

Regular Meeting of the Library Board

June 30, 1944

Present: ~~Miss~~Mr. Knuth, Mrs. Evans and Mrs. Garman.

Reading of the Minutes and Report were omitted.

A letter from V. G. Longbons of the Dennis Company, explaining the extensive roof repairs, was read.

It was reported that Miss Claire Wurdell had accepted the position of assistant cataloger, and would begin work July 5. Miss Wurdell comes well recommended, is a graduate of the Library School of the University of Illinois, and has had considerable experience.

Mention was made of the Institute for Librarians to be held in Urbana, July 6-8, which the librarian plans to attend.

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

Bills to the amount of \$3,551.26 were approved by the Finance committee and ordered paid. Mrs. Evans acted on the committee for this meeting.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Librarian's Report for May, 1944

Book Account

	Adult	Juvenile	Total
Total vols. 30 Apr'44	63331	17623	80954
New books added by purchase	156	3	159
Books replaced	59	0	59
Total additions	215	3	218
Total vols. 31 May'44	63546	17626	81172

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 30 Apr'44	11699	3507	629	779	16614
Borrowers registered	165	64	2	13	244
Borrowers cards cancelled	226	70	11	19	326
Cards in force 31 May'44	11638	3501	620	773	16532

Circulation

	Main lib.		Evans br		Schools	Total
	Adult	Child	Adult	Child		
Books issued	7812	2410	632	1182	2937	14973
Largest daily circ. at Main lib.-			650	At Evans branch-		202
Overdue notices sent	-----					677
Reserve postals sent	-----					157
Pictures loaned	-----					613
Telephone calls	-----					416

Binding and Repair

Books sent to bindery	-----	114
Books repaired in library	-----	598

Classified Report

Book Account

	Main lib.		Evans branch	E. End branch	Schools	Total
	Adult	Child				
Total vols. 30 Ap'44	58662	9508	7191	2336	3257	80954
New books added:						
General works	1	0	0	0	0	1
Philosophy	4	0	0	0	0	4
Religion	6	0	0	0	0	6
Sociology	25	0	0	0	0	25
Language	3	0	0	0	0	3
Science	13	0	0	0	0	13
Useful arts	23	0	2	0	0	25
Fine arts	29	0	0	0	0	29
Literature	32	0	3	0	0	35
History	32	0	1	0	0	33
Travel	10	0	2	0	0	12
Biography	7	0	1	0	0	8
Fiction	17	0	7	0	0	24
Total added	202	0	16	0	0	218
Rent coll.- 10						
Total vols. 31 May'44	58864	9508	7207	2336	3257	81172

Librarian's Report for May, 1944 --- 2

	<u>Classified Report</u>				Total
	<u>Circulation</u>				
	Main lib.		Evans	Schools	
	Adult	Child	branch		
General works	9	0	1	0	10
Philosophy	174	3	3	0	180
Religion	154	20	4	50	228
Sociology	336	47	13	51	447
Fairy tales	0	140	28	211	379
Language	16	0	0	0	16
Science	145	45	40	114	344
Useful arts	407	71	77	81	636
Fine arts	321	40	25	24	410
Literature	363	55	39	133	590
History	445	28	23	164	660
Travel	244	113	27	204	588
Biography	313	25	18	145	501
Fiction	4472	1801	1376	1760	9409
Magazines	166	22	140	0	328
Foreign books	10	0	0	0	10
Rent coll.	237	0	0	0	237
Total	7812	2410	1814	2937	14973

Volumes used for reference in Main adult dept. ----- 861

Finance

RECEIPTS:

Bal. on hand 1 My'44 -----	\$12159.51
Fines, lost & dam.bks. -	203.69
Non-resident fees -----	16.75
Rent collection -----	11.85
Reserve postals -----	2.22
Books sold -----	4.15

Total receipts ----- \$12398.17

DISBURSEMENTS:

Staff salaries -----	\$1818.60
Janitor salaries -----	270.00
Books -----	723.24
Binding -----	5.50
Supplies -----	35.00
Light -----	5.60
Heat -----	200.00
Telephone -----	17.70
Postage, drayage, etc -----	4.00
Miscellaneous -----	14.89
Total disbursements -----	\$3094.53
Bal. on hand 1 Je'44 -----	\$9303.64

Respectfully submitted,

*Minnie A. Dill*

Librarian.

SINCE  
1881

HARDWARE

TELEPHONE  
5113

# B. M. DENNIS & SON

SHEET METAL WORKERS & BUILDERS OF QUALITY ROOFS  
WARM AIR HEATING - AIR CONDITIONING  
611 NORTH WATER ST., DECATUR, ILLINOIS

"DEPEND  
ON  
DENNIS"

June 19, 1944

Decatur Public Library  
Decatur, Illinois

Att; Miss Minnie Dill  
Re: Re-roofing work and  
removal of skylight

Dear Madam:

Attached you will find our invoice for the roof repair work recently done at the Library. You will notice that the cost of the job is somewhat higher than we had anticipated and for that reason we are sending along this word of explanation that you may have it for your records.

When we put the two small roofs over the north and south sections adjoining this roof a few years back, we found ordinary wood sheathing and wood construction underneath so we had no difficulty whatever in removing the old roof and we used a smooth surfaced built-up asbestos roof for the replacement work. We naturally supposed this roof would be the same but when we got into it we found that it is concrete construction and that the old roof was cemented down to the concrete roof deck which made the job of removing the old roof a great deal more difficult.

Then we found that the top surface of the concrete deck was badly cracked up so that we had to do a considerable amount of repair work to it before we could put the new roof on. We also used five layers of felt in the construction of the roof in place of the standard three layers ordinarily used. We did this because we felt that the roof should be of heavier construction due to the cracking of the concrete underneath. The roof deck being concrete also called for a gravel top surface to hold it on which was a change from our original plan.

We also found the copper downpipe from the main

B. M. DENNIS & SON

Decatur Public Library

(2)

building which empties onto this roof had rusted away back into the wall and had to be replaced.

All in all we had to do a great deal more work than we had thought would be necessary but we explained to you when we talked about the work that we had no way of knowing what we would run into or just what the job would cost. We believe you will understand our position in the matter.

In our opinion we now have this part of the roof in good condition so that with a little watching by your custodian to keep the roof drains open you should be free from trouble for a long period of time.

Very truly yours,

B.M. Dennis & Son

*V. H. Longbons*