

Special Meeting of the Library Board

December 1, 1933

Present: Mr. Allen, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Miller. Commissioner Rugh met with the Board: also Mr. S. A. Clausen, architect and Miss Wayne, financial secretary.

In the absence of the president, Mr. Allen was made president pro tempore; later, on motion, he was to be acting president during Mr. Hardy's illness.

The meeting was called to consider the manner of obtaining funds to finance the addition to the stack room under the Civil Works Administration. Mr. Rugh discussed the Library's finances and the possibility of paying for the materials used in construction out of the balances of several years; or asking the Council to increase the general levy or make a special levy for the purpose.

On motion of Director Mrs. J. T. Miller, seconded by Director Mrs. John W. Evans, the following preambles and resolutions were unanimously adopted:

WHEREAS The Decatur Library has definitely outgrown its space for storage and display of books so that additional stack room must immediately be provided, and

WHEREAS the Government of the United states in combating the existing business depression is encouraging the employment of skilled and unskilled laborers by paying them wages for work to be done for tax spending bodies without liability for reimbursement by said tax spending bodies so that it is possible to provide said additional stack room at the cost of materials only,

BE IT RESOLVED, That the Board of Library Directors of the City of Decatur, Illinois, hereby determines to build additional stack room to be situated immediately West of the

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existing stack room of the Decatur Library and attached thereto as a part thereof, of the dimensions of 42 feet from East to West and 36 feet from North to South and to provide a fund for the erection thereof.

BE IT FURTHER RESOLVED, That the plan for said additional stack room which this Board of Directors has caused to be prepared by S. A. Clausen, architect, a copy of which plan is hereto attached and made a part hereof, be and it is hereby adopted and that the estimate which this Board of Directors has caused to be prepared by said S. A. Clausen, architect, of the cost of said additional stack room (estimated at \$11,000 without the cost of labor which is to be provided free of charge by the United States Government) be and it is hereby adopted as the estimate of this Board.

BE IT FURTHER RESOLVED, That five years be and the same are hereby determined as the term of years over which this Board of Directors shall spread the collection of the cost of said additional stack room.

BE IT FURTHER RESOLVED, That the foregoing preambles and these resolutions be and they are hereby made a matter of record and the Secretary of this Board is hereby directed to transmit a true copy of such record of these proceedings of this Board to the City Council of the City of Decatur for approval of said City Council and for determination by said City Council as to whether or not it desires to issue city bonds therefor, with a request to said City Council that, if it shall decide that bonds of the City of Decatur shall not be issued as and for the purposes aforesaid, but approves the action of this Library Board for the erection of said additional stack room, said City Council communicate to this Board its approval of its said action.

These to be transmitted to the City Council.

There being no further business the meeting then adjourned.

*Minnie A. Dill*

Secretary

Estimate of Cost

Decatur Public Library

Dec. 1, 1933

S.A. Clausen Archt.

1. Structural Steel	1680.00
2. Cement	500.00
3. Common brick & mortar	1500.00
4. Millwork	300.00
5. Roofing	200.00
6. Paint	50.00
7. Electric Wiring	150.00
8. Heating	800.00
9. Steel stairway	200.00
10. Steel Stacks	3863.00
11. Face Brick	512.00
12. Sand & Gravel	225.00
13. Steel sash	900.00
14. Bal. S. Steel	120.00
	-----
	\$11000.00

Labor.

Architect	720.00
Draftsman	360.00
Skilled Labor	6360.00
Unskilled "	2640.00
	-----
Total Labor	\$10080.00

Total Cost \$21080.00

*S. A. Clausen*  
*archt.*



WALTER E. RUGH  
 COMMISSIONER OF ACCOUNTS  
 AND FINANCE

THOMAS A. MORAN  
 COMMISSIONER OF PUBLIC HEALTH  
 AND SAFETY

ARTHUR L. McNABB  
 COMMISSIONER OF STREETS AND  
 PUBLIC IMPROVEMENTS

EARL V. SMITH  
 COMMISSIONER OF PUBLIC  
 PROPERTY

# City of Decatur

O. W. SMITH, MAYOR  
 DECATUR, ILLINOIS

JEROME J. HEGER  
 CITY CLERK

SEYMOUR CAMPBELL  
 CITY COMPTROLLER

E. A. MAYES  
 CITY TREASURER

December 5th, 1933.

Minnie A. Dill, Secy.,  
 Board of Library Directors  
 of the City of Decatur, Ill.

Dear Madam:--

This is to advise the Board of Directors of the Public Library of the City of Decatur, Illinois,- that at a regularly recessed meeting of the City Council of said City the question of approval of the improvement proposed for the Library building by the construction of an additional stack room as recommended in your resolution adopted at a special meeting of your Board on December 1st, 1933 was taken up and discussed by the City Council.

All five members of the Council were presented at this regularly recessed meeting,- and Mayor Smith offered the following written motion:

"That the attached certified copy of a certain resolution adopted by the Board of Library Directors of the City of Decatur, Illinois, at its special meeting held on the 1st day of December, A.D. 1933, is approved, but it is determined by the Council that bonds of said City shall not be issued to pay the cost of any portion of said improvement,- but this Council does approve the action of said Board of Directors for the erection of said additional stack room, and the City Clerk is directed to communicate to said Board of Directors its said approval thereof."

The above motion was duly seconded by Com. McNabb and on call of the roll on the question,- all five members voted "Aye"; motion unanimously adopted.

The above information is given you in conformity with the instructions of the City Council, in order that you may be officially advised as to the Council action on this improvement.

Very truly yours  
 City of Decatur, Ill.

*Jerome J. Heger*  
 City Clerk

Special Meeting of the Library Board

December 6, 1933

This meeting was held in Mr. Shade's home.

Present: Messrs. Shade, Allen, Borchers, Mrs. <sup>Cas</sup> Gastman, Mrs. Vincent and Mrs. Miller. Mr. Clausen, architect, was also present.

The meeting was called by Mr. Allen, acting president. He read a letter from the City Council in which that body gave its unanimous approval of the improvement proposed for the Library building, by the construction of an additional stack room, as recommended in the resolution adopted at a special meeting of the Library Board on Dec. 1, 1933

On motion, the letter was accepted and ordered placed on file.

On motion, Mr. Allen was authorized to write a letter to the Millikin National Bank, asking to borrow \$10,000 to pay for materials, the payment of interest and principal to be spread over a period of five years.

On motion, Mr. Allen and Mr. Clausen were to confer with officers of the Civil Works Administration in Springfield for approval of the project, and also to find out whether the government pays the architect's fees.

Miss Dill was authorized to use her discretion about having the new abstract made in case the original is not found.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

# NOTICE OF APPROVAL OF CIVIL WORKS PROJECT BY FEDERAL CIVIL WORKS ADMINISTRATION FOR ILLINOIS

Board of Library Directors of Decatur, Ill.  
Decatur, Illinois  
Edgar H. Allen Pres pro tem

Date Dec. 13, 1933

To—Employer

County of Mason

Project Number 3037

The project described below has been approved by the Illinois Civil Works Administration. The financial commitments shown represent the MAXIMUM amounts for which the CWA is obligated. The copy or copies of applications returned herewith are for the file of the county CWA.

Location and Description of Project: Remodeling stack room - Decatur Public Library.

Date to Be Started At once To Be Completed Feb. 15, 1934

### ITEM I. ESTIMATED LABOR REQUIREMENTS

Occupation	Number of Workers	Man Hours	Rate	Amount	Total Amount	
			Per Hour			
Unskilled		5350	.50		2675	00
Skilled		5350	1.50		8025	00
Professional Architect & Supt		10 wks	72.00 wk		720	00
Supervisory Foreman & Asst. Supt.		10 wks	36.00		360	00
Average no. men per day - 30						
			Total		10030	00

### ITEM II. ESTIMATED MATERIALS, EQUIPMENT, SUPPLIES, ETC.

DESCRIPTION	Quantity	Unit Price	Rental Cost	Amount
Structural steel				1000 00
(Applicant warrants that these items of materials are contributing less than 1/6 of the total cost of the project to be furnished by the CWA in addition to the above labor.)				
Common brick, cement brick and mortar				
100% roofing, 200, paint				
50.00 steel plates 150, heating 200,				
steel slating 200, steel studs 300, 200				
red brick 200, sand & gravel 200,				
steel 200, between structural				
steel 100.				
TOTAL				1000 00

*Scott E. Bedford*

Grand Total Estimated Cost Items I and II \$ 11750 00

Approved \_\_\_\_\_ Director of Civil Works Administration.

Special Meeting of the Library Board

December 18, 1933

Present: Messrs. Allen, Borchers, Mrs. Gastman,  
Mrs. Vincent, Mrs. Evans and Mrs. Miller. Mr. Edgar H.  
Allen, acting president, presided.

The secretary read the following preambles and  
resolutions, which were unanimously adopted:

"WHEREAS, This Board has heretofore sub-  
mitted its plan for remodeling and extending  
the stack room of the Decatur Public Library  
Building to the City Council of the City of  
Decatur, Illinois, and said City Council has  
unanimously approved the action of said Library  
Board for the purposes aforesaid, and has sub-  
mitted a certified copy of its approval to  
this Board, but that said City Council has  
determined not to provide that bonds of the  
City of Decatur be issued for said purpose, and

WHEREAS, The Civil Works Administration  
of the United States Government has approved  
said project and agreed to furnish all labor  
therefor to the value of approximately  
\$10,080 and has further agreed to furnish a  
part of the materials for said project, such  
part being designated as structural steel  
\$1680, and

WHEREAS, The Millikin National Bank  
of Decatur has agreed to lend to The Board  
of Library Directors of the City of  
Decatur on notes of said Board, without  
personal liability on the part of the indi-  
vidual directors and officers thereof,  
secured by mortgage upon the existing  
library building and site, to the extent  
of not to exceed \$9000 at five per cent  
interest per annum, payable annually, with  
maturity over a period of six years with in-  
stallments of principal payable at the rate  
of \$1800 per annum starting two years  
from date and continuing until said prin-  
cipal is fully paid; interest to be paid  
each year in addition to said installments  
of principal, except that interest due at  
the end of the first year of said mortgage  
shall be deducted from the total amount loaned  
at the time said loan is made with proper  
discount for prepayment, provided, however,  
a commission of not to exceed one and one-

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half per cent be paid by said Board to said Bank for servicing said loan in addition to the incidental expense of examining title, preparing papers and the like, and

WHEREAS, This Board is now prepared to order the commencement of the construction and remodeling of said stack room of said Library and desires now to provide the plan for repaying said mortgage with full allowance for probable loss in and cost of collecting the special tax to be levied therefor,

BE IT RESOLVED, That the acceptance by the City Council of the City of Decatur of the action of this Board in determining to erect said additional stack room to be used in connection with said Library, and the plans, estimates and spreading of the collection of cost thereof, be filed as part of the permanent records of this Board.

BE IT FURTHER RESOLVED, That this Board hereby determines to commence the construction of said additional stack room immediately and for said purposes hereby directs S. A. Clausen, architect, to be furnished this Board for said purpose at the expense of the Civil Works Administration of the United States Government, to revise and complete the plans and specifications in detail for said construction, and to provide estimates of the cost thereof, and upon formal approval of said detail plans by this Board to advertise in the name of this Board for bids for the materials for construction of said building, and to bring such bids to this Board for letting of contracts to the lowest and best responsible bidders for such materials, and for requirement of security from such bidders for the performance of such bids, the bids for the separate classes of materials to be made separately.

BE IT FURTHER RESOLVED, That the application to and agreement with the Civil Works Administration of the United States Government be and the same are hereby approved and ordered performed.

BE IT FURTHER RESOLVED, that the President pro tempore and the Secretary of this Board be and they are hereby authorized and directed in the name of the Board, without personal responsibility of the individual members or the officers of this Board, to borrow from The Millikin National Bank of Decatur, or from such person

December 18, 1933 --- 3

or corporation as it shall designate, the principal sum of \$9000 payable as to principal in five equal installments of \$1800 each, the first of said installments to be paid two years after date of said mortgage, and said installments to be paid annually thereafter, all unpaid amounts of principal to bear interest at the rate of five per cent per annum, payable annually except that the first interest payment shall be discounted and deducted from the amount loaned at the date of said loan and, provided, that there further be deducted from the principal loaned at the time of said loan an amount not exceeding \$150.00 as the commission of The Millikin National Bank for servicing said loan, and the amount of incidental expense in connection with examining title, preparing papers, inspecting resolutions and the like, connected with the closing of said loan. And to secure said loan so to be obtained, and the repayment thereof, said President pro tempore and Secretary of this Board are hereby authorized, directed and empowered in the name of this Board to execute, acknowledge and deliver to said Bank, or such person or corporation as it shall designate, a mortgage deed describing in proper legal fashion, subject to ordinary terms, the Public Library Building in the City of Decatur and site upon which the same is located.

BE IT FURTHER RESOLVED, That the total cost of said additional stack room to be borne by this Board out of said loan shall not exceed \$8400 which shall be expended for materials not furnished by the Civil Works Administration.

BE IT FURTHER RESOLVED, That the sum of not to exceed \$11,000, necessary to retire said loan with interest over the period designated above, be certified to the City Council of the City of Decatur to be levied by it as a special tax for the purpose of retiring said loan and interest, over and above the aggregate amount of tax as limited by Section 1 of Article 8 of "An Act for the Incorporation of Cities and Villages", approved April 10, 1872, and amendatory acts thereto, and said special tax not to affect or diminish any appropriation made or to be made for the support of said Library, said special tax to be spread over the term of five years in the following amounts:

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Special Tax for the year 1934 - -	\$ 2,800
Special Tax for the year 1935 - -	2,700
Special Tax for the year 1936 - -	2,600
Special Tax for the year 1937 - -	2,500
Special Tax for the year 1938 - -	400
Total	<u>\$11,000</u>

BE IT FURTHER RESOLVED, That the President pro tempore and the Secretary of this Board be and they are hereby authorized and directed to certify immediately to the City Council of the City of Decatur said sum of \$2800 to be levied as a special tax for the year 1934, and that annually thereafter the President and Secretary of this Board are hereby authorized and directed to certify the several amounts of such special tax for the years above designated in sufficient time to become a part of the regular levy and collection of taxes for such years.

*(Cash for this loan in March, each year)*

BE IT FURTHER RESOLVED, That said special taxes, when and if collected, as aforesaid, be and they are hereby appropriated and designated for the use solely of retiring said mortgage loans obtained for the construction of said additional stack room as aforesaid, and that said amount so collected be held and disbursed as a separate fund and not commingled with other funds of said Library.

BE IT FURTHER RESOLVED, That this Board declare that in its distribution of taxes to be levied for the retirement of said loan as aforesaid, it has increased the early payments by an amount which should allow for delay, loss and cost of collection of taxes."

It was stated that the government takes care of the <sup>Workmen's Compensation &</sup> Employers' liability insurance of the workers on the project, but that also Bennett & Shade have issued an "Unemployment Relief Endorsement" for attachment to policies carried by the Library Board on regular employees. On motion, Mr. Lewis Shade, of Bennett & Shade, was to be notified to take out public liability insurance for the library to cover injuries to those not included above.

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On motion, "Notice of approval of Civil Works project by Federal Civil Works Administration for Illinois", dated December 13, 1933, be made a part of our records.

It was suggested that the old furnace be taken out to use the space for storage. On motion, it was left in Miss Dill's hands to dispose of.

On motion, Mr. Clausen was authorized to order scaffolding and begin at once.

It was reported the original abstract was found, having been on file with the Carnegie Corporation of New York since 1901. As directed it was sent to Miss S. E. Kenney, to bring down to date.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

PART OF MORTGAGE OBLIGATION CONTRACTED BY THE BOARD OF  
LIBRARY DIRECTORS OF THE CITY OF DECATUR, ILLINOIS,  
IN THE CONSTRUCTION OF ADDITIONAL STACK  
ROOM FOR DECATUR PUBLIC LIBRARY

*This form to be used each year, and of date - change date + amount - Send to Comm. of Finance with copy of budget for required appropriation. Incl. dup. copy for minutes.*

\* \* \*

The Board of Library Directors of the City of Decatur, Illinois, hereby certifies to the City Council of the City of Decatur, Illinois, that for the purpose of retiring in part the mortgage obligation incurred by it for the construction of additional stack room for Decatur Public Library, its action, plans, estimates and spreading of collection of cost having been approved by said City Council, said The Board of Library Directors of the City of Decatur requires that there be levied for the tax year 1934 a special tax of Twenty-eight Hundred Dollars (\$2800.00) over, above and not including the aggregate amount of taxes as limited by Section 1 of Article 8 of "An Act for the Incorporation of Cities and Villages", approved April 10, 1872, and amendatory acts thereto, and not affecting or including appropriations made or to be made for the support of the Public Library in the City of Decatur, Illinois.

The Board of Library Directors of the City of Decatur, Illinois, requests that the City Council of the City of Decatur, on receiving this certificate, include in its next annual appropriation bill the amount so certified, and for the amount so certified, levy and collect a tax to pay the same, with other general taxes of the City of Decatur, Illinois, as required by law.

THE BOARD OF LIBRARY DIRECTORS OF  
THE CITY OF DECATUR, ILLINOIS

By Edgar H. Allen  
President pro tempore

Minnie A. Dill  
Secretary

*Follows -  
Dec. 18,  
1933 -*

Regular Meeting of the Library Board

December 29, 1933

Present: ~~me~~ Messrs. Allen, Borchers, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Miller.

Regrets on the passing of Warren ~~By~~ Hardy were expressed and the resolutions herewith appended, were presented and adopted.

Minutes of the <sup>last</sup> regular meeting and of the three special meetings were read and approved. The librarian's report was read, on motion approved and ordered placed on file.

On motion, Edgar H. Allen, acting president, was elected president, and as such was authorized to sign notes and mortgage.

Mr. Allen stated that there were defects in the title at rear 32 feet of part of site and that the new addition runs four feet on disputed ground, but having been in possession of library for over thirty years no question likely to arise. If trouble, court will give quiet title. The Board gave approval to go ahead.

The loan from Millikin bank and the plan of repaying were discussed. Upper limit \$11,000 over five years, includes principal, interest and bank charges. This would allow \$9,000 the amount to count on. Out of this must be paid, - interest for first year, Millikin bank commission, examination of abstract for bank - total estimated at \$600.00. This leaves available for material \$8,400.00 plus <sup>the</sup> \$1,680 from the U. S. government making a total of \$10,080.00. Conservative to hold materials down to \$9,500. The levy over five years to be requested of

December 29, 1933 --- 2

City Council in March each year. March 1935 two months' interest is to be paid, and September 1935 six months' interest plus \$1,800 principal. Interest at 5%. Government covers liability for C. W. A. workers.

On motion, the abstractor's bill was to be paid from the special building fund.

Bills to the amount of \$2,776.12 were passed by the Finance committee and ordered paid. Mrs. John W. Evans and A. W. Borchers were appointed to serve on the committee for this meeting.

On motion, adjourned.

*Minnie A. Dill*

Secretary

Librarian's Report for November, 1933

Book Account

	Adult	Juvenile	Total
Total vols. 31 Oct. 1933	51025	14894	65919
New books added by purchase	58	4	62
New books added by gift	4	0	4
Magazines bound	1	0	1
Books replaced	13	20	33
Total additions	76	24	100
Books withdrawn	123	21	144
Total vols. 30 Nov. 1933	50978	14897	65875

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 Oct. 1933	13794	4974	998	1211	20977
Borrowers registered	360	199	24	51	634
Borrowers cards cancelled	334	229	37	63	663
Cards in force 30 Nov. 1933	13820	4944	985	1199	20948

Circulation

	Main lib.		Evans br.		Schools	Stations	Total
	Adult	Child	Adult	Child			
Books issued	19894	7385	2464	2683	5231	758	38415
Largest daily circ. at Main library-			1816		At Evans branch-		323
Smallest " " " " " "				739	" " "		116
Average " " " " " "				1091	" " "		206
Overdue notices sent	-	-	-	-	-	-	334
Reserve postals sent	-	-	-	-	-	-	182
Pictures loaned	-	-	-	-	-	-	1307

Binding and Repair

Books sent to bindery	-	-	-	-	-	-	92
Books repaired in library	-	-	-	-	-	-	3124

Classified Report

Book Report

	Main lib.		Evans	E. Ends	Schools	Total
	Adult	Child	branch	branch		
Total vols. 31 Oct. '33	46661	8086	5566	2778	2828	65919
New books added:						
General works	1	0	0	0	0	1
Philosophy	0	0	0	0	0	0
Religion	1	0	0	0	0	1
Sociology	5	0	0	0	0	5
Philology	2	0	0	0	0	2
Science	1	0	0	0	0	1
Useful arts	1	0	0	0	0	1
Fine arts	1	3	0	0	0	4
Literature	3	1	1	0	0	5
History	2	0	1	0	0	3
Travel	0	0	1	0	0	1
Biography	1	0	0	0	0	1
Fiction	56	10	9	0	0	75
Total added	74	14	12	0	0	100
Rental coll. 19						
Books withdrawn	97	11	25	11	0	144
Total vols. 30 Nov. '33	46638	8089	5553	2767	2828	65875

Librarian's Report for November, 1933--- 2

Classified Report  
Circulation

	Main Lib.		Evans	Schools	Stations	Total
	Adult	Child	branch			
General works	59	1	3	0	0	63
Philosophy	311	2	5	0	0	318
Religion	237	90	26	75	0	428
Sociology	375	626	203	741	0	1945
Philology	16	1	0	0	0	17
Science	296	222	66	280	0	864
Useful arts	497	199	103	87	0	886
Fine arts	505	194	67	13	0	779
Literature	982	550	182	300	5	2019
History	535	216	145	501	0	1397
Travel	529	391	114	355	3	1392
Biography	618	156	68	160	8	1010
Fiction	14495	4617	3915	2719	742	26488
Magazines	296	120	250	0	0	666
Foreign books	31	0	0	0	0	31
Rental coll.	112	0	0	0	0	112
Total	19894	7385	5147	5231	758	38415

Finance

Receipts:

Balance on hand 31 Oct. '33-	\$177.81
Fees from non-residents ---	12.00
Fines, damaged & lost bks--	<del>73.00</del> 78.66
Rental collection -----	<del>11.20</del> 5.60
Reserve postals sold -----	3.74
Amount placed to account --	2000.00

Expenditure:

Salaries -----	\$1498.80
Janitor service -----	200.00
Books -----	240.78
Periodicals -----	3.60
Binding -----	5.16
Supplies -----	110.19
Repairs & improvements -----	3.20
Light -----	2.43
Heat -----	51.90
Furniture & fixtures -----	2.50
Telephone -----	5.00
Postage, drayage, etc -----	3.74
Miscellaneous -----	5.08
Total expenditure -----	\$2132.38
Balance on hand Nov. 24, '33---	\$145.43

Total receipts ----- \$2277.81

November 24, 1933- balance due from 1933-1934 tax levy -----	\$22,000.00
November 24, 1933- balance due from 1932-33 tax levy -----	\$12,600.00

Respectfully submitted,

*Minnie A. Dill*

Librarian.

December 29, 1933

### Resolutions

Warren F. Hardy died in his home, Wednesday, December 20, 1933.

Mr. Hardy loved and sought beauty for himself and for all others. The printed page, dear to him, furnished him relaxation, amusement, information and inspiration. His tastes varied widely; one could never foretell his requirements. He forged ahead into new fields; yet he had frequent recourse to old masters. His culture and interests were broad; and the whole community broadened under his stimulating influence.

He was, at all times, available for the demands of the Decatur Public Library, where he served for many years as director and president. The irksome details of fiscal management were accepted by him for the benefit of all book-lovers. Management of the physical plant received careful supervision; every courtesy and utmost thoughtfulness were given by him to the human problem of the personnel in the operation of the work-a-day affairs of the Library.

We, of the Board of Directors, have enjoyed his association, our interest in books and reading is deeper from our contact with him and our desire to serve better the varied needs of the public has been extended and increased by his example. In him, we have lost a true personal friend and a leader in the love of books.

December 29, 1933

Resolutions- W.F. Hardy --- 2

BE IT, THEREFORE, RESOLVED, That we personally, and also, as representatives of the reading public, express the real loss in his going and our sympathy and regard for his family. And that a copy of these resolutions be conveyed to his wife and son in evidence of our common memories.

Adopted by the Board of Trustees of the  
Decatur Public Library, December 29, 1933.

By

*Edgar H. Allen*  
Acting president

*Minnie A. Dill*  
Secretary