books -----	572.95
Binding -----	155.16
Supplies -----	16.76
Repairs & improvements ----	192.55
Light -----	4.42
Heat -----	98.50
Furniture & fixtures -----	259.55
Telephone -----	9.00
Postage, drayage, etc ----	3.03
Insurance -----	14.35
Miscellaneous -----	17.05
Total disbursements -----	\$3229.42
Bal. on hand 26 May'39 -----	\$ 124.40

Respectfully submitted,

*Minnie A. Dill*

Librarian.

LET US FURNISH YOUR HOME



234-238 North Main Street

Established  
1881

**Bachman Company** Incorporated  
1892

*"Decatur's Oldest Furniture Store"*

**Fine Furniture**

Phones { 5211  
5212

Decatur, Illinois

June 26, 1939

The Decatur Public Library  
Decatur, Illinois

We herewith propose to install Armstrongs #6310 Embossed Inlaid Linoleum 1/8" Gauge, as specified in regular full length rolls, same to be installed in the Armstrong Method of double pasteing over felt on the floors of the following rooms: Vestibule, Lobby front and back of loan desk, Two Reference Rooms, Reading Room, Two Study Rooms, Coat Room, Small Hall, and two Offices. Our complete price for the above specification is \$1075.00 including the State Sales Tax.

We propose to take up the old linoleum, roll the same and tie for moving for total of \$15.00. We propose to relay any part of the old linoleum where specified in the same Armstrong Manner of double pasteing over felt for 35¢ per square yard.

Hoping to have the pleasure of serving you in this instance, we remain

Yours very truly,

BACHMAN COMPANY Inc.

Per

*C. F. Keiser*

CFK:G

P.S. - We have figured on laying the linoleum in the lobby complete under the loan desks. In case this is not desired we will furnish to the Library this linoleum which would be used under the loan desks.

O.K. \_\_\_\_\_

*For J. K. Kellum*

*OK Arthur B. Boush*

*Jessie R. Buckner*

*William E. Mueller*

*W. H. Nash*

# GEBHART - GUSHARD Co.

No 207

301 NORTH WATER STREET

DECATUR, ILL. June 27 1939

Decatur Public Library

WE QUOTE YOU AS FOLLOWS. IF SATISFACTORY PLEASE SIGN AND RETURN DUPLICATE

QUANTITY, MATERIAL AND LABOR	PRICE	TOTAL
Proposal for Linoleum for the Decatur Public Library		
<u>SPACE TO BE COVERED</u> Main floor (except stack room & rest room)		
Vestibule Lobby Reading room Reference rooms Two study rooms Back of loan desk to where stacks begin Coat room Small hall Two offices		
<u>MATERIAL TO BE USED</u>		
Armstrong's No. 6310 Embossed inlaid - heavy 1/8" gauge linoleum - full length rolls.		
<u>INSTALLED</u>		
In the regular Armstrong method of double pasting over felt.		
<u>GUARANTEE</u>		
To be installed in a first class workmanship manner.		
<u>COST</u> - Price quotation to include sales tax	1225 70	
<del><u>TAKING UP OLD LINOLEUM</u> - Cost of taking up old linoleum,</del>		
rolling the same up and tying it so that it can be stored	13.50	\$1239.20

Section \_\_\_\_\_

1. This estimate is submitted subject to satisfactory arrangements for payment, and, if accepted, is not subject to cancellation.
2. This estimate is given on today's market quotations and subject to change without notice.
3. Electric current, light, heat, hoisting or elevator service to be furnished without charge.
4. Floors covered by this proposal shall be smooth and level and free from debris; damp or wet concrete shall be water-proofed.
5. Overtime charged for all work executed by request outside of regular working schedule.
6. Packing, crating and other debris incidental to the delivery and/or installation of merchandise herein referred to, to be removed by the purchaser.
7. No liability shall accrue against us by reason of any strike, lockout, accident, or other delay beyond our control.

## GEBHART - GUSHARD Co.

By \_\_\_\_\_  
 ACCEPTED



Specifications for  
Linoleum for Decatur Public Library

SPACE TO BE COVERED: Main Floor (except stack & rest room)

Vestibule  
Lobby  
Reading room  
Reference rooms  
Study rooms (2)  
Back of loan desk to where stacks begin  
Coat room  
Small hall  
Two offices

MATERIAL TO BE USED:

Armstrong's No. 6310 Embossed Inlaid - Heavy (1/8") gauge  
linoleum, full length rolls

INSTALLED:

In the regular Armstrong Method of double pasting over felt.

GUARANTEE:

To be installed in a firstclass workmanship manner.

COST:

Price quoted, to include sales tax

TAKE UP OLD LINOLEUM:

Cost of taking up, rolling the same up and tying so that it can  
be stored.