

Regular Meeting of the Library Board

July 27, 1934

Present: Messrs. Allen, Shilling, Borchers, Knuth, 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.

Since the last meeting the Mayor had appointed the following persons to serve as Board members for three years: Mrs. F. W. Vincent, reappointed, Mrs. Horace B. Garman and Mr. E. R. Knuth, new members. On motion, the election of officers was postponed.

A letter from Allen & Wiley with a copy of one they received from the Milwaukee Mechanics Insurance Co., was read, relative to the low percentage of insurance to value carried by the library on tornado insurance. On invitation, a committee of Insurance agents consisting of Messrs. C.W. Montgomery, L.W. Clark and L.W. Shade, representing three well-known firms of Decatur, were present to discuss the library insurance problem, having previously made a survey of amounts carried on all library property. They presented the situation from the insurance companies point-of-view and answered questions. They stated that the library had a very small proportion of insurance to value, and recommended that between \$70,000 and \$80,000 be carried, both fire, tornado and hail on both buildings, and the same proportion to value on contents; also a fair distribution among agents. Their <sup>complete</sup> report, signed, is appended to these minutes.

The replacement value of the building plus the cost of the new addition was discussed. On motion, S. A. Clausen,

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the architect was to be asked to make an appraisal of the building.

On motion, the fire insurance of \$4,000 on the Evans branch was to be renewed with Bennett & Shade Co., until the Board establishes a policy. On motion, three policies of \$5,000 each for tornado, on main building, for one year each, was taken out with the following firms,- Bennett & Shade Co., Durfee, Clark & Nicholson, and C. W. Montgomery; this with all other insurance subject to all other equitable insurance.

Mrs. Evans reported for the Insurance committee on the Board that it recommended as much more insurance as the library could afford to carry at present, and better distribution among agents. It was suggested by the President that the Committee be continued to study the subject and work out a definite plan to present to the Board.

Resubmission of the application for the library project, after C.W.A. ceased, was presented by the Illinois Emergency Relief commission. Mr. Allen was authorized to make further inquiries and sign the papers if he thought best.

On motion the bill of the Decatur Gas & Oil Service for gas and oil for the trip to Kankakee, made by Mr. Borchers and Mr. C. Ray Lyon, was allowed.

No list of new books was presented.

Bills to the amount of \$2,370.22 were passed by the Finance committee and ordered paid. Bills to the amount of \$2,060.10 for the stack room project, were also passed by the Finance committee and ordered paid from the special building fund.

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Mr. Borchers was appointed to act as member of the Finance committee at this meeting.

On motion, adjourned.

Minnie A. Dill

Secretary.

Reported burglars  
had entered the library  
the previous night and  
broken open the safe -  
About \$25.00 taken, also  
folders containing May,  
June & part of July  
rouchers & bills.

Librarian's Report for June, 1934

Book Account

	Adult	Juvenile	Total
Total vols. 31 May 1934	51802	14852	66654
New books added by purchase	98	24	122
New books added by gift	2	0	2
Magazines bound	1	0	1
Books replaced	19	1	20
Total additions	120	25	145
Books withdrawn	0	369	369
Total vols. 30 June 1934	51922	14508	66430

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 May 1934	13764	4902	1022	1237	20925
Borrowers registered	163	75	13	18	269
Borrowers cards cancelled	188	99	6	18	311
Cards in force 30 June 1934	13739	4878	1029	1237	20883

Circulation

	Main lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child	Stations	
Books issued	14674	4815	1863	1751	175	23278
Average daily circ. at Main library-					750	139
Largest " " " "					1161	224
Smallest " " " "					520	90
Overdue notices sent						293
Reserve postals sent						113
Pictures loaned						67

Binding and Repair

Books sent to bindery	110
Books repaired in library	1610

Classified Book Report

	Main lib.		Evans	E. End	Schools	Total
	Adult	Child	branch	branch		
Total vols. 31 May '34	47400	7954	5724	2746	2830	66654
New books added:						
General works	2	00	0	0	0	2
Philosophy	3	0	0	0	0	3
Religion	4	1	1	0	0	6
Sociology	13	1	0	0	0	14
Science	3	1	0	0	0	4
Useful arts	18	1	0	0	0	19
Fine arts	8	1	0	0	0	9
Literature	9	3	0	0	0	12
History	2	1	0	0	0	3
Travel	4	2	0	0	0	6
Biography	15	3	0	0	0	18
Fiction	39	10	0	0	0	49
Total added	120	24	1	0	0	145
Rental coll. 18						
Books withdrawn	0	159	41	0	169	369
Total vols. 30 June '34	47520	7819	5684	2746	2661	66430

Classified Circulation Report

	Main lib.		Evans	Stations	Total
	Adult	Child	branch		
General works	33	3	0	0	36
Philosophy	172	0	0	0	172
Religion	158	31	8	2	199
Sociology	230	429	126	8	793
Philology	18	0	0	0	18
Science	169	131	24	12	336
Useful arts	314	159	44	4	521
Fine arts	350	127	25	11	513
Literature	432	117	68	6	623
History	162	35	21	6	224
Travel	408	81	26	7	522
Biography	309	39	17	13	378
Fiction	11576	3572	2980	106	18234
Magazines	167	91	274	0	532
Foreign books	31	0	1	0	32
Rental coll.	145	0	0	0	145
Total	14674	4815	3614	175	23278

Finance

Receipts:

Balance on hand 25 May '34-	\$661.10
Fines, damaged & lost bks.	89.58
Fees from non-residents --	9.00
Rental collection -----	14.50
Reserve postals sold -----	1.92
Amount placed to account -	3000.00

Total receipts ----- \$3776.10

Expenditures:

Salaries -----	\$1577.70
Janitor service -----	200.00
Books -----	336.72
Binding -----	132.17
Supplies -----	2.68
Light -----	1.50
Heat -----	12.30
Furniture & fixtures -----	46.46
Telephone -----	6.90
Postage, drayage, etc. ---	2.10
Insurance -----	26.50
Miscellaneous -----	8.38
Total expenditure -----	\$2353.41
Balance on hand 30 June '34	\$1422.69

June 30, 1934- balance due from 1933-34 tax levy - - - - - \$17,000.00

Respectfully submitted,

*Hinnie A. Dill*

Librarian.

SPECIAL BUILDING FUND

Report for <sup>July</sup>~~June~~, 1934

Balance in Bank June 23, 1934 - - - - - \$3,452.73

Expenditures

C. Ray Lyon	Gas & oil Kankakee trip	2.40
J.L. Busch	Labor,- steam fitter	90.00
R. W. Johnson	" " "	90.00
S. A. Clausen	Salary,- superintendent	84.00
H. B. Walter	Concrete steps	15.75
Curtis Osborne	Truck & labor	7.85
Decatur Lumber & Mfg Co.	Lumber, millwork, etc	524.82
Fred W. Schlie	Plumbing material	361.23
Heise Electric Co.	Electric fixtures	753.85
Krigbaum Electric Co.	" "	6.85
Decatur Hydraulic Sand & Gravel Co.	Sand & Con. mixture	6.26
Builders Lumber Co.	Lumber	34.69
Decatur Builders Supply & Coal Co.	Finishing lime	29.25
Decatur Brick Co.	Plaster, lime, cement	25.11
Morehouse & Wells Co.	Paint, brushes, Elec. supplies	21.97
Myer & Son	Paint	6.07
		<hr/>
		\$2060.10

Balance in bank, July 27, 1934 - - - - - \$1,392.63

Decatur, Illinois  
July 27, 1934

Board of Directors,  
Decatur Public Library,  
Decatur, Illinois.

Gentlemen:

A review of your insurance indicates that you have a very small proportion of insurance to value. If the replacement value of the Main Building plus the cost of the new addition totals \$125,000.00, then it would be our recommendation that you carry between \$70,000.00 and \$80,000.00 insurance, both fire and tornado and hail. You should also carry approximately the same proportion of insurance to value on the contents. This recommendation applies to the Alice G. Evans Branch as well as the Main Building. We understand that the Alice G. Evans Branch cost approximately \$10,000.00.

The present sound value of the buildings can be determined very readily by comparing the cost with present day values and figuring a normal depreciation.

If it would be your desire to avail yourselves of the co-insurance credits, the following reductions would be made in your insurance rates:

Co-Insurance	Fire	Tornado
70%	20%	44%
80%	25%	50%

In making the distribution among agents we would recommend that you confine yourselves to those who have been regularly in the fire insurance business for three years or more. Insurance agents come and go and it is our thought that established agents only should be considered; also that the distribution be confined to insurance agents as distinguished from brokers.

Yours very truly,

L. W. Clark

C. H. Montgomery

L. W. Wade

July 27, 1934

APPORTIONMENT OF INSURANCE

In recommending agents who should participate in the distribution we have confined ourselves to those who have been regularly in the Fire and Casualty business for three years or more. Insurance agents come and go, and it is our thought that established agents only should be considered.

We also recommend that distribution be confined to insurance agents, as distinguished from brokers.

In arriving at our figures we have taken into consideration:

2% fire tax paid  
Size of the agency  
Real estate taxes paid  
General standing of the agency

SPECIAL BUILDING FUND

Report for August, 1934

Balance in bank, July 27, 1934 - - - - - \$1,392.63

Expenditures

S. A. Clausen	Salary-	superintendent	\$36.00
Earl McCloy	Labor-	electrician	8.10
J.J. Bowers	Labor,-	lifting balcony rail	1.00
Wm. Schroll	"	" " "	1.00
J. W. Daley	"	" " "	1.00
Thomas Glover	"	" " "	1.00
J. E. Farmer	"	" " "	1.00
E. W. Kirn	Labor,-	installing & painting bal.rail	10.00
C. D. Higgins	Labor,-	installing balcony rail	7.50
Morehouse & Wells Co.		Electrical supplies & paint	48.84
B. M. Dennis & Son		Tools & hardware	21.31
Decatur Brick Mfg Co.		Cement	1.68
Decatur Gas & Oil Service		Gas and oil	1.24
Fred W. Schlie		Steam heating materials	144.60
Ill. Power & Light Corp.		Rubber gloves	3.25
			<u>\$287.52</u>

Balance in bank, August 31, 1934 - - - - - \$1,105.11

SPECIAL BUILDING FUND  
Report for September, 1934

Balance in bank, August 31, 1934 - - - - - \$1105.11

Expenditures

S. A. Clausen	Salary,- superintendent	\$42.00
Harry Meisenhelter	Labor- plasterer	26.25
Edwin Pratt's Sons Co.	Window guards	193.60
B. M. Dennis & Son	Hardware and tools	10.78
Morehouse & Wells Co.	Electrical supplies	7.88
Roy R. Wilson	Hardware & tools	1.44
Remington Rand, Inc.	Steel stacks	<u>823.16</u>
		\$1105.11

September 30, 1934- no balance in bank

SPECIAL BUILDING FUND

FULL REPORT

RECEIPTS

January 9, 1934-	Amount borrowed from Millikin Nat'l Bank	\$9,000.00
	Deducted by bank:	
	Bank commission	\$135.00
	Discounted interest	430.32
	Abstracter	12.00
		<u>\$577.42</u>
January 9, 1934-	Amount placed to credit of Library	\$8,422.58

EXPENDITURES

Liability insurance	\$42.40	
Tarpaulin	20.00	
Lumber, rent on lumber, roofing, windows	1274.06	
Tools, hardware, paint	206.60	
Notices for bids	51.57	
Plumbing & electric supplies	402.38	
Brick	558.30	
Lime, cement, plaster	934.96	
Sand, concrete mixture	295.01	
Insulation	301.50	
Rent on equipment	122.59	
Blue prints	17.13	
Electric fixtures & lamps	776.00	
Steam heating materials	505.83	
Steel window guards	193.60	
Steel stacks	823.16	
Miscellaneous expenditure for materials	37.09	
Superintendent's salary	462.00	
Truck & labor	89.05	
Labor- hodcarrier	86.25	
Labor- plasterer	630.00	
Labor- steamfitter	480.00	
Labor- concrete work	54.00	
Labor- roofer	22.50	
Labor miscellaneous	36.60	
September 30, 1934-	Total expenditure	\$8,422.58