

Called Meeting of the Library Board

May 14, 1934

Present: Messrs. Allen, Shilling, Borchers, Mrs. Gastman, Mrs. Vincent and Mrs. Evans.

The meeting was called for the purpose of hearing the fifty-ninth annual report for the year ending April 30, 1934.

The report for April was accepted unread as it was incorporated in the annual report. The reports of the librarian and president were both read and, on motion, accepted and ordered placed on file. The president's report was signed by all members present and absent ones were to sign the next day, after which the librarian had the reports sworn to and sent to the Mayor.

Mr. J. K. Stafford and Mr. Clausen were called in to explain the work on the stack addition, Mr. Stafford said he could furnish all labor asked for except bricklayers, hod carriers and roofers. He will give us all he can. Mr. Clausen listed the materials needed: electric fixtures, electric lamps, wall board, linoleum, window guards, steam heating materials, and stacks. On motion, to continue with relief workers unless the work needs skilled men, in this case to be left to judgment of Mr. Clausen and Mr. Shilling.

On motion, Mr. Clausen was to advertise for bids for all other material needed except stacks.

On motion, the deferred action on the public liability insurance was left to Mr. Shilling with power to act.

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On motion, the budget for 1934-35 was accepted as presented, except there was to be no increase in wages of janitors.

On motion, \$100 was to be allowed Miss Wayne for expenses in attendance at the A.L.A. Conference in Montreal, June 25-30, 1934.

On motion, adjourned.

*Minnie A. Dill*

Secretary.

Regular Meeting of the Library Board

May 25, 1934

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

Reading of the minutes of the last two meetings was deferred. There was no April report of the librarian as this was incorporated in the annual report just presented May 14.

Mr. Clausen was called in to report on the progress of the building. He expects the steel from Edwin Pratt's Sons Co., in Kankakee, today or tomorrow. He will call them up Monday, if it has not come. Mr. Allen reported that if the steel is not delivered this month, it will probably not be given by C.W.A.. Mr. Borchers will go to Kankakee with Mr. C. Ray Lyon, representative of the firm, to hasten the delivery.

On motion, continuation of work relief was to be requested of the Illinois Emergency Relief Commission, for the completion of the stack room.

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

On motion, June pay checks were to be given Miss Wayne and Miss Baker a week before the regular June meeting.

Bills to the amount of \$2,269.22 were passed by the Finance committee and ordered paid.

Bills to the amount of \$528.30 for the stack room project were also passed by the Finance committee and ordered paid from the special building fund.

Adjourned to the catalog room where bids as advertised in the accompanying legal notice, were opened.

**LEGAL NOTICES**  
~~15/MAY 1934~~

**NOTICE FOR BIDS ON MATERIALS FOR THE DECATUR PUBLIC LIBRARY**  
 Notice is hereby given that sealed bids will be received and opened by The Board of Library Directors at the office of the Librarian in the Public Library in Decatur, Illinois, on and until 4 o'clock p. m. May 25, 1934.  
 Sealed bids will be received on the following materials:

1. Electric Light Fixtures.
  - Basement—52-Holophane No. 02176 for 60 W. lamp.
  - 17-Holophane No. C-2110-R 60 W. lamp. With 3/8" socket extension.
  - First Floor—
  - 49-Holophane No. 02176 for 60 W. lamp.
  - 7-Holophane No. C-2110-R for 60 W. lamp. With 3/8" socket extension.
  - Balcony—
  - 35-Holophane No. 02176 for 60 W. lamp.
  - 11-Holophane No. C-2110-R for 60 W. lamp.
  - With 3/8" socket extension.
  - 11-Holophane No. S-2130-R for 200 W. lamp.
- 2.—Lamps.
  - 171—60 watt In-frosted.
  - 11—200 watt C-clear.
- 3.—Wall Board.
  - 1500 square feet of Celotex or equal 1/2" thick wall board—size 4 ftx8 ft.
- 4.—Linoleum.
  - 190 square yards of Battleship Linoleum 3-16" thick in dark green color.
  - 190 sq. yds. of 1 1/2 pound felt.
  - 50 gallons cement.
- 5.—Window Guards.
  - 3 Mild steel window guards as per plans.

**LEGAL NOTICES**

6—Steam heating material as follows:  
**LIST OF MATERIALS.**  
 372 sq. ft. of 37" 6-Tube U. S. Capitol Tube Radiation.  
 11 3/4" No. 140 Dunham Radiator Valves with Regulating Plates.  
 15 1/2" No. 1—A Dunham Angle Rad. Traps.  
 3 3/4" No. 3—A Ditto.  
 3 3/4" No. 572 Lavigne Globe Pat. Rad. Valves with Union.  
 2 1" Ditto.  
 6 Style "C" E-Z Rad. Hangers for Wall Radiators.  
 2 Style "C" Ditto Tube Radiators.  
 122 ft. of 3" Youngstown Blk. Wrt. Steel Pipe.  
 110 ft. of 1 1/2" ditto.  
 10 ft. of 2" ditto.  
 15 ft. of 2" Youngstown Galv. Wrt. Steel Pipe.  
 95 ft. of 1 1/4" Youngstown Blk. Wrt. Steel Pipe.  
 75 ft. of 1" ditto.  
 120 ft. of 3/4" ditto.  
 35 ft. of 1 1/8" ditto.  
 1 3" C. I. Tee.  
 5 3x3x1" Ditto.  
 8 3x3x1 1/4" ditto.  
 1 3x1x3" ditto.  
 1 3x2x3" ditto.  
 1 3x3x3/4" ditto.  
 1 2x1 1/4x1 1/2" C. I. Tee.  
 5 1 1/2x1 1/2" ditto.  
 1 1 1/2x1 1/4x1 1/2" ditto.  
 1 1 1/2x1 1/2x1 1/2" ditto.  
 1 2x2x3/4" ditto.  
 3 1 1/4x1 1/4x1 1/2" ditto.  
 5 1 1/4x1 1/4x3/4" ditto.  
 5 1x1x3/4" ditto.  
 4 1x1x1/2" ditto.  
 2 1x3/4x3/4" ditto.  
 4 1x1x1/2" ditto.  
 3 3/4x1 1/2x1/2" ditto.  
 4 3" C. I. Ells.  
 1 3x1" ditto.  
 2 2" ditto.  
 10 1 1/2" ditto.  
 16 1 1/2" ditto.  
 4 1" ditto.  
 3 1x3/4" ditto.  
 12 3/4" ditto.  
 4 1/2" ditto.  
 3 3/4x1 1/2" C. I. Ells.  
 8 1 1/4x3/4" C. I. "P" Ells.  
 1 2x3/4" ditto.  
 3 3/4" C. I. 450 Ells.  
 1 2" ditto.  
 8 1 1/4" ditto.  
 8 1" ditto.  
 18 3/4" ditto.  
 4 1/2" ditto.  
 1 1 1/2" C. I. Flange Union.  
 2 3/4" N. P. Union Rad. Ells.  
 2 1 1/2" Ditto.  
 5 3x12" Blk. Nipples.

**LEGAL NOTICES**

1 3" Short ditto.  
 6 1 1/2" Close ditto.  
 6 1 1/4x10" ditto.  
 12 1x4" ditto.  
 8 1" Short ditto.  
 18 3/4x4" ditto.  
 6 3/4x6" ditto.  
 6 3/4" Short ditto.  
 8 1 1/4x4" ditto.  
 4 1 1/2x6" ditto.  
 6 1 1/2" Short ditto.  
 6 3/4x1 1/2" B. M. Red. Cplgs.  
 7 1" B. M. Caps.  
 1 2" C. I. Plug.  
 12 3" Expansion Pipe Hangers. Crane Style "J."  
 3 1" ditto Crane Solid Ring.  
 2 3/4" ditto Crane Solid Ring.  
 2 1 1/4" ditto Crane Solid Ring.  
 12 1 1/2" C. I. Hook Plates (Single Hook).  
 8 1 1/4" ditto.  
 16 3/4" N. P. No. 10 B. & C. Floor Plates.  
 3 1/2" Ditto.  
 4 1" Ditto.  
 4 1 1/2" Ditto.  
 4 3" Ditto.  
 Bids shall be for materials delivered at the Library site as required. The Library Board reserves the right to accept or reject any or all bids.  
 Dated at Decatur, Ill. this 14th day of May 1934.  
 THE BOARD OF LIBRARY DIRECTORS  
 OF DECATUR, ILL.  
 EDGAR H. ALLEN,  
 President.  
 E. A. CLAUSEN,  
 Architect.

Window guards Edwin Pratt's Sons Co., of Kankakee,  
 eight window guards as per plan, delivered to building site by  
 truck for \$193.60. Mississippi Valley Steel Structural Co.  
 on same material delivered- \$440.64. On motion, bid goes to  
 low bidder provided low bidder delivers C.W.A. steel to library  
 this month.

Electric light fixtures and lamps

L. D. Berry	\$897.30
Bodine Electric Shop	926.00
R. W. Trotter Electric Co.	763.38
Krigbaum Electric Co.	770.91
Heise Electric Shop	753.85

On motion, let to the lowest bidder.

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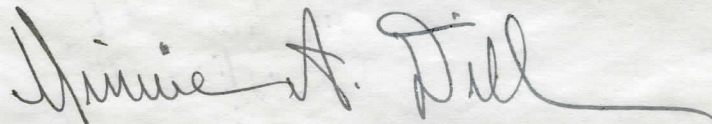
Steam heating material

Fred W. Schlie	\$373.45
W. T. Delahunty & Co.	376.55
White Plumbing & Heating Co.	343.87

On motion, contract let to Mr. Schlie, the lowest Decatur man.

No bids were received for wall board or linoleum, so these are to be purchased in the regular way.

On motion, adjourned.



Secretary.

Librarian's Report for April, 1934

Book Account

	Adult	Juvenile	Total
Total vols. 31 March 1934	51243	14783	66026
New books added by purchase	123	39	162
New books added by gift	65	0	65
Magazines bound	1	0	1
Books replaced	28	10	38
Total added during April	217	49	266
Books added by transfer during yr.	0	1	1
Books found during year	238	6	244
Total added	455	56	511
Books withdrawn by transfer	1	0	1
Total vols. 30 April 1934	51697	14839	66536

Registration

	Main Lib.		Evans Br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 March 1934	13788	4931	1019	1182	20920
Borrowers registered	190	73	10	27	300
Borrowers cards cancelled	193	78	8	12	291
Cards in force 30 April 1934	13785	4926	1021	1197	20929

Circulation

	Main Lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	16870	5645	2138	2277	3969	30899
Average daily circ. at Main Library-	901		At Evans branch-			176
Largest " " " "	1532		" " "			280
Smallest " " " "	611		" " "			92
Overdue notices sent	-----					419
Reserve postals sent	-----					199
Pictures loaned	-----					823

Binding and Repair

Books sent to bindery	-----	287
Books repaired in library	-----	2726

Classified Book Report

	Main Lib.		Evans branch	E. End branch	Schools	Total
	Adult	Child				
Total vols. 31 Mar. '34	46876	7917	5659	2746	2828	66026
New books added:						
General works	6	0	0	0	0	6
Philosophy	1	0	0	0	0	1
Religion	4	0	0	0	0	4
Sociology	9	2	3	0	0	14
Philology	1	0	0	0	0	1
Science	5	4	2	0	0	11
Useful arts	8	1	0	0	0	9
Fine arts	10	5	0	0	0	15
Literature	3	1	2	0	0	6
History	7	1	1	0	0	9
Travel	8	1	4	0	0	13
Biography	8	0	1	0	0	9
Fiction	125	9	34	0	0	168
Total added during Apr.	195	24	47	0	0	266
Rent coll. 17						
Books added by transfer during yr.	0	1	0	0	0	1
Books found during yr.	237	3	5	0	0	244
Total added	429	28	52	0	0	511
Books withdrawn by transfer	1	0	0	0	0	1
Total vols. 30 April 1934	47304	7945	5711	2746	2830	66536

Classified Report  
Circulation

	Main Lib.		Evans branch	Schools	Total
	Adult	Child			
General works	38	5	9	0	52
Philosophy	216	2	1	0	219
Religion	215	41	16	53	325
Sociology	377	472	189	532	1570
Philology	21	0	0	0	21
Science	275	220	56	220	771
Useful arts	516	182	88	68	854
Fine arts	460	152	43	10	665
Literature	884	294	119	185	1482
History	354	114	79	340	887
Travel	582	277	88	267	1214
Biography	493	106	54	120	773
Fiction	11957	3653	3407	2174	21191
Magazines	283	127	266	0	676
Foreign books	33	0	0	0	33
Rent coll.	166	0	0	0	166
Total	16870	5645	4415	3969	30899

Finance

Receipts:

Balance on hand 31 Mar. '34-	\$347.63
Fees from non-residents ---	6.00
Fines, damaged & lost bks.-	119.28
Rental collection -----	16.60
Reserve postals -----	3.12
Amount placed to account --	2000.00

Expenditures:

Salaries -----	\$1498.80
Janitor service -----	200.00
Books -----	230.28
Periodicals -----	1.50
Binding -----	99.10
Supplies -----	18.08
Repairs & improvements ----	1.00
Light -----	1.50
Heat -----	135.48
Telephone -----	5.00
Postage, drayage, etc ----	4.44
Miscellaneous -----	17.13

Total receipts ----- \$2492.63

Total expenditure ----- \$2212.31

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

Caroline S. Loeb Fund

Caroline S. Loeb gift -----	\$500.00
Interest -----	50.76
Total -----	\$550.76

Respectfully submitted,

*Minnie A. Dill*

Librarian.

SPECIAL BUILDING FUND

Report for May, 1934

Balance in bank April 30, 1934 - - - - - \$6,042.29

Expenditures

Builders Lumber Co.	Lumber	\$17.90
Curtis Osborne	Truck & labor	32.40
S. A. Clausen	Salary	72.00
F. R. Hahn	Truck & labor	4.50
Morehouse & Wells Co.	Electrical materials	217.52
Hunter-Pogue Lumber Co.	Roof insulation	112.80
Decatur Newspapers	Advertising bids	33.76
Decatur Brick Co.	Cement	30.55
Service Blue Print & Letter Shop	Blue prints	2.64
Galen Cripe	Rent on electrical tools	2.00
Decatur Gas & Oil Service	Gas & oil	1.23
Bazley Market	Barrel	1.00
		<u>528.30</u>
		\$528.30

Balance in bank May 25, 1934 - - - - - \$5,513.99